

DATE: July 9, 2026

FROM: Stacy Campbell-Domineck, ^{SCP}President & CEO
CareerSource Polk

TO: Commissioner Martha Santiago, Chair
Polk County Board of County Commissioners

AGENDA ITEM/TITLE:

Approval of Memorandums of Understanding and Infrastructure Funding Agreements Between CareerSource Polk, Lakeland Housing Authority, and Winter Haven Housing Authority

BACKGROUND / EXPLANATION

This agenda item is submitted on behalf of the Polk County Workforce Development Board, Inc., d/b/a CareerSource Polk (the "Board"), to request Board of County Commissioners (BoCC) approval of the attached Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) between the Polk County Workforce Development Board, Inc. (d/b/a CareerSource Polk) and the following workforce system partners:

- Lakeland Housing Authority
- Winter Haven Housing Authority

Pursuant to the Workforce Innovation and Opportunity Act (WIOA) and guidance issued by the United States Department of Labor in Training and Employment Guidance Letter (TEGL) 17-16, local workforce development boards and required one-stop partners must enter into Memorandums of Understanding that establish the framework for service coordination, collaboration, and customer access within the local workforce development system. Additionally, partner organizations are required to execute Infrastructure Funding Agreements that identify each partner's contributions toward the infrastructure and shared operating costs of the local one-stop delivery system.

The attached MOUs and IFAs delineate the respective roles, responsibilities, and resource commitments of CareerSource Polk and each housing authority partner in supporting workforce development services and access to the local one-stop delivery system. These agreements promote coordinated service delivery, enhance access to workforce and supportive services for residents, and ensure compliance with federal and state workforce development requirements.

The term of each MOU and IFA is July 1, 2026, through June 30, 2029, aligning with applicable program years and planning cycles. Approval of these agreements is necessary to maintain compliance with WIOA requirements, satisfy one-stop partner obligations, and support continued collaboration among workforce system partners serving Polk County residents.

FISCAL IMPACT

There is no fiscal impact associated with approval of this agreement.

BOARD ACTION REQUEST

Approve the Memorandums of Understanding and Infrastructure Funding Agreements between the Polk County Workforce Development Board, Inc. (d/b/a CareerSource Polk) and the following partners for the period of July 1, 2026, through June 30, 2029: Lakeland Housing Authority and Winter Haven Housing Authority.

ATTACHMENTS:

Signed MOUs & IFAs (2) between CareerSource Polk and the aforementioned partners.

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