

**TELEPHONIC EXECUTIVE COMMITTEE MEETING**

**DIAL-IN – 1 888 867-7084 – AFTER PROMPT DIAL 321355# TO  
CONNECT TO CONFERENCE CALL**

**August 6, 2009– 9:00 a.m. (Thursday)**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – 7-13-09 (**emailed separately**)
4. ACTION ITEMS
  - A. CFCC - NCCER Certified Electrical Craft, **page 1**
  - B. CFCC -NCCER Certified Green Constr. Professional, **page 5**
  - C. CFCC - West Ocala Green Jobs Coalition Pilot Training Project, **page 13**
  - D. CFCC - LEED Green Associate and Green AP, **page 21**
  - E. Revised/Update 2009 Budget and WWDA/Youth Budgets, **page 28**
  - F. Incubator Concept Paper, **page 35**
  - G. Lease of Portables from LCSB, **page 36**
5. STATUS REPORTS
6. DISCUSSION ITEMS
7. MATTERS FROM THE FLOOR
8. ADJOURNMENT



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee – 8-6-09**

#### **TOPIC/ISSUE:**

Approval of class-size agreement with CFCC for NCCER Certified Electrical Craft

#### **BACKGROUND:**

Construction has been one industry that has suffered huge job loss in our region and across the State.

This would be another beneficial certification for our unemployed construction workers who already have their NCCER Core certification to add to help them qualify for governmental construction projects and for existing jobs with the Shaw Group.

#### **POINTS OF CONSIDERATION:**

- The Shaw Group is ready to hire anyone we train and certify who is willing to travel for employment in Georgia and South Carolina until Shaw is ready to go in Levy County with Progress.
- The Shaw Group has worked directly with CFCC on the planning for this training.
- Individual will be able to work with low voltage applications in residential, commercial and industrial projects including security systems, photovoltaic applications and give assistance to a licensed electrician on a construction project.
- Beginning of a career path to a licensed electrician.
- The cost per person is \$1,665.00

#### **STAFF RECOMMENDATIONS:**

Approval of class-size project for NCCER Certified electrical Craft

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

**Central Florida Community College  
CF Institute – Corporate Training**

**Certified Green Construction Professionals  
National Center for Construction Education and Research NCCER**

**Programs and Schedule**

**NCCER Certified Green Construction Professional** - For complete competencies see Exhibit A

1. Week One: Jump Start Your Career. The program includes new student orientation; OSHA 10 Certification for Construction, career pathways, emerging "green" qualifications, and competing in today's employment marketplace. Program also includes NCCER's LEED "Your Role in the Green Environment". This course is endorsed by Green Advantage® and recognized as beneficial to individuals planning to sit for the Green Advantage Commercial/Residential certification exam. NCCER is recognized as a U.S. Green Building Council (USGBC) education provider. Students will receive a certificate of completion and next steps for those who desire the LEED-GA certification.
2. Weeks Two – Four: A three week NCCER Certified Core Construction. Topics include basic safety, construction math, hand tools, power tools, basic blueprints, communication skills and materials handling.

Student completing the program will earn four nationally recognized industry credentials; 1) industry recognized credential from National Center for Construction Education and Research (NCCER), 2) OSHA 10 Hour Safety Card, 3) a NCCER Safety Orientation Credential, and 4) recognized NCCER certificate "Your Role in the Green Environment".

Dates: **Section One** - August 24 – September 24, 2009 (No class September 7<sup>th</sup>, Labor Day Holiday)

**Section Two** – October 5 – November 4, 2009

Times: 8:30 a.m. – 3:30 p.m.

Lunch Break 11:30 – 12:30 p.m.

Last Day of Classes – Graduation 3:30 – 4:30 p.m.

Hours: 114

Days: Monday - Thursday

Location: CFCC, Ocala Campus Building 9

Schedule: Day 1 & 2 Introduction & New Student Orientation  
Basic Employability Skills & Careers in Construction  
Day 3 & 4 OSHA 10 for Construction Certification  
Day 5 – 17 NCCER Core  
Day 18 & 19 Your Role in the Green Environment  
Graduation & Recognitions

Training Materials: All NCCER training and testing materials are included in the program. Each student will receive a set of supplies and personal protection equipment for their permanent use. The kit includes: tool belt, tape measure, hard hat, safety goggles and leather gloves. Each student will need to purchase safety shoes prior to the start of week two. Safety shoe expense is between \$30.00 and \$40.00.

Fee: \$1582.00 per person

Participants: Minimum 16, Maximum 20

### **NCCER Certified Electrical Craft – Level One**

Optional add on program for Core completers. For complete competencies see Exhibit A

Dates: **Section One** – November 9 – December 7, 2009 (No classes November 11, Veterans Day, November 26 & 27 Thanksgiving)  
**Section Two** – January 5 – February 1, 2010 (No class January 18)

Hours: 114

Times: 8:30 a.m. – 3:30 p.m.

Lunch Break 11:30 – 12:30 p.m.

Last Day of Classes – Graduation 3:30 – 4:30 p.m.

Days: Monday - Friday

Location: CFCC, Ocala Campus Building 9

Schedule: Day 1 - 4 Electrical Safety, bending conduit, electrical hardware  
Day 5 - 8 Electrical Theory, test equipment & the National Electrical Code®  
Day 9 – 18 Raceways, boxes and fittings, conductors, electrical blueprints, wiring for commercial, industrial and residential  
Graduation & Recognitions

Prerequisites: NCCER CORE Certification and OSHA 10 Certification (students will need to bring the safety equipment issued in the Core Program)

Training Materials: All NCCER training and testing materials are included in the program.– Personal Protective Equipment Kit; Includes Rubber Gloves, Insulating blankets, Hot Sticks, Shorting Probes, Safety Glasses and Face Shields.

Fee: \$1665.00 per person

Participants: Minimum 14, Maximum 18

Financials:

**Green Construction**

Tuition for two classes	32 X \$1,179.00	\$37,728.
Equipment		\$6,602.
Training		\$3,100.
Coordination for Start Up		<u>\$3,200.</u>
		\$50,630

/ 32 Students = **\$1,582.00 per person**

**Electrical Craft Worker**

Tuition for two classes	28 X \$795.00	\$22,260.
Equipment		<u>\$24,363.</u>
		\$46,623.

/ 28 Students = **\$1,665.00 per person**



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee – 8-6-09**

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#### **POINTS OF CONSIDERATION:**

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- Beginning of a career path to a licensed electrician.
- The cost per person is \$1,665.00

#### **STAFF RECOMMENDATIONS:**

Approval of class-size project for NCCER Certified electrical Craft

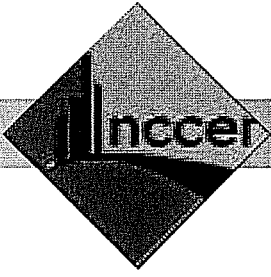
#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

## **NCCER Certified Green Construction Professional & Electrical Craft Worker Recruiting Groups**

1. Entry level craft workers for The Shaw Group – workers are needed beginning December of 2009 for Georgia and South Carolina projects. By December 2010 workers will be needed for the Levy project. See attached demand schedule from Shaw. Representatives from Shaw have indicated the desire to have local workers gain experience with their out state projects for an eventual reassignment to Levy.
2. Upgrading of skills for existing construction workers who are no longer competitive in the market place without certifications.
3. Cross training of existing construction workers to add a new trade to compliment their existing skills. The electrical craft worker level one training is for basic wiring, devices and connectors, interpreting electrical blue prints and working with low voltage for residential, commercial and industrial projects. With this certification the employee would be able to work with low voltage applications including, residential and commercial security, photovoltaic applications, and give basic assistance to the licensed electrician on a construction project. Career path could ultimately lead to a licensed electrician.
4. Jobs generated by the Stimulus Dollars from the American Recovery and Reinvestment Act – Federally funded projects will require additional certifications for the workforce to comply with funding requirements. NCCER is one of the approved programs to certify the construction workforce to a national standard. Sample funding programs include:
  - a. \$175,984,474 has been set aside by the State of Florida for Weatherization Assistance for Low-Income Person.
  - b. "Preliminary estimates for transportation funding in Florida are \$70M for airport projects, \$1.35B for highway and bridge projects and \$316M for transit grants. Other transportation funding will be distributed on a national discretionary basis for other modes of transportation including rail and seaport investments. Federal requirements, priority considerations for project selection and deadlines for project approvals are included in the American Recovery and Reinvestment Act."
  - c. Title XI of ARRA appropriates \$1 billion to the CDBG program to carry out eligible activities under the Housing and Community Development Act of 1974. The State of Florida will be allocated \$7.5 million from this appropriation to be used for CDBG eligible activities. Specifically ARRA requires that priority be given to projects that can award contracts based on bids within 120 days from the date the funds are made available to the state.
5. Construction companies bidding on governmental projects would receive points for their proposal by having certified green construction workers. Graduates would receive the NCCER certification and would have the option to sit for the Green Advantage® certification exam given by the U.S. Green Building Council.

All graduates would have their information and certifications entered into a national data base registry of construction professionals maintained by NCCER. *Any company looking for NCCER qualified applicants will have access to this national registry.*



## CORE CURRICULUM: Introductory Craft Skills

### Competencies / Objectives

#### MODULE 00101-04 – BASIC SAFETY

1. Explain the role that safety plays in the construction crafts.
2. Describe the meaning of job-site safety.
3. Describe the characteristics of a competent person and a qualified person.
4. Explain the appropriate safety precautions to take around common job-site hazards.
5. Demonstrate the use and care of appropriate personal protective equipment (PPE).
6. Properly don and remove personal protective equipment (safety goggles, hard hat, and personal fall protection).
7. Follow the safety procedures required for lifting heavy objects.
8. Describe safe behavior on and around ladders and scaffolds.
9. Explain the importance of Hazard Communications (HazCom) and material safety data sheets (MSDSs).
10. Describe fire prevention and firefighting techniques.
11. Define safe work procedures to use around electrical hazards.

#### MODULE 00102-04 – INTRODUCTION TO CONSTRUCTION MATH

1. Add, subtract, multiply, and divide whole numbers, with and without a calculator.
2. Use a standard ruler and a metric ruler to measure.
3. Add, subtract, multiply, and divide fractions.
4. Add, subtract, multiply, and divide decimals, with and without a calculator.
5. Convert decimals to percentages and percentages to decimals.
6. Convert fractions to decimals and decimals to fractions.
7. Explain what the metric system is and how it is important in the construction trade.
8. Recognize and use metric units of length, weight, volume, and temperature.
9. Recognize some of the basic shapes used in the construction industry, and apply basic geometry to measure them.

#### MODULE 00103-04 – INTRODUCTION TO HAND TOOLS

1. Recognize and identify some of the basic hand tools used in the construction trade.
2. Use hand tools safely.
3. Describe the basic procedures for taking care of hand tools.

#### MODULE 00104-04 – INTRODUCTION TO POWER TOOLS

1. Identify power tools commonly used in the construction trades.
2. Use power tools safely.
3. Explain how to maintain power tools properly.



## **MODULE 00105-04 – INTRODUCTION TO BLUEPRINTS**

1. Recognize and identify basic blueprint terms, components, and symbols.
2. Relate information on blueprints to actual locations on the print.
3. Recognize different classifications of drawings.
4. Interpret and use drawing dimensions.

## **MODULE 00106-04 – BASIC RIGGING**

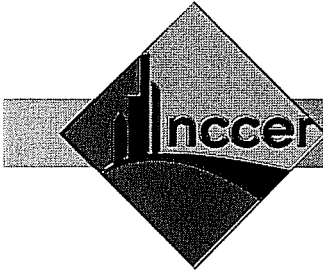
1. Identify and describe the use of slings and common rigging hardware.
2. Describe basic inspection techniques and rejection criteria used for slings and hardware.
3. Describe basic hitch configurations and their proper connections.
4. Describe basic load-handling safety practices.
5. Demonstrate proper use of American National Standards Institute (ANSI) hand signals.

## **MODULE 00107-04 – BASIC COMMUNICATION SKILLS**

1. Demonstrate the ability to interpret information and instructions presented in both written and verbal form.
2. Demonstrate the ability to communicate effectively in on-the-job situations using written and verbal skills.

## **MODULE 00108-04 – BASIC EMPLOYABILITY SKILLS**

1. Explain the construction industry, the role of the companies that make up the industry, and the role of individual professionals in the industry.
2. Demonstrate critical thinking skills and the ability to solve problems using those skills.
3. Demonstrate knowledge of computer systems, and explain common uses for computers in the construction industry.
4. Demonstrate effective relationship skills with teammates and supervisors, the ability to work on a team, and appropriate leadership skills.
5. Be aware of workplace issues such as sexual harassment, stress, and substance abuse.



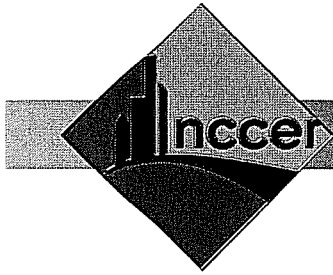
## YOUR ROLE IN THE GREEN ENVIRONMENT

### Competencies / Objectives

## 70101-08

### MODULE 70101-08 – Your Role in the Green Environment

1. Describe the major challenges to the green environment that are caused directly or indirectly by the built environment.
2. Identify decisions and actions in your personal and work life that impact the green environment.
3. Prioritize your actions in terms of which ones matter most for the green environment.
4. Describe the life cycle phases of a building and the impacts on the green environment over its life cycle.
5. Identify green alternatives to conventional building practices and describe the pros and cons of those alternatives.
6. Identify specific practices you can implement at work to improve your impacts on the green environment.
7. Describe the Leadership in Energy and Environmental Design (LEED) rating process.
8. Identify construction activities that contribute to a project's LEED rating.
9. Identify common construction pitfalls that may affect a project's LEED rating.



## Level One

### MODULE 26101-08 – ORIENTATION TO THE ELECTRICAL TRADE

1. Describe the apprenticeship/training process for electricians.
2. Describe various career paths/opportunities one might follow in the electrical trade.
3. Define the various sectors of the electrical industry.
4. State the tasks typically performed by an electrician.
5. Explain the responsibilities and aptitudes of an electrician.

### MODULE 26102-08 – ELECTRICAL SAFETY

1. Recognize safe working practices in the construction environment.
2. Explain the purpose of OSHA and how it promotes safety on the job.
3. Identify electrical hazards and how to avoid or minimize them in the workplace.
4. Explain safety issues concerning lockout/tagout procedures, confined space entry, respiratory protection, and fall protection systems.
5. Develop a task plan and a hazard assessment for a given task and select the appropriate PPE and work methods to safely perform the task.

### MODULE 26103-08 – INTRODUCTION TO ELECTRICAL CIRCUITS

1. Define voltage and identify the ways in which it can be produced.
2. Explain the difference between conductors and insulators.
3. Define the units of measurement that are used to measure the properties of electricity.
4. Identify the meters used to measure voltage, current, and resistance.
5. Explain the basic characteristics of series and parallel circuits.

### MODULE 26104-08 – ELECTRICAL THEORY

1. Explain the basic characteristics of combination circuits.
2. Calculate, using Kirchhoff's voltage law, the voltage drop in series, parallel, and series-parallel circuits.
3. Calculate, using Kirchhoff's current law, the total current in parallel and series-parallel circuits.
4. Using Ohm's law, find the unknown parameters in series, parallel, and series-parallel circuits.

## **MODULE 26105-08 – INTRODUCTION TO THE NATIONAL ELECTRICAL CODE®**

1. Explain the purpose and history of the NEC®.
2. Describe the layout of the NEC®.
3. Demonstrate how to navigate the NEC®.
4. Describe the purpose of the National Electrical Manufacturers Association and the NFPA.
5. Explain the role of nationally recognized testing laboratories.

## **MODULE 26106-08 – DEVICE BOXES**

1. Describe the different types of nonmetallic and metallic boxes.
2. Calculate the NEC® fill requirements for boxes under 100 cubic inches.
3. Identify the appropriate box type and size for a given application.
4. Select and demonstrate the appropriate method for mounting a given box.

## **MODULE 26107-08 – HAND BENDING®**

1. Identify the methods for hand bending and installing conduit.
2. Determine conduit bends.
3. Make 90-degree bends, back-to-back bends, offsets, kicks, and saddle bends using a hand bender.
4. Cut, ream, and thread conduit.

## **MODULE 26108-08 – RACEWAYS AND FITTINGS**

1. Identify and select various types and sizes of raceways and fittings for a given application.
2. Identify various methods used to fabricate (join) and install raceway systems.
3. Identify uses permitted for selected raceways.
4. Demonstrate how to install a flexible raceway system.
5. Terminate a selected raceway system.
6. Identify the appropriate conduit body for a given application.

## **MODULE 26109-08 – CONDUCTORS AND CABLES**

1. From the cable markings, describe the insulation and jacket material, conductor size and type, number of conductors, temperature rating, voltage rating, and permitted uses.
2. Determine the allowable ampacity of a conductor for a given application.
3. Identify the NEC® requirements for color coding of conductors.
4. Install conductors in a raceway system.

## **MODULE 26110-08 – BASIC ELECTRICAL CONSTRUCTION DRAWINGS**

1. Explain the basic layout of a set of construction drawings.
2. Describe the information included in the title block of a construction drawing.
3. Identify the types of lines used on construction drawings.
4. Using an architect's scale, state the actual dimensions of a given drawing component.
5. Interpret electrical drawings, including site plans, floor plans, and detail drawings.
6. Interpret equipment schedules found on electrical drawings.
7. Describe the type of information included in electrical specifications.

## **MODULE 26111-08 – RESIDENTIAL ELECTRICAL SERVICES**

1. Explain the role of the National Electrical Code® in residential wiring and describe how to determine electric service requirements for dwellings.
2. Explain the grounding requirements of a residential electric service.
3. Calculate and select service-entrance equipment.
4. Select the proper wiring methods for various types of residences.
5. Compute branch circuit loads and explain their installation requirements.
6. Explain the types and purposes of equipment grounding conductors.
7. Explain the purpose of ground fault circuit interrupters and tell where they must be installed.
8. Size outlet boxes and select the proper type for different wiring methods.
9. Describe rules for installing electric space heating and HVAC equipment.
10. Describe the installation rules for electrical systems around swimming pools, spas, and hot tubs.
11. Explain how wiring devices are selected and installed.
12. Describe the installation and control of lighting fixtures.

## **MODULE 26111-08 – RESIDENTIAL ELECTRICAL SERVICES**

1. Explain the operation of and describe the following pieces of test equipment:
  - Voltmeter
  - Ohmmeter
  - Clamp-on ammeter
  - Multimeter
  - Megohmmeter
  - Motor and phase rotation testers
2. Select the appropriate meter for a given work environment based on category ratings.
3. Identify the safety hazards associated with various types of test equipment.



## **RECORD OF ACTION/APPROVAL**

**Executive Committee – 8-7-09**

### **TOPIC/ISSUE:**

Approval of Class-size agreement with CFCC for West Ocala Green Jobs Training in Solar Installation and Weatherization and Retrofitting

### **BACKGROUND:**

- Workforce Connection and CFCC formed a West Ocala Green Jobs Coalition in May 2009 comprised of individuals and organizations interested in facilitating the development of training that will lead to employment or business opportunities in the growing Green Industry for residents of West Ocala specifically and Ocala generally.
- West Ocala has a higher than average unemployment rate than Marion County as a whole.
- Key economic initiatives are emerging focused on growing businesses in West Ocala and the airport area including the Enterprise Zone, SR40 Overlay Zone, and Federal New Market Tax Credits.
- Publically-funded weatherization and retrofitting opportunities are emerging due to funds available through stimulus funds being distributed to Central Florida Community Action Agency, City of Ocala and Marion County CDGB funding.
- Homeowners are interested in weatherization and retrofitting to control accelerating electric bills.
- Private sector interest is expanding in the growing solar and plumbing companies in Marion and Alachua Counties.

### **POINTS OF CONSIDERATION:**

The proposed training pilot prepares low income and unemployed residents for emerging careers in solar installation and weatherization and retrofitting. This pilot provides a foundation for the Federal Pathways from Poverty Grant that is currently being prepared by Workforce staff.

Attached please find a class-size agreement with CFCC to provide the following classes for our stimulus funded customers.

- Solar Installation
- Weatherization and Retrofitting

These courses will run September through October and will provide approximately 35 training opportunities for customers in Marion County, primarily in West Ocala

***STAFF RECOMMENDATIONS:***

Approval of agreement with CFCC

***COMMITTEE ACTION:***

***BOARD ACTION:***

August 4, 2009

Letter of Agreement 09-120

Thomas R. Skinner, CEO  
Workforce Connection  
3003 SW College Rd, Suite 105  
Ocala, FL 34474

Dear Rusty:

This letter serves as an agreement between Central Florida Community College and Workforce Connection, for the West Ocala Green Jobs Coalition Pilot Training Project. A fully executed agreement must be in effect before these courses can begin.

Proposed services and prices are offered as entire package including Solar Installation and Weatherization and Retrofitting :

<b>Program Title:</b>	Solar Installation Track
<b>Components:</b>	<ul style="list-style-type: none"><li>• Green Career Core</li><li>• LEED Green Associate Certification (Does not include \$250 application/exam fee)</li><li>• OSHA Training</li><li>• NCCER Core</li><li>• Basic Solar Installation</li></ul>
<b>Date &amp; Times:</b>	August through September TBA
<b>Hours:</b>	Total Hours 260
<b>Location:</b>	CFCC Hampton Center and CFCC Building 9 Lab
<b>Number of Participants:</b>	Up to 25 participants
<b>Location:</b>	CFCC, Hampton Center
<b>Instructional Fee:</b>	\$28,878 (excluding safety shoes/\$40)

Upon completion students will receive a CFCC Certification of Completion for: Green Career Core, LEED Green Associate Technical Review and Examination Preparation, and Basic Solar Installation. In addition, successful students will receive a nationally recognized OSHA Construction Safety Card, and be listed in the national registry of the National Center for Construction Education and Research. Participants who apply, take and successfully pass the LEED GA examination will earn the LEED GA credential.



<b>Program Title:</b>	Weatherization and Retrofitting
	<ul style="list-style-type: none"> <li>• Green Career Core</li> <li>• LEED Green Associate Certification (Does not include \$250 application/ exam fee)</li> <li>• OSHA Training</li> <li>• NCCER Core</li> <li>• Weatherization and Retrofitting</li> </ul>
<b>Date &amp; Times:</b>	September through October
<b>Hours:</b>	168
<b>Location:</b>	CFCC Hampton Center and CFCC Bld 9,
<b>Number of Participants:</b>	Up to 10
<b>Location:</b>	CFCC, Hampton Center
<b>Instructional Fee:</b>	\$38,783 (excluding safety shoes/\$40)

Upon completion students will receive a CFCC Certification of Completion for: Green Career Core, LEED Green Associate Technical Review and Examination Preparation, and Weatherization and Retrofitting. In addition, successful students will receive a nationally recognized OSHA Construction Safety Card, and be listed in the national registry of the National Center for Construction Education and Research. Participants who complete the course and successfully pass the written and practical examination will receive the BPI – Building Professional Institute certification. Participants who apply, take and successfully pass the LEED GA examination will earn the LEED GA credential.

### **General Provisions of this Agreement**

Entire Understanding This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.

Amendments The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only by a writing making specific references to this agreement signed by both parties.

Enforcement All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors, and permitted assigns.

Notices All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by

Registered or Certified Mail (postage pre-paid), Return Receipt Requested, addressed to:

**College:**

Donnah Ross  
3001 SW College Road  
Ocala, FL 34474  
Fax (352)-291-4430

**Workforce Connection**

Margaret Spontak  
3003 SW College Rd.  
Ocala, FL 34474  
Fax: (352) 873-7910

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- a) On the date delivered if by personal delivery,
- b) On the date faxed if by fax, and
- c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

Governing Laws This agreement and all transactions contemplated by this agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws.

Attorney's Fees If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

Counterparts This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Survival of Covenant All covenants, agreements, representations and warranties herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.

Remedies No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.

Severability Clause Provisions contained in this agreement, which are contrary to, prohibited by, or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.

Waiver A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of

such right or remedy is contained in a writing signed by the party alleged to have waived his other rights or remedies.

This agreement shall be effective upon execution by the President of the College and the CEO of Workforce Connection and will terminate upon the completion of the event and all of the conditions of this agreement.

If these arrangements are satisfactory, please sign both copies of this agreement and return to my attention. The College values and looks forward to continuing to work with the Workforce Connection.

Sincerely,

Jerone Gamble  
Executive Manager of Continuing Education

**For Workforce Connection**

\_\_\_\_\_  
Thomas R. Skinner, CEO

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

**For Central Florida Community College**

\_\_\_\_\_  
Jerone Gamble,  
Executive Manager of CE

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

\_\_\_\_\_  
Donnah Ross, Director  
CF Institute at CFCC

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

\_\_\_\_\_  
Dr. Barbara Burrows,  
Vice President Instructional Affairs

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

\_\_\_\_\_  
Charles Dassance  
President

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

**Workforce Connection  
Citrus Levy Marion  
Pricing Detail Sheet**

Proposed Course/Program: Basic Solar Installation Packaged & Prorated  
 Dates to be Offered: TBD  
 Location: Ocala Campus  
 Total Proposed Course/Program Fee: \$28,878.00

Submission Date: 7/14/2009  
 Number of Participants: Min 25  
 CFCC Contact: Jerone Gamble  
 Agreement 09-120  
 Program Contact Hours: 260

**Fee Breakdown**

**Direct Costs:**

**Instructional:**

Description	Unit Price	Quantity	Total
Green Orientation, NCCER & OSHA	\$122.14 x	10	\$1,221.40
LEED GA	\$214.30 x	10	\$2,143.00
Basic Solar Installation	\$42.80 x	130	\$5,564.00

**Assessments & Related Activities:**

Description	Unit Price	Quantity	Total
Aptitude and required gen ed development skills	x	25	\$0.00
TABE	x	25	\$0.00

**Materials (e.g., Textbooks, manuals, supplies):**

Description	Unit Price	Quantity	Total
Plumbing, roofing and carpentry start-up supplies	\$450.00 x	10	\$4,500.00
Books and student tools and safety equipment	\$85.94 x	25	\$2,148.50
	x		\$0.00
	x		\$0.00

**Technology Equipment and Staff:**

Description	Unit Price	Quantity	Total
Instructor Training @ FLSolar Energy Center	\$875.00 x	2	\$1,750.00
	x		\$0.00

**Special Accomodations and Food:**

Description	Unit Price	Quantity	Total
	x		\$0.00
	x		\$0.00

**Other:**

Description	Unit Price	Quantity	Total
Contingency	x		\$0.00
	x		\$0.00

**Total Direct Costs:** \$17,326.90

**CFCC Fixed Overhead:** \$11,551.10

(Not to Exceed 40% Margin)

**Fixed overhead includes, but is not limited to:**

Administrative costs(e.g., room rental, utilities, security, insurance, etc.), staff time and consumables used for planning, contracting service providers, scheduling, student processing (e.g., registration, duplication of records, certificates, and supporting documents required by grants),program implementation and assesment,bookkeeping, and follow-up with Workforce Connection.

**Workforce Connection  
Citrus Levy Marion  
Pricing Detail Sheet**

Proposed Course/Program: Weatherization Packaged & Prorated  
 Dates to be Offered: TBD  
 Location: Ocala Campus  
 Total Proposed Course/Program Fee: \$38,783.00

Submission Date: 8/4/2009  
 Number of Participants: Min 10 - Max 10  
 CFCC Contact: Jerone Gamble  
 Agreement 09-120  
 Program Contact Hours: 168

**Fee Breakdown**

**Direct Costs:**

**Instructional:**

Description	Unit Price	Quantity	Total
Green Orientation, NCCER & OSHA	\$122.14 x	25	\$3,053.50
LEED GA	\$214.30 x	25	\$5,357.50
Weatherization & Retrofitting	\$368.43 x	38	\$14,000.34

**Assessments & Related Activities:**

Description	Unit Price	Quantity	Total
Aptitude and required gen ed development skills	x	10	\$0.00
TABE	x	10	\$0.00

**Materials (e.g., Textbooks, manuals, supplies):**

Description	Unit Price	Quantity	Total
Books and student safety tools and supplies	\$85.94 x	10	\$859.40
	x		\$0.00
	x		\$0.00
	x		\$0.00

**Technology Equipment and Staff:**

Description	Unit Price	Quantity	Total
	x		\$0.00
	x		\$0.00

**Special Accommodations and Food:**

Description	Unit Price	Quantity	Total
	x		\$0.00
	x		\$0.00

**Other:**

Description	Unit Price	Quantity	Total
	x		\$0.00
	x		\$0.00

**Total Direct Costs:** \$23,270.74

**CFCC Fixed Overhead:** \$15,512.26

(Not to Exceed 40% Margin)

**Fixed overhead includes, but is not limited to:**

Administrative costs (e.g., room rental, utilities, security, insurance, etc.), staff time and consumables used for planning, contracting service providers, scheduling, student processing (e.g., registration, duplication of records, certificates, and supporting documents required by grants), program implementation and assessment, bookkeeping, and follow-up with Workforce Connection.



## **RECORD OF ACTION/APPROVAL**

**Executive Committee – 8-6-09**

### **TOPIC/ISSUE:**

Approval of Class-size agreement with CFCC for Leadership in Energy and Environmental Design (LEED) Certifications

### **BACKGROUND:**

- LEED is an internationally recognized green building certification system developed by the U.S. Green Building Council
- LEED can apply to all building types – commercial and residential
- LEED is often times required for public building construction projects (Example: CFCC has gone to requiring LEED for all new buildings)
- Individuals with LEED certification are sought by contractors and builders because in order to compete for LEED buildings, they must have LEED staff on the project
- LEED buildings provide benefits to companies in the way of positive market exposure, lower operating costs, increased market value, reduced risk caused by issues such as poor air quality, and improved employee satisfaction
- Funding for the LEED Certifications will include a mix of Employed Worker Funding and Stimulus Funding for dislocated workers

### **POINTS OF CONSIDERATION:**

Attached please find a class-size agreement with CFCC to provide the following classes for our customers.

- Leadership in Energy and Environmental Design Green Associate (LEED GA)
- Leadership in Energy and Environmental Design AP for Design and Construction

These courses will be scheduled as soon as the maximum number of participants are identified through area employers and unemployed individuals eligible for scholarships.

### **STAFF RECOMMENDATIONS:**

Approval of agreement with CFCC

August 4, 2009

Letter of Agreement 09-121

Rusty Skinner  
Workforce Connection  
3003 SW College Rd. Suite 105  
Ocala, FL 34474

Dear Rusty:

This letter serves as an agreement between Central Florida Community College and Workforce Connection, for the Leadership in Energy and Environmental Design Technical Review and Examination Preparation courses detailed herein. A fully executed agreement must be in effect before these courses can begin.

Proposed services:

**LEED Green Associate  
Technical Review and Examination Preparation**

This is a two-day course designed as an introduction to USGBC, green building principles, and the fundamental of the LEED Rating System. This course will review the products and processes involved in the implementation of the third-party verification of high performing structures. Participants who apply, take and successfully pass the LEED GA examination will earn the LEED GA credential.

<b>Program Title:</b>	LEED GA
<b>Date &amp; Times:</b>	TBD
<b>Hours:</b>	16
<b>Location:</b>	CFCC
<b>Number of Participants:</b>	Up to 25 students
<b>Location:</b>	CFCC
<b>Instructional Fee:</b>	\$12,500 Does not include \$250 application/exam fee

## **LEED Building Design and Construction Technical Review and Examination Preparation**

This course is designed for building owners, construction industry professionals and government officials involved in implementing LEED Building Design and Construction or pursuing GBCI's LEED AP+ (Tier II) credential in building design and construction. Utilizing a case study of a typical project to reinforce learning, this workshop covers both the requirements and submittals for project implementation and examination preparation. Participants who apply, take and successfully pass the LEED AP examination will earn the LEED AP Building Design and Construction credential.

<b>Program Title:</b>	LEED Building Design and Construction
<b>Date &amp; Times:</b>	TBD
<b>Hours:</b>	32
<b>Location:</b>	CFCC,
<b>Number of Participants:</b>	Up to 25 students
<b>Location:</b>	CFCC
<b>Instructional Fee:</b>	\$ 25,000 Does not include \$250 application/exam fee

These courses are scheduled to be taught by Donna Isaacs, a principal of Build Green Training and Implementation and one of the leading trainers of LEED in the southeastern United States. Donna is a leading advocate for implementing sustainable construction principles and practices. In addition to training she has experience consulting for major construction companies.

All of the USGBC training materials will be provided by Build Green Training and Implementation.

### **General Provisions of this Agreement**

Entire Understanding This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.

Amendments The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only by a writing making specific references to this agreement signed by both parties.

Enforcement All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors, and permitted assigns.

Notices All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by



Registered or Certified Mail (postage pre-paid), Return Receipt Requested, addressed to:

**College:**  
Donnah Ross  
3001 SW College Road  
Ocala, FL 34474  
Fax (352)-291-4430

**Workforce Connection**  
Margaret Spontak  
3003 SW College Rd.  
Ocala, FL 34474  
Fax: (352) 873-7910

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- a) On the date delivered if by personal delivery,
- b) On the date faxed if by fax, and
- c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

Governing Laws This agreement and all transactions contemplated by this agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws.

Attorney's Fees If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

Counterparts This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Survival of Covenant All covenants, agreements, representations and warranties herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.

Remedies No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.

Severability Clause Provisions contained in this agreement, which are contrary to, prohibited by, or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.

Waiver A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of

such right or remedy is contained in a writing signed by the party alleged to have waived his other rights or remedies.

This agreement shall be effective upon execution by the President of the College and the CEO of Workforce Connection and will terminate upon the completion of the event and all of the conditions of this agreement.

If these arrangements are satisfactory, please sign both copies of this agreement and return to my attention. The College values and looks forward to continuing to work with the Workforce Connection.

Sincerely,

Jerone Gamble  
Executive Manager of Continuing Education

**For Workforce Connection**

\_\_\_\_\_  
Thomas R. Skinner, CEO  
Workforce Connection

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

**For Central Florida Community College**

\_\_\_\_\_  
Jerone Gamble,  
Executive Manager of CE

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

\_\_\_\_\_  
Donnah Ross, Director  
CF Institute at CFCC

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

\_\_\_\_\_  
Dr. Barbara Burrows,  
Vice President Instructional Affairs

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

\_\_\_\_\_  
Charles Dassance  
President

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

**Workforce Connection  
Citrus Levy Marion  
Pricing Detail Sheet**

Proposed Course/Program: LEED GA  
 Dates to be Offered: TBD  
 Location: Ocala Campus  
 Total Proposed Course/Program Fee: \$12,500.00

Submission Date: 8/4/2009  
 Number of Participants: Up to 25  
 CFCC Contact: Jerone Gamble  
 Agreement 09-121  
 Program Contact Hours: 16

**Fee Breakdown**

**Direct Costs:**

**Instructional:**

Description	Unit Price	Quantity	Total
LEED GA	\$468.75	x 16	\$7,500.00
		x	\$0.00
		x	\$0.00

**Assessments & Related Activities:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Materials (e.g., Textbooks, manuals, supplies):**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00
		x	\$0.00
		x	\$0.00

**Technology Equipment and Staff:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Special Accommodations and Food:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Other:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Total Direct Costs:** \$7,500.00

**CFCC Fixed Overhead:** \$5,000.00

(Not to Exceed 40% Margin)

**Fixed overhead includes, but is not limited to:**

Administrative costs (e.g., room rental, utilities, security, insurance, etc.), staff time and consumables used for planning, contracting service providers, scheduling, student processing (e.g., registration, duplication of records, certificates, and supporting documents required by grants), program implementation and assessment, bookkeeping, and follow-up with Workforce Connection.

**Workforce Connection  
Citrus Levy Marion  
Pricing Detail Sheet**

Proposed Course/Program: LEED Building Design and Construction  
 Dates to be Offered: TBD  
 Location: Ocala Campus  
 Total Proposed Course/Program Fee: \$25,000.00

Submission Date: 8/4/2009  
 Number of Participants: Up to 25  
 CFCC Contact: Jerone Gamble  
 Agreement 09-121  
 Program Contact Hours: 32

**Fee Breakdown**

**Direct Costs:**

**Instructional:**

Description	Unit Price	Quantity	Total
LEED Operation and Maintenance	\$468.75	x 32	\$15,000.00
		x	\$0.00
		x	\$0.00

**Assessments & Related Activities:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Materials (e.g., Textbooks, manuals, supplies):**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00
		x	\$0.00
		x	\$0.00

**Technology Equipment and Staff:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Special Accommodations and Food:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Other:**

Description	Unit Price	Quantity	Total
		x	\$0.00
		x	\$0.00

**Total Direct Costs:** \$15,000.00

**CFCC Fixed Overhead:** \$10,000.00

(Not to Exceed 40% Margin)

**Fixed overhead includes, but is not limited to:**

Administrative costs (e.g., room rental, utilities, security, insurance, etc.), staff time and consumables used for planning, contracting service providers, scheduling, student processing (e.g., registration, duplication of records, certificates, and supporting documents required by grants), program implementation and assessment, bookkeeping, and follow-up with Workforce Connection.



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee – 8-6-09**

#### **TOPIC/ISSUE:**

Revised/updated 2009 budget and WWDA/Youth budgets

#### **BACKGROUND:**

#### **POINTS OF CONSIDERATION:**

These are revised for final carry forward from program year 2008. Other adjustments include adding new grants (Health Information Exchange and REA grants).

#### **STAFF RECOMMENDATIONS:**

Approve revised budgets for PY 2009

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

	ADULT	YOUTH O/S	YOUTH I/S	TAA 2008	HEALTH INF. EXCHANGE	DW (adult) RESERVE	REA GRANT	DISABILITY NAVIG	NEG 2008	DISL. WORKER	TOTAL WIA	ADULT	YOUTH O/S	YOUTH I/S	DISL. WORKER	WP REEMPL	WAGNER PEYSER	TOTAL STIMULUS
REVENUE																		
P.Y. 2009 CONTRACTS	792,440	354,365	360,365	0	186,067	165,631	202,500	32,605	0	1,412,881	3,506,854	0	0	0	0	0	0	0
CARRYFORWARD	176,561	60,000	41,258	30,127	0	0	0	0	611,949	0	919,895	229,501	435,000	222,349	1,828,656	104,028	62,417	2,881,951
INTERTITLE TRANS	0	0	0	0	0	0	0	0	0	0	0							0
TOTAL REVENUE	969,001	414,365	401,623	30,127	186,067	165,631	202,500	32,605	611,949	1,412,881	4,426,749	229,501	435,000	222,349	1,828,656	104,028	62,417	2,881,951
EXPENDITURES:																		
ADMIN AVAILABLE																		
ADMIN PERCENT	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%		10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
TOTAL ADMIN AVAILABLE	96,900	41,437	40,162	3,013	18,607	16,563	20,250	3,261	61,195	141,288	442,675	22,950	43,500	22,235	182,866	10,403	6,242	288,195
CLM ADMIN. STAFF																		
PROJECTED EXPEND	32,557	13,996	13,567	1,193	6,959	5,699	6,955	1,121	24,262	45,625	151,932	7,897	15,044	7,691	63,274	3,587	2,152	99,645
TOTAL ADMIN % FUNDS AVAIL	3.36%	3.38%	3.38%	3.96%	3.74%	3.44%	3.43%	3.44%	3.96%	3.23%	3.43%	3.44%	3.46%	3.46%	3.46%	3.45%	3.45%	3.46%
BALANCE AVAIL XFER TO PROG SV	64,343	27,441	26,595	1,820	11,648	10,864	13,295	2,140	36,933	95,663	290,743	15,053	28,456	14,544	119,591	6,816	4,090	188,550
PROGRAM SERVICES:																		
SERVICE PROVIDER CONTRACTS:																		
LCSB											0							0
AWI/GW STAFF TRAVEL											0							0
CLM					168,500				38,000		206,500				37,490	13,500	10,850	61,840
HENKELS & MCCOY		125,000	125,000								250,000		85,529	36,655				122,184
DISABILITY NAVIGATOR-CLM											0							0
SPECIAL SERVICES											0							0
WWDA (Staff & Operating Budget)	193,500						160,000	23,200	207,000	128,500	712,200	50,000			620,000	63,000	37,000	770,000
ADJ. TO WWDA OPERATING											0							0
WWDA (YOUTH SERVICES)		125,000	125,000								250,000		8,560	3,668				12,228
INCUMBENT WORKER	71,000										71,000							0
EMPLOYED WORKER	156,269									0	156,269							0
SUB TOTAL SERVICE PROVIDER	420,769	250,000	250,000	0	168,500	0	160,000	23,200	245,000	128,500	1,645,969	50,000	94,088	40,324	657,490	76,500	47,850	966,252

	ADULT	YOUTH O/S	YOUTH I/S	TAA 2008	HEALTH INF. EXCHANGE	DW (adult) RESERVE	REA GRANT	DISABILITY NAVIG	NEG 2008	DISL. WORKER	TOTAL WIA	ADULT	YOUTH O/S	YOUTH I/S	DISL. WORKER	WP REEMPL	WAGNER PEYSER	TOTAL STIMULUS	
CLM SUPPORT SERVICES:																			
ONE STOP INFRASTRUCTURE	10,254	3,632	3,521	0	0	1,479	1,805	291	0	18,445	39,425	2,049	3,904	1,996	16,419	931	558	25,857	
ONE STOP CENTER OPERATING	21,579	5,905	5,521	0	0	0	8,401	3,937	0	39,294	84,638	16,227	25,204	25,204	37,878	7,201	2,400	114,114	
CLM PROGRAM SUPPORT	103,153	39,756	38,538	0	9,093	16,189	19,755	3,183	0	201,908	431,575	22,432	42,734	21,846	179,736	10,188	6,112	283,049	
COMMUNITY OUTREACH	17,432	6,174	5,985	0	0	2,514	3,068	494	0	31,356	67,023	3,484	6,637	3,393	27,913	1,582	949	43,957	
STAFF TRAINING	5,127	1,816	1,760	0	0	739	902	145	0	9,222	19,713	1,025	1,952	998	8,210	465	279	12,929	
STAFF INCENTIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
INTERNET DEVELOP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUB TOTAL CLM SUPP SVCS	157,545	57,283	55,325	0	9,093	20,921	33,931	8,051	0	300,225	642,374	45,217	80,431	53,436	270,156	20,368	10,299	479,906	
DIRECT PARTICIPANT COST	346,000	83,000	73,000	28,880	0	138,000			0	342,500	937,000	1,948,380	125,000	245,000	120,700	836,800	3,150	1,850	1,332,500
TOTAL DIRECT CLIENT	924,314	390,283	378,325	28,880	177,593	158,921	193,931	31,251	587,500	1,365,725	4,236,723	220,217	419,519	214,460	1,764,446	100,018	59,999	2,778,658	
EXCESS	12,131	10,086	9,731	54	1,515	1,011	1,614	234	187	1,531	38,094	1,387	436	198	936	423	267	3,648	
SUMMARY																			
TOTAL AVAILABLE	969,001	414,365	401,623	30,127	186,067	165,631	202,500	32,605	611,949	1,412,881	4,426,749	229,501	435,000	222,349	1,828,656	104,028	62,417	2,881,951	
TOTAL DIRECT CLIENT	924,314	390,283	378,325	28,880	177,593	158,921	193,931	31,251	587,500	1,365,725	4,236,723	220,217	419,519	214,460	1,764,446	100,018	59,999	2,778,658	
TOTAL ADMINISTRATIVE	32,557	13,996	13,567	1,193	6,959	5,699	6,955	1,121	24,262	45,625	151,932	7,897	15,044	7,691	63,274	3,587	2,152	99,645	
TOTAL BUDGETED COST	956,870	404,279	391,892	30,073	184,552	164,620	200,886	32,371	611,762	1,411,350	4,388,655	228,114	434,564	222,151	1,827,720	103,605	62,150	2,878,303	
EXCESS/(DEFICIENCY)	12,131	10,086	9,731	54	1,515	1,011	1,614	234	187	1,531	38,094	1,387	436	198	936	423	267	3,648	
											38,094							3,648	
											0							0	
REVENUE SUBSCHEDULE																			
PY 2009 NEW FUNDS	792,440	354,365	360,365	0	186,067	165,631	202,500	32,605	0	1,412,881	3,506,854	0	0	0	0	0	0	0	
SUMMER YTH		0	0								0							0	
PY 2008 INCENTIVES											0							0	
SYP INCENTIVE		0	0								0							0	
TOTAL PY 2008 FUNDS	792,440	354,365	360,365	0	186,067	165,631	202,500	32,605	0	1,412,881	3,506,854	0	0	0	0	0	0	0	
CARRYFORWARD																			
PARTICIPANT	147,588	60,000	41,258	30,127	0			0	611,949		890,922	229,501	435,000	222,349	1,828,656	104,028	62,417	2,881,951	
PY 2007 INCENTIVES	28,973	0									28,973							0	
		0									0							0	
TOTAL CARRYFORWARD	176,561	60,000	41,258	30,127	0	0	0	0	611,949	0	919,895	229,501	435,000	222,349	1,828,656	104,028	62,417	2,881,951	

	WAGNER PEYSER	VETERAN DVOP	VETERAN LVER	FSET	UC	TOTAL AWI	WTP	REED ACT 2008	TOTAL	GRAND TOTAL
<b>REVENUE</b>										
P.Y. 2009 CONTRACTS	429,984	60,929	87,774	284,300	168,621	1,031,608	2,274,780	0	2,274,780	6,813,242
CARRYFORWARD	66,632	0	0	0	0	66,632	0	17,390	17,390	3,885,868
INTERTITLE TRANS	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>496,616</b>	<b>60,929</b>	<b>87,774</b>	<b>284,300</b>	<b>168,621</b>	<b>1,098,240</b>	<b>2,274,780</b>	<b>17,390</b>	<b>2,292,170</b>	<b>10,699,110</b>
<b>EXPENDITURES:</b>										
<b>ADMIN AVAILABLE</b>										
ADMIN PERCENT	10.00%	10.00%	10.00%	10.00%	10.00%		10.00%	10.00%		
<b>TOTAL ADMIN AVAILABLE</b>	<b>49,662</b>	<b>6,093</b>	<b>8,777</b>	<b>28,430</b>	<b>16,862</b>	<b>109,824</b>	<b>227,478</b>	<b>1,739</b>	<b>229,217</b>	<b>1,069,911</b>
CLM ADMIN. STAFF										
PROJECTED EXPEND	27,960	4,459	6,401	9,825	5,820	54,465	78,723	601	79,324	385,365
TOTAL ADMIN % FUNDS AVAIL	5.63%	7.32%	7.29%	3.46%	3.45%	4.96%	3.46%	3.46%	3.46%	3.60%
<b>BALANCE AVAIL XFER TO PROG SV</b>	<b>21,702</b>	<b>1,634</b>	<b>2,377</b>	<b>18,605</b>	<b>11,042</b>	<b>55,359</b>	<b>148,755</b>	<b>1,138</b>	<b>149,893</b>	<b>684,546</b>
<b>PROGRAM SERVICES:</b>										
<b>SERVICE PROVIDER CONTRACTS:</b>										
LCSB						0			0	0
AWI/GW STAFF TRAVEL	1,500	800	800			3,100			0	3,100
CLM	187,000	12,500	34,000			233,500		14,550	14,550	516,390
HENKELS & MCCOY						0			0	372,184
DISABILITY NAVIGATOR-CLM						0			0	0
SPECIAL SERVICES	36,000	18,400	14,800		7,000	76,200			0	76,200
WWDA (Staff & Operating Budget)	121,000			162,000	130,000	413,000	1,189,772	0	1,189,772	3,084,972
ADJ. TO WWDA OPERATING	0					0	0		0	0
WWDA (YOUTH SERVICES)						0			0	262,228
INCUMBENT WORKER						0			0	71,000
EMPLOYED WORKER						0			0	156,269
<b>SUB TOTAL SERVICE PROVIDER</b>	<b>345,500</b>	<b>31,700</b>	<b>49,600</b>	<b>162,000</b>	<b>137,000</b>	<b>725,800</b>	<b>1,189,772</b>	<b>14,550</b>	<b>1,204,322</b>	<b>4,542,343</b>



	WAGNER PEYSER	VETERAN DVOP	VETERAN LVER	FSET	UC	TOTAL AWI	WTP	REED ACT 2008	TOTAL	GRAND TOTAL
CLM SUPPORT SERVICES:										
ONE STOP INFRASTRUCTURE	7,255	1,157	1,661	2,549	1,510	14,133	20,428	156	20,584	100,000
ONE STOP CENTER OPERATING	19,683	7,873	7,873	5,905	3,937	45,271	55,977	0	55,977	300,000
CLM PROGRAM SUPPORT	79,422	12,667	18,181	27,908	16,533	154,712	223,618	1,707	225,325	1,094,661
COMMUNITY OUTREACH	12,334	1,967	2,824	4,334	2,568	24,027	34,728	265	34,993	170,000
STAFF TRAINING	3,628	579	830	1,275	755	7,067	10,214	78	10,292	50,000
STAFF INCENTIVES	0	0	0	0	0	0	0	0	0	0
INTERNET DEVELOP	0	0	0	0	0	0	0	0	0	0
SUB TOTAL CLM SUPP SVCS	122,323	24,243	31,370	41,971	25,303	245,210	344,965	2,206	347,171	1,714,661
DIRECT PARTICIPANT COST				70,000		70,000	660,500		660,500	4,011,380
TOTAL DIRECT CLIENT	467,823	55,943	80,970	273,971	162,303	1,041,010	2,195,237	16,756	2,211,993	10,268,384
EXCESS	833	526	404	504	498	2,765	820	33	853	45,360
SUMMARY										
TOTAL AVAILABLE	496,616	60,929	87,774	284,300	168,621	1,098,240	2,274,780	17,390	2,292,170	10,699,110
TOTAL DIRECT CLIENT	467,823	55,943	80,970	273,971	162,303	1,041,010	2,195,237	16,756	2,211,993	10,268,384
TOTAL ADMINISTRATIVE	27,960	4,459	6,401	9,825	5,820	54,465	78,723	601	79,324	385,365
TOTAL BUDGETED COST	495,783	60,403	87,370	283,796	168,123	1,095,475	2,273,960	17,357	2,291,317	10,653,750
EXCESS/(DEFICIENCY)	833	526	404	504	498	2,765	820	33	853	45,360
						2,765			853	45,360
						0			0	0
REVENUE SUBSCHEDULE		0.53	0.47							
PY 2009 NEW FUNDS	429,984	60,929	87,774	284,300	168,621	1,031,608	2,274,780	0	2,274,780	6,813,242
SUMMER YTH						0			0	0
PY 2008 INCENTIVES						0			0	0
SYP INCENTIVE						0			0	0
TOTAL PY 2008 FUNDS	429,984	60,929	87,774	284,300	168,621	1,031,608	2,274,780	0	2,274,780	6,813,242
CARRYFORWARD										
PARTICIPANT	43,957					43,957	0	17,390	17,390	3,834,220
PY 2007 INCENTIVES	22,675					22,675	0		0	51,648
	0					0	0		0	0
TOTAL CARRYFORWARD	66,632	0	0	0	0	66,632	0	17,390	17,390	3,885,868

AGENCY: WITHLACOOCHEE WORKFORCE DEVELOPMENT AUTHORITY

BUDGET PLAN

PY 2009 (JULY 2009 - JUNE 2010)

8/6/2009

FUNDING AGENCY -->	CLMRWDB																			
FUNDING SOURCE -->		ADULT	DISL. WKR.	WIA (ADULT) RESERVE	ADULT STIMULUS	DW STIMULUS	WP STIMULUS	RE WP STIMULUS	TAA 2008	NEG	WTP	FSET	REA GRANT	DVOP	LVER	UC	WAGNER PEYSER	DISAB. NAV.	ADMIN. SUP. SVS.	
CFDA #		#17.258	#17.260		#17.258	#17.260	#17.207	#17.207		Fed Grant	#93.558	#10.551		#17.804	#17.801	#17.225	#17.207	#17.266		
DESCRIPTION	TOTAL																			
STAFF & OPERATING	\$3,124,972	\$193,500	\$128,500		\$50,000	\$620,000	\$37,000	\$63,000		\$207,000	\$1,189,772	\$162,000	\$160,000			\$130,000	\$121,000	23,200	\$40,000	
DIRECT PARTICIPANT	\$3,565,880	\$346,000	\$937,000	\$138,000	\$125,000	\$836,800	\$1,850	\$3,150	\$28,880	\$342,500	\$660,500	\$70,000		\$18,400	\$14,800	\$7,000	\$36,000			
EMPLOYED WKR	\$156,269	\$156,269																		
INCUMBENT WKR	\$71,000	\$71,000																		
TOTAL BUDGET	\$6,918,121	\$766,769	\$1,065,500	\$138,000	\$175,000	\$1,456,800	\$38,850	\$66,150	\$28,880	\$549,500	\$1,850,272	\$232,000	\$160,000	\$18,400	\$14,800	\$137,000	\$157,000	\$23,200	\$40,000	

<b>AGENCY:</b>	<b>Withlacoochee Workforce Development Authority, Inc.</b>				
<b>BUDGET PLAN</b>	<b>Youth Budget</b>				
<b>PY 2009 (JULY 2009 - JUNE 2010)</b>					
	<b>8/6/2009</b>				
<b>FUNDING AGENCY --&gt;</b>	<b>CLMRWDB</b>	<b>O/S YTH</b>	<b>I/S YTH</b>		
<b>FUNDING SOURCE --&gt;</b>		<b>STIMULUS</b>	<b>STIMULUS</b>	<b>O/S YTH</b>	<b>I/S YTH</b>
<b>CFDA #</b>		<b>#17.259</b>	<b>#17.259</b>	<b>#17.259</b>	<b>#17.259</b>
<b>DESCRIPTION</b>	<b>TOTAL</b>				
OPERATING	\$262,228	\$8,560	\$3,668	\$125,000	\$125,000
PARTICIPANT	\$521,700	<b>\$245,000</b>	<b>\$120,700</b>	\$83,000	\$73,000
<b>TOTAL BUDGET</b>	<b>\$783,928</b>	<b>\$253,560</b>	<b>\$124,368</b>	<b>\$208,000</b>	<b>\$198,000</b>

## **Business Incubation/Entrepreneurship Concept**

WFI has released an RFP that will support this type of project. The elements supported by the proposal RFP are: promoting new business start-ups or the expansion of small businesses through entrepreneurship training and technical assistance. The idea is to build upon existing activities rather than duplicate. With this caveat in mind, existing activities include:

- A micro loan program offered by the Citrus EDC;
- An economic gardening project sponsored by the Ocala Marion Chamber of Commerce; and
- Training classes and consultation services available through the University of North Florida's Small Business Development Center, with staff located in Marion County.

The thrust of the proposed project is as follows:

1. Expand the viability of the micro loan program in Citrus County by adding SBDC staff to conduct consultations and training to those granted a small business loan. This will be in conjunction with SCORE and designed to enhance the services that they provide and expand training to those businesses selected.
2. Establish a small business "institute" that will provide services to those Workforce Connection customers that have been displaced from their previous job by layoff and have an initial "plan" for starting their own business. Services will include:
  - a. A "starting your own business" expo, where laid off workers will be exposed to information about the resources and services available through the "institute" if they are selected;
    - i. On-site resources for the expo include SBDC staff; financial institutions; SBA staff;
    - ii. Requirements for developing an initial plan for review by the institute's Review Board ( SBDC; EDC; Chamber; Workforce; local financial institution(s)) [Note- in Citrus the existing micro loan review committee will be expanded for this purpose]
3. Coordinate with the Chamber's Economic Gardening project to extend institute services to those existing businesses seeking expansion.
4. Increase SBDC staffing (with them providing match) to support the project in Citrus and Marion County.
5. To establish an incubator location adjacent to the "institute."

**From:** Rusty Skinner  
**Sent:** Tuesday, August 04, 2009 8:32 AM  
**To:** Val Hinson  
**Subject:** RE: Lease of portables to Workforce Development  
[yes](#)

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**From:** Val Hinson  
**Sent:** Tuesday, August 04, 2009 8:26 AM  
**To:** Rusty Skinner  
**Subject:** RE: Lease of portables to Workforce Development

[Do you want me to include this email?](#)

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**From:** Rusty Skinner  
**Sent:** Tuesday, August 04, 2009 8:24 AM  
**To:** Kathleen Woodring; Val Hinson  
**Cc:** Susan Roberts  
**Subject:** RE: Lease of portables to Workforce Development

[Val, put this on exec agenda please](#)

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**From:** Kathleen Woodring  
**Sent:** Tuesday, August 04, 2009 8:20 AM  
**To:** 'Bob Clemons'  
**Cc:** Rusty Skinner; Susan Roberts  
**Subject:** RE: Lease of portables to Workforce Development

[Thanks Bob! Would it be helpful if we stopped by and picked up the keys? We are going to start making our plans for the refurbishment that we want to start right away. We are excited to be able to expand our services. We are thinking of doing a PR blitz about it once we get it all set to go to get out the word about the School Boards partnership with us to expand our services to the community.](#)

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**From:** Bob Clemons [mailto:clemonb@levy.k12.fl.us]  
**Sent:** Monday, August 03, 2009 3:04 PM  
**To:** Kathleen Woodring  
**Cc:** Robert Hastings; Gina Tovine; Jeff Edison; Patrick Wnek; Ted Alexander; Larry Martin  
**Subject:** Lease of portables to Workforce Development

Kathleen,

It was nice to meet you today and discuss the possibility of leasing your organization more space. As we discussed we would be glad to partner with you to provide expanded services to our community. The physical location of the portables at the top of the hill is; 9051 N.E. Highway 27 Alt, Bronson, FL 32621-0129.

As we discussed we will have the contracts prepared so you will be charged for two of the portables @ \$672.00 each per month beginning September 1, 2009. We will try to have them approved at the August 18, 2009 board meeting. We can issue them as the other one for a three year term if you would like. You will need to provide proof of insurance with us named (lessor) as the insured.

You will need to be responsible for the utilities and have them metered directly. The Superintendent has agreed to allow you to occupy three of the buildings for that price (\$1,344.00). You are to provide the resources and materials to refurbish the buildings and we will be responsible for any structural issues that are necessary to get them or keep them in good working condition. The buildings have some student stations and as far as we are concerned you may use them for your organization.

Your IT person may need to contact Rob Ice, our Director of IT, so you can gain connectivity to the buildings.

Let us know if there is any thing we can do to help you through this transition.

Sincerely,

Robert Clemons