

**SWB Agreement 12-29**

**MEMORANDUM OF UNDERSTANDING**

**between**

**School Board of Sarasota County**

**and**

**Suncoast Workforce Board, Inc., dba Suncoast Workforce**

This Memorandum of Understanding is made between the School Board of Sarasota County (SBSC), and the Suncoast Workforce Board, doing business as Suncoast Workforce (SW).

WHEREAS SBSC and SW desire to partner to assist career-bound students attending Sarasota County Technical Institute (SCTI) and other local job seekers with career guidance, training and job placement; and,

WHEREAS it is mutually beneficial for SCTI and SW to assure that program completers are placed in employment;

NOW THEREFORE, in consideration of the mutual promises set forth herein, the parties hereby agree as follows:

**PURPOSE:**

This agreement has been developed between the School Board of Sarasota County and Suncoast Workforce to establish a Suncoast Workforce satellite office on the campus of SCTI, providing a range of workforce services to customers at that location with a soft opening on January 10, 2013 and Grand Opening on Monday, February 4, 2013.

**SCHOOL BOARD OF SARASOTA COUNTY RESPONSIBILITIES:**

SBSC agrees to:

- Designate a liaison for the purpose of coordinating the establishment and ongoing operation of the SW satellite office;
- Meet with SW staff within five business days of the finalized MOU to design a project timeline.
- Staff one full-time Secretary to work with SW staff in the satellite office and coordinate placement information between SW and SCTI;
- Train and supervise the Secretary;
- Provide facility space, to include room number 108 as the satellite office, and allow scheduling of workshops and hiring events in the Conference Center, Communicating Space, Individual Interview rooms and Classrooms, as space is available and as needed;
- Furnish internet access, fax line, phone lines, utilities, and custodial services for the satellite office;
- Provide tech support and equipment maintenance for SBSC's software and equipment at the satellite office;
- Furnish three (3) staff work stations, with each station having a phone, computer, desk, chair and guest chair;
- Provide seven (7) computers with Microsoft Operating System and computer stations with chairs for the support of career-bound students and local job seekers accessing on-line assessments and job search sites, with one computer and station to be ADA compliant;

- Allow limited printing and copying by networking to copy machine located in the Student Services area, along with basic supplies;
- Work cooperatively with SW to establish operating procedures, referral protocols and consent for release of information for the SW satellite office;
- Work cooperatively with SW staff to develop calendar of services and workshops with room coordination;
- Work cooperatively with SW to develop a schedule and hours of operation for SW staff (eight (8) hours per day) and SCTI staff (seven and a half (7.5) hours per day) to include holiday and summer schedules;
- Coordinate messaging with SW for media releases, social media, web and monument messaging;
- Work cooperatively with SW to coordinate emergency/crisis plan for staff and customers;
- Work cooperatively with SW on dimensions and installation of front door and building signage;
- Work cooperatively with SW to coordinate workforce services, hiring events and placements;
- Provide for sharing of appropriate career-bound student information related to completion and placement;
- Provide program schedules, graduation dates, instructor and employer information to facilitate service planning;
- Establish a weekly meeting schedule with SW staff to discuss lessons learned, best practices, benchmarks and solution implementation and,
- Develop and coordinate reporting activities with SW.

### **SW RESPONSIBILITIES:**

SW agrees to:

- Designate a management liaison for the purposes of coordinating the establishment and ongoing operation of the satellite office;
- Schedule a meeting with SBSC staff within five business days of the finalized MOU to design a project timeline.
- Provide one full-time staff to office in the SCTI satellite office, in addition to adjunct specialty staff as needed;
- Comply with School Board requirements for background screenings and pay for necessary background screenings for any full-time staff being housed at the SCTI satellite office;
- Comply with School Board requirements for “Raptor” screening for any adjunct staff providing services on-site;
- Decorate and “brand” the satellite office as Suncoast Workforce;
- Purchase and install front door signage with SW logo and building signage. SW will work with SBSC on dimensions and installation requirements;
- Acquire Microsoft Office, Deepfreeze, Anti-virus, and CareerScope licensing for each computer. If this agreement is terminated, licenses will remain the property of SW;
- Acquire ADA compliant software such as JAWS and ZoomText for designated ADA computer;
- Load SW-acquired software onto SBSC computers and provide tech support for the software;
- Provide a copier, fax machine, printer and provide tech support for these items;
- Provide copy paper and office supplies;
- Work cooperatively with SBSC to develop calendar of services and workshops with room coordination;
- Work cooperatively with SBSC to develop a schedule and hours of operation for SW staff (eight (8)

hours per day) and SCTI staff (seven and a half (7.5) hours per day) to include holiday and summer schedules;

- Coordinate messaging with SBSC for media releases, social media, web and monument messaging;
- Work cooperatively with SBSC to coordinate emergency/crisis plan for staff and customers;
- Provide presentations to instructors and graduating classes on workforce services;
- Provide individualized workforce services to career-bound students and local job seekers including but not limited to:
  - Career assessment and job readiness services using on-line tools including:
    - Career Scope
    - Optimal Resume
    - Prove-It
    - Personal Interview Coach
  - Job development and placement services, utilizing the Employ Florida Marketplace system
  - Work readiness workshops
  - Targeted hiring events for graduating cohort groups
  - Workforce Investment Act eligibility and enrollment services
- Work cooperatively with SBSC staff and administrators to coordinate placement services and placement information;
- Establish a weekly meeting schedule with SBSC staff to discuss lessons learned, best practices, benchmarks and solution implementation and,
- Develop and coordinate reporting activities with SBSC.

This is an ongoing agreement which may be modified with agreement of both parties, or terminated by either party with 30-days written notice to the following:

Mary Helen Kress  
 President / CEO  
 Suncoast Workforce Board, Inc.  
 3660 N. Washington Blvd.  
 Sarasota, FL 34234

Superintendent of Schools  
 School Board of Sarasota County  
 1960 Landings Boulevard  
 Sarasota, Florida 34231

This agreement is entered into by both parties for the purpose stated above.

\_\_\_\_\_  
 Mary Helen Kress  
 President / CEO  
 Suncoast Workforce Board, Inc.

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 Date

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 Jane Goodwin  
 Chair  
 School Board of Sarasota County

\_\_\_\_\_  
 Date

Approved for Legal Content  
 December 11, 2012, by Matthews, Eastmoore,  
 Hardy, Crauwels & Garcia, Attorneys for  
 The School Board of Sarasota County, Florida  
 Signed: \_\_\_\_\_ASH\_\_\_\_\_