

CareerSource Florida Board of Directors Meeting

Webinar | Dec. 11, 2019



Welcome and Remarks

Kevin Doyle
Chairman



Mission Moment: Florida HIRES

Colleen Englert

Executive Director, Florida Ready to Work

Stacy Campbell-Domineck

President and CEO, CareerSource Polk



- *Legislatively funded partnership between CareerSource Florida and the Department of Corrections*
 - *Pre-release employability and technical training*
- *Managed by Florida Ready to Work*
- *Three projects underway:*
 - *Baker Correctional Institution and CareerSource Northeast Florida*
 - *Lowell Correctional Institution and CareerSource Citrus Levy Marion*
 - *Polk Correctional Institution and CareerSource Polk*

- *Employability Training*
 - *Three different approaches*
 - *30+/- hours of intensive small group and individual coaching*
 - *Immediately prior to release, one-on-one employment planning*
 - *120+/- projected completers, 40+/- per institution*

- *Technical Training*
 - *Certification for 67 participants*
- *Baker Correctional Institute Pre-Apprenticeship Certificate Training – Electrical Home Builders Institute*
- *Lowell Correctional Institute – Guest Service Gold American Hotel and Lodging Educational Institute*
- *Polk Correctional Institute Pre-Apprenticeship Certificate Training – Construction Home Builders Institute*

Looking ahead:

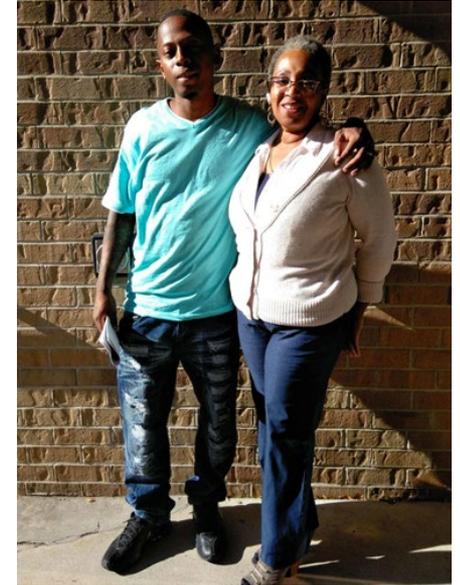
- *Enhanced employability training for 135+/- total completers*
- *Technical training for 45+/- total completers*
- *Launch of at least one new training program*
 - *Bridge to Manufacturing*
 - *'Pre' Commercial Driver License*
 - *Entry Level Roadbuilder*
- *Expand to at least one additional institution*
- *Engage other CareerSource Florida network partners pre-release and post-release*

Polk Correctional Institution

- *Florida Skills Assessment*
- *Hands-on in Employ Florida*
- *Resume development*
- *Group discussion/activities*
- *Mock interviewing*

Out of 5 Florida HIREs completers released:

- 1 employed and pre-qualified for WIOA-funded commercial driver license training*
- 2 others pre-approved 'pre-release' for WIOA-funded training in advanced manufacturing CNC programming*



“I have learned many ways to make it through a job interview in a professional matter. From this program, I have the ability to get a job. This program is going to save a lot of men from coming back to prison.”

Lee – April 2020 Release

“I was amazed at how many job opportunities there are. I learned what it is that employers are looking for and how to answer those much-feared questions about my felony background.”

David – April 2020 Release

“This program is by far the best one I’ve had the chance to be in all my three prison sentences. Leaving these gates knowing I have a really good chance of having a decent job within a couple of weeks of being released means I am going to be successful and stay out of prison.”

Joshua – May 2020 Release

Consent Agenda

Needed Action

Consider the Consent Agenda as presented, to include any modifications or changes noted by the Board.



President's Report

Michelle Dennard
President and CEO



ABOUT CAREERSOURCE FLORIDA

Vision

Florida will be the global leader for talent.

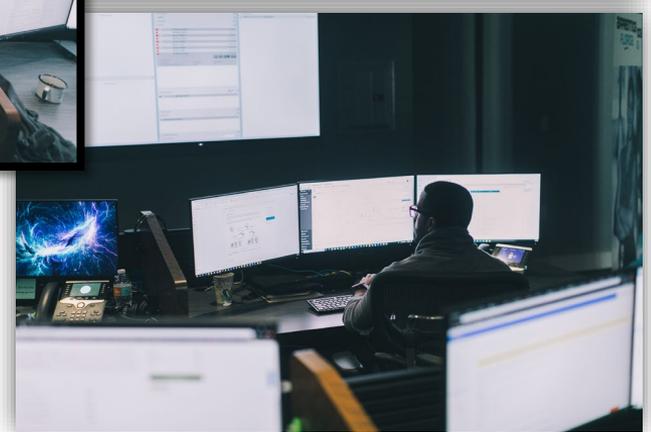
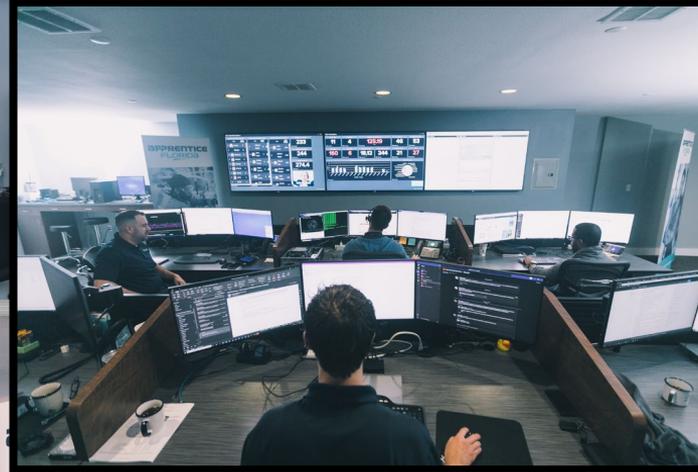
Mission

To connect employers with qualified, skilled talent and Floridians with employment and career development opportunities to achieve economic prosperity.



- *Board Survey*
- *Out of School Youth Research*
- *Rural Communities*

- *Apprenticeship Expansion*
- *Continuous Improvement Performance Funding Model*
- *Targeted Sectors*
- *Talent Development Council*



- *Statewide Training*
- *WIOA Unified Plan*
- *Legislative Session*

Department of Economic Opportunity Report

USDOL Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas



Finance Council Update

Arnie Girnun
Chairman



Policy and Performance Council Update

Brittany Birken
Chair



Government in the Sunshine – The Sunshine Law and Code of Ethics

George Levesque
Shareholder, GrayRobinson



THE SUNSHINE LAW

- ❑ The Sunshine Law is designed to ensure public access to the decision-making process of public boards and commissions, and expressly applies to CareerSource Florida. See § 445.004(1), Florida Statutes.
- ❑ Found in § 286.011, Florida Statutes.

BASIC REQUIREMENTS

1. Meetings of public boards or commissions must be open to the public;
2. Reasonable notice of such meetings must be given;
3. Minutes of the meetings must be taken.

WHAT IS A MEETING?

- Any formal or informal gathering of *two or more* members of the *same board* to discuss some matter which will *foreseeably* come before that board for action.
- A writing reflecting the views of a board member and circulated among board members with each indicating his or her approval or disapproval, and upon completion of the circulation, the writing has the effect of becoming an official action of the board.
- A telephone conversation among two or more board members.
- Communication via computer or any electronic device among two or more board members.

WHAT IS OPEN TO THE PUBLIC?

- ❑ CareerSource Florida should take reasonable steps to ensure the facilities where the meeting will be held will accommodate the anticipated turnout.
- ❑ Board members should not discuss issues before the board in a manner not generally audible to the public attending the meeting.
- ❑ The public has a right to be present and to be heard at deliberations where decisions affecting the public are made.

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE SUNSHINE LAW

- Any action taken at a meeting not open to the public, whether intentional or unintentional, is void
- Criminal penalties
- Removal from office
- Fines up to \$500
- Award of reasonable attorney's fees against the entity found to have violated the Sunshine Law

PUBLIC RECORDS

Florida provides a broad right of access to public records.

SOURCE OF THE RIGHT OF ACCESS

- ❑ Florida Constitution, Article I, Section 24:
Every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf, except with respect to records exempted pursuant to this section or specifically made confidential by this Constitution.

- ❑ Florida Statutes Section 119, Public Records:
It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

“PUBLIC RECORDS” DEFINED

- ❑ Florida Statutes Section 119.011(12) states:
‘Public records’ means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

- ❑ Florida Supreme Court interpretation from *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980):
All materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.

FORMS OF PUBLIC RECORDS

- ❑ All public records must be open for public inspection, regardless of whether they are in final form, unless the Legislature has exempted them for disclosure (exemptions are beyond the scope of this presentation).
- ❑ “[T]he form of the record is irrelevant; the material issue is whether the record is made or received by the public agency in connection with the transaction of official business.” Op. Att’y Gen. Fla. 04-33 (2004); Op. Att’y Gen. Fla. 03-26 (2003); Op. Att’y Gen. Fla. 90-102 (1990).
- ❑ Any agency document or record, however prepared, if circulated for review, comment or information, is a public record regardless of whether it is an official expression of policy or marked “preliminary” or “working draft” or similar label.

FORMS OF PUBLIC RECORDS

- ❑ Includes interoffice memoranda, preliminary drafts of agency rules or proposals which have been submitted for review to anyone within or outside the agency, and working drafts of reports which have been furnished to a supervisor for review or approval.

- ❑ Examples of public records subject to the public records law absent an exception:
 - Computer records
 - Email messages
 - Text messages
 - Facebook messages
 - Financial records (including bids, budgets, personal financial records)
 - Litigation records
 - Personnel records

CONSEQUENCES FOR VIOLATION OF PUBLIC RECORDS LAW

- ❑ Non-criminal infraction punishable by fine of up to \$500
- ❑ Suspension and removal or impeachment from office
- ❑ A willful and knowing violations is a first-degree misdemeanor (Imprisonment up to one year and a fine up to \$1,000)
- ❑ Award of reasonable attorney's fees if found to unlawfully refuse inspection and copying of a public record.

ETHICS LAWS

Generally consists of two types of provisions:

- 1) Prohibiting certain actions or conduct
- 2) Requiring certain disclosures

Chapter 112, Part III, Florida Statutes

❑ APPLICABLE TO “PUBLIC OFFICERS”

- Defined as “... any person elected or appointed to hold office in an agency, including any person serving on an advisory body.”

§ 112.313(1), Florida Statutes

❑ INCLUDES:

- Standards of conduct - § 112.313, Florida Statutes
- Financial Reporting - §§ 445.004(4)(i) and 112.3145, Florida Statutes
- Gift Law and Lobbying Expenditure Ban - § 112.3148, Florida Statutes

- ❑ PROHIBITED ACTIONS OR CONDUCT
 - Solicitation or Acceptance of Gifts
 - Cannot solicit or accept anything of value in exchange with the understanding of influence over a vote - § 112.313(2), Florida Statutes
 - Cannot solicit and cannot accept anything over \$100 from a lobbyist or a principal - § 112.3148(3) and (4), Florida Statutes
 - Must report anything of value over \$100 from anyone who is not family or someone who you intend to marry - § 112.3148(8), Florida Statutes
- ❑ PROHIBITED EMPLOYMENT - § 112.313(3), Florida Statutes
- ❑ UNAUTHORIZED COMPENSATION
 - For self, spouse or minor children - § 112.313(4), Florida Statutes
- ❑ MISUSE OF PUBLIC POSITION - § 112.313(6), Florida Statutes
- ❑ DISCLOSURE OR USE OF INFORMATION - § 112.313(8), Florida Statutes

VOTING CONFLICTS OF INTEREST

If you are present at the meeting, you must vote on the official actions being taken. § 286.012, Florida Statutes

EXCEPTION:

If there is a possible conflict of interest, you must abstain and comply with disclosure requirements of § 112.3143, Florida Statutes

- Conflict – Inure to your own special private gain or loss or the special private gain or loss of any principal (including parent or subsidiary of a principal), business associate, or relative
- Relative – father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ETHICS LAW

- Reputational damage
- Civil penalties
- Criminal penalties
- Removal from office

QUESTIONS?

❑ E-mail:

George.Levesque@Gray-Robinson.com

❑ Call: 850-577-6969

Local Partners Report

Robin King

President & CEO, CareerSource Flagler Volusia

President, Florida Workforce Development Association



A group of five business professionals are gathered around a table in a meeting room. One man stands in the center, gesturing with his hands as if speaking. The others are seated around the table, looking towards him. The entire image is overlaid with a semi-transparent blue filter. The text "Open Discussion | Public Comment" is centered over the image in a white, italicized serif font.

Open Discussion | Public Comment



Closing Remarks

Kevin Doyle
Chairman



- *Board and Council Meetings*
Feb. 19-20, 2020
- *Executive Committee Meeting*
April 2020
- *Board and Council Meetings*
June 3-4, 2020