

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

## **Consent Item 2**

### **CAREERSOURCE FLORIDA POLICY REVIEW**

CareerSource Florida policy **2014.08.28.A.1** requires the CareerSource Florida professional team to review all policies in the CareerSource Florida Policy Portfolio every two years. For each policy, recommendations are made to the CareerSource Florida Board of Directors to rescind, modify or amend the policy, consolidate policies, continue the policy without change or pursue other action.

The CareerSource Florida Strategic Policy and Performance Unit worked with the Department of Economic Opportunity to complete this review, ensuring existing policies focus on strategy rather than operational aspects of workforce system oversight; editing policies in simplified language and streamlining references to partners and programs as described in the Workforce Innovation and Opportunity Act; and eliminating obsolete language and policies.

#### **Policies Recommended for Elimination**

The CareerSource Florida Performance and Policy Unit recommends the elimination of the policies below that are not strategic or are obsolete:

- [2013.02.20.A.6](#) **Electronic Board Packet Policy**
- [2011.05.26.M](#) **Strategic Focus on Policy**
- [2010.08.12.A.1](#) **CareerSource Florida Conflict of Interest Contracts – 2/3 Vote for Approval**
- [2010.12.09.I.1](#) **CareerSource Florida Conflict of Interest Contract Policy Clarification**
- [2000.11.15.A.9](#) **Regional Workforce Board Alternative Procurement Procedures**

## **Policies Recommended to be Transferred to DEO as Administrative Policies**

During the 2014 review of CareerSource Florida policies, the organization made a distinction between strategic and administrative policies. Strategic policies are high-level principles or directional statements that inform or clarify legislative policy or workforce system strategies.

These strategic policies direct decision making at the program level and may result in the development of administrative policies. Conversely, administrative policies are business rules, requirements, processes and/or responsibilities that expand, explain or further specify legislative or strategic policy.

The policies below were identified as administrative policies that should be managed by the Department of Economic Opportunity.

[2008.06.18.A.2](#) **Direct Services; Process for Requesting by RWBs**

[2002.02.18.C.2](#) **Individual Development Accounts**

## **New Policies Providing Clarification**

It is recommended that the CareerSource Florida Board of Directors clarify and expand its existing contract conflict of interest policy by creating a CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy. The new policy reinforces the board's commitment to transparency and includes a statement for board members to sign. This policy will continue to provide guidelines and instruction to disclosing potential conflicts and will instruct the CareerSource Florida general counsel to assist board members with the identification of actual and potential conflicts of interest.

[2017.05.17.C.2](#) **CareerSource Florida Board of Directors  
Conflict of Interest Disclosure Policy**

[CareerSource Florida Board of Directors  
Conflict of Interest Disclosure Forms](#)

## **Policies Edited for Language Consistency and Clarity**

The policies listed below were edited for consistency with legal references and/or plain language.

[2014.08.20.A.1](#) **Periodic Review of CareerSource Florida Policies  
(Sunset Policy)**

[2013.11.07.A.1](#) **Local Area Targeted Occupations List Policy**

[2013.08.29.A.1](#) **Performance Incentives Policy**

<a href="#">2013.05.22.A.3</a>	<b>Florida Workforce System Statewide Brand</b>
<a href="#">2012.05.24.A.2</a>	<b>State and Local Workforce Development Board Contracting Conflict of Interest Policy</b>
	<a href="#">State and Local Workforce Development Board Contracting Conflict of Interest Policy (Complete)</a>
	<a href="#">State and Local Workforce Development Board Contracting Conflict of Interest Policy (Forms)</a>
<a href="#">2012.05.24.A.2.3</a>	<b>Individual Training Accounts Waiver Criteria and Waiver Review Process</b>
<a href="#">2012.05.24.A.2.2</a>	<b>Qualified Training Expenditures</b>
<a href="#">2012.05.24.A.2.1</a>	<b>Local Area Reporting Requirements</b>
<a href="#">2005.08.25.A.2</a>	<b>TANF Deobligation Policy Modification</b>
<a href="#">2003.03.19.A.3</a>	<b>Rapid Response Process Modifications</b>
<a href="#">2002.01.09.A.3</a>	<b>Deobligation and Reallocation of WIOA Funds</b>
<a href="#">2000.08.15.I.8D</a>	<b>Chartering of Local Workforce Development Boards</b>
<a href="#">2000.06.21.A.1</a>	<b>Incumbent Worker Training Program</b>

## **NEEDED ACTION**

- **Approve recommendations for elimination of policies**
- **Eliminate administrative policies from the CareerSource Florida Policy Portfolio and transfer these policies to the Department of Economic Opportunity for management**
- **Approve creation of 2017 CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy**
- **Approve revisions to strategic policies in the CareerSource Florida Policy Portfolio**