I. PURPOSE AND SCOPE

Effective state and local workforce board leadership must include compliance with federal and state laws, clear expectations, ethical conduct, transparency, quality customer service, and strategic planning and decision-making. State and local workforce development boards shall ensure the workforce investment system provides economic opportunity for everyone who wants to work, find a better job, or improve their skills to succeed in the 21st century workforce.

High-Performing Local Workforce Development Boards
Through this policy, the CareerSource Florida Board of Directors requires local workforce development boards to employ sound management practices and controls for the proper expenditure of funds and verification of program outcomes. Local workforce development boards shall place a strong emphasis on data-driven decisions and encourage board staff to employ proven measurement and improvement systems to evaluate performance.

Local workforce development boards will encourage discussion about key program improvements and outcomes, stressing the importance of communication within the organization. The board and its staff will understand key programmatic requirements and performance outcomes and how those data elements contribute to success.

Local Workforce Development Board Leadership
The chief elected official in a local area is authorized to appoint the members of the local workforce development board in accordance with criteria established in Public Law 113-128, Section 107, the Workforce Innovation and Opportunity Act, and Chapter 445.007, Florida Statutes.
The local workforce development board shall elect a chair to direct the business of the board. The local workforce development board may designate and direct the activities of standing committees to provide information and to assist the local workforce development board in carrying out activities described in Section, 107, WIOA. Such standing committees shall be chaired by members of the board and shall include other individuals appointed by the local workforce development board and who the local workforce development board determines to have appropriate experience and expertise.

To effectively fulfill their responsibilities and expectations, local workforce development boards hire Executive Directors, Presidents and Chief Executive Officers to carry out the board-directed programmatic, financial and operational functions of the local workforce development board and one-stop delivery system centers.

Executive Directors, Presidents, Chief Executive Officers, Chief Operating Officers and Chief Financial Officers who represent a local workforce development board shall not personally contract with or otherwise represent more than one local workforce development board. Under extraordinary circumstances, local workforce development boards may request approval for a temporary exception to this prohibition from the state workforce development board and the Department of Economic Opportunity.

Both local workforce development board members and staff must maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust in compliance with CareerSource Florida Ethics and Transparency Policy 2018.09.26.A.1. This includes taking all necessary steps to avoid the appearance of conflicts of interest.

II. BACKGROUND

State Workforce Development Board
The Governor of Florida establishes the state workforce development board to guide workforce development for the state of Florida and provide oversight and policy direction for talent development programs administered by CareerSource Florida, the Department of Economic Opportunity and Florida’s 24 local workforce development boards.

State board functions include but are not limited to those activities described in WIOA, Section 101(d) and Chapter 445.004, Florida Statutes.

Local Workforce Development Boards
Authorized by WIOA, local workforce development boards oversee the design and delivery of locally customized job training programs and workforce development initiatives.

Local workforce development board functions include but are not limited to those activities described in WIOA, Sections 107 and 108.

III. AUTHORITY

• Public Law 113-128, Workforce Innovation and Opportunity Act (2014)
• **20 CFR Part 679 – Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act**

• **U.S. Department of Labor, Employment and Training Administration Advisory System, Training and Employment Guidance Letter No. 35-10**

• **Chapter 445.003 – 445.007, Florida Statutes**

• **Chapter 112, Florida Statutes**

• **Chapter 119, Florida Statutes**

• **Chapter 286, Florida Statutes**

• **2018.09.26.A.1 – CareerSource Florida Ethics and Transparency Policy**