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Policy Title:	Respondent/Contractor Appeal		
Policy #	ADMIN001	Effective Date:	01/01/2012
		Reviewed Date:	11/05/2019
		Expiration Date:	Until Rescinded or Superseded
Purpose:	Establish an appeal process		
Forms:	N/A		
Guidance	N/A		

It is the intent of CareerSource Flagler Volusia's (CareerSourceFV) Board of Directors and its personnel to provide the opportunity for reconsideration of an adverse decision made by the Board of Directors. This process is hereby established to ensure that a proposer/contractor appeal, or request for reconsideration, is heard.

The following steps shall be followed for a proposer/contractor to request and receive reconsideration of an adverse decision of CareerSourceFV's Board of Directors:

Step 1: A proposer/contractor shall submit, in writing to the President & CEO of CareerSourceFV, a request for reconsideration within 30 days of notification of the adverse decision. If the request is later than 30 days, the request may be dismissed, in which case the original decision will be unchanged.

Requests are to be made in writing to:

Robin King, President & CEO
 CareerSource Flagler Volusia
 329 Bill France Blvd.
 Daytona Beach, Florida 32114

Step 2: The President & CEO of CareerSourceFV will notify the CareerSourceFV Board Chair. Together they will determine the appropriate committee to review the request and to make a recommendation to the Board; or Executive Committee acting on behalf of the Board if the full board is not scheduled to meet within the next 60 days.

Step 3: The committee selected by the Board Chair to conduct the review will meet and review the materials presented by the proposer/contractor and the CareerSourceFV staff.

This meeting may include a review of information and/or data provided by CareerSourceFV personnel and/or from the requestor.

Step 4: A recommendation will be presented by the committee Chair to the Board of Directors or Executive Committee.

Step 5: The proposer/contractor will be notified of the decision, in writing, no later than 75 days from the date of the appeal.