



**Memorandum of Agreement
Between
CareerSource Capital Region
And**

The Wakulla County Economic Development Council

This document is designed to identify and support the vital relationship between the Economic Development Council of Wakulla County and CareerSource Capital Region.

The Big Bend Jobs and Education Council, Inc. dba CareerSource Capital Region (CSCR) is the designated Local Workforce Investment Area (LWIA 05) serving Leon, Gadsden, and Wakulla Counties. As a partner with the EDC Wakulla County (EDC), CSCR will continue to supply pertinent labor market information, trends and is the preferred talent supplier for the region. Talent availability is a key component for business decisions to locate, relocate, and expand.

The EDC of Wakulla County is the designated entity that promotes economic development, is empowered to foster major initiatives, promote business attraction, work to retain local business to grow and create new jobs. The EDCs vision is to create a vibrant and sustainable regional economy.

Confidentiality: This relationship recognizes that in the business attraction process, a high level of confidentiality is required. Both parties agree to honor the request for confidentiality of prospects considering the region for expansion.

Data: Both parties understand the need for good quality of data required in the site selection process. As new tools for mapping become available to better target the business community, we can become more strategic in our coordination efforts. As well as sharing business intelligence data whenever possible.

EEOC: Both parties agree to provide equal opportunity for employment and advancement opportunities. Employment decisions will be based on merit, qualifications, and abilities. The EDC and CSCR will not discriminate employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, political affiliation or belief, or any other characteristic protected by law.

The EDC agrees to the following:

- Include CSCR CEO as a voting member investor of the EDC Board of Directors.
- Include CSCR as a partner in marketing and outreach efforts, including media, webpage, collaborative marketing materials, and events.
- Actively engage CSCR staff in workforce-related activities related to business attraction, expansion, and retention.
- Actively engage communications between CSCR and EDC staff on business expansion and/or downsizing notices.

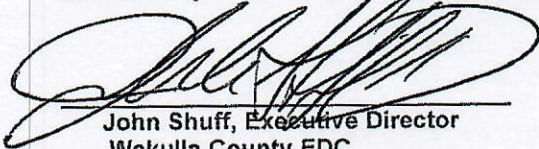
- Actively market the services that CSCR offers to businesses. Include marketing brochures with outreach folders.
- Recommend Employ Florida (EF) to all business members and non-members as the first choice for Talent needs. www.employflorida.com/
- Refer employers expressing a challenge to finding capable employees to the Business Services Team for support and assistance.
- Encourage all CareerSource Florida and CSCR training programs to upgrade skills of their employees related to new equipment, software, customized training etc. as a business retention opportunity.
- Establish quarterly meetings for an update on the relationship.
- Submit the quarterly activity report using the template provided no later than thirty (30) days after each of the reporting quarters.
- Provide the recommendation letters for the CSCR board to Wakulla County as required by the Workforce Innovation and Opportunity Act of 2014.

CSCR Agrees to the following:

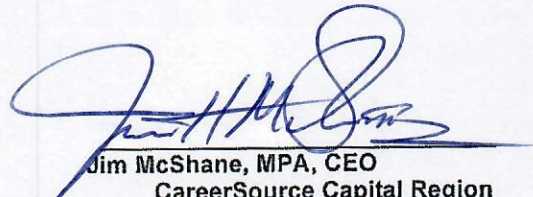
- Provide chamber marketing materials in the business services folder left on each business call.
- Provide labor market trends and data as requested.
- Include the Wakulla County EDC Executive Director as a member of the CSCR Board of Directors and member of the Strategic Policy and Planning Committee.
- When requested, provide experienced Account Executives or CSCR designated staff to accompany the EDC on calls related to business recruitment, expansion, and retention prospects.
- Support the business roundtables and hiring fairs in the targeted sectors by sending staff to participate.
- Communicate layoffs and other shifts in the employment market that are important to the EDC from a business intelligence point of view.
- Provide an explicit reporting form for the quarterly reports to the WEDC.

Investment: The CSCR Board will make an investment of Seven Thousand Dollars (\$7,000) annually for a total of Twenty-One Thousand Dollars (\$21,000) to cover the EDC dues for membership and related event attendance.

Effective July 1, 2021 and in force to June 30, 2022.



John Shuff, Executive Director
Wakulla County EDC



Jim McShane, MPA, CEO
CareerSource Capital Region