

## Board of Directors Meeting Agenda

JUNE 4, 2020 • 9 – 11:30 A.M. ET

### TO JOIN THE MEETING:

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#### Chairman's Welcome & Remarks

**Kevin Doyle**

#### Mission Moment – Florida Economic Development Council (FEDC)

**Kelly Smallridge**  
*Chair, Board of Directors*

#### Consent Agenda

**Kevin Doyle**

1. Feb. 20, 2020, Meeting Minutes
2. Local Workforce Development Boards – Approval of Local Plans
3. Local Workforce Development Boards – Direct Providers of Workforce Services
4. CareerSource Florida Administrative Policies

#### President's Report

**Michelle Dennard**

#### Strategic Policy and Performance Council Report

**Brittany Birken**

#### Finance Council Report

**Arnie Girnun**

#### Action Items

1. Fiscal Year 2020-2021 CareerSource Florida Network Funding
2. Strategic Policy on State Board Roles and Responsibilities

**Andrew Collins**  
**Kevin Doyle**

#### Federal Update and Board Dialogue

**Assistant Secretary John Pallasch**  
*U.S. Department of Labor*

#### Florida Department of Economic Opportunity Update

**Ruth Dillard**

#### Partners Report

**Robin King**  
*Florida Workforce Development Association President*

#### Open Discussion/Public Comment

#### Chairman's Closing Remarks

**Kevin Doyle**

### Upcoming Meetings

Strategic Policy and Performance Council Webinar – June TBD

Board Meeting – September TBD

Board Meeting and Finance Council – December TBD

**Consent Item 1**

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

# **Consent Item 1**

## **FEBRUARY BOARD MEETING MINUTES**

In accordance with Article VII, Section 7.3 of the approved bylaws, the corporation is required to keep correct and complete books and records of accounts and shall keep minutes on the proceedings of the board of directors.

## **FOR CONSIDERATION**

**Approval of February 2020 Board Meeting Minutes, to include any modifications or changes noted by the board.**

**DRAFT MINUTES  
CAREERSOURCE FLORIDA  
BOARD OF DIRECTORS MEETING  
Feb. 20, 2020**

**CALL TO ORDER**

Chairman Kevin Doyle called the meeting of the CareerSource Florida Board of Directors to order at approximately 8:30 a.m. ET on February 20, 2020, by welcoming board members and partners to the meeting and invited CareerSource Florida Director of Contracts Violet Sharpe to lead the Pledge of Allegiance. Chairman Doyle asked Lisa Cramer to call roll.

**ROLL CALL/QUORUM**

A quorum was present with the following board members in attendance:

Kevin Doyle	Bill Johnson
Brittany Birken	Rep. Chris Latvala
Steve Capehart	Ken Lawson
Tim Center	Henry Mack
Rose Conry	Tony McGee
Duane De Freese	Sen. Bill Montford
Robert Doyle	Bryan Nelson
Arnie Girnun	Todd Rebol
Elisha Gonzalez	Stephanie Smith
Eric Hall	

Board members not in attendance were: Gov. Ron DeSantis, Elli Hurst, Rick Matthews, Alex Moseley, Mike Myhre and Joe York.

\*Designee

**CHAIRMAN'S WELCOME & REMARKS**

Chairman Doyle went over the agenda for the meeting. A copy of the agenda can be located [here](#).

**MISSION MOMENT**

Chairman Doyle introduced Mark Wilson, president and chief executive officer of the Florida Chamber of Commerce. Mr. Wilson presented on what Florida's economy looks like, specifically jobs and talent.

A copy of Mr. Wilson's presentation can be located [here](#).

A copy of the Florida Chamber Florida Workforce 2030 Report can be located [here](#).

**CONSENT AGENDA**

Chairman Doyle introduced the Consent Agenda:

### **Consent Item 1 – Consideration of December 2019 Board Meeting Minutes**

**Motion:** Tim Center

**Second:** Arnie Girmun

Chairman Doyle opened the floor for discussion. Hearing none, Chairman Doyle opened the floor for public comment. Hearing none, Chairman Doyle called for a vote. The motion passed. None were opposed. President Dennard will sign and annotate the Meeting Minutes for the official record.

## **PRESIDENT’S REPORT**

### **Communicate the Vision**

President Dennard shared plans to co-host the CareerSource Florida Executive Committee meeting with the Florida Rural Summit at the end of April. During this meeting work will be done on planning strategic priorities and investments for the upcoming year, and board members and partners will be able to participate in the Rural Summit.

### **Leverage Strategic Partnerships**

Through the continuous improvement performance-based funding model, CareerSource Florida has highlighted areas identified as most important by the Governor and the state workforce development board — encouraging enhanced performance in serving businesses in targeted industries and focusing on training as well as opportunity populations.

The CareerSource Florida Policy and Performance Team has worked on refining the metrics, working with local workforce development board leaders to be sure those metrics are clear, and setting targets that recognize the position, size, and opportunity for improvement for each local board. The first round of monetary awards has been announced within the Continuous Improvement Performance Program. The Strategic Policy and Performance Council has been updated on the awards.

### **Keeping the System Accountable**

CareerSource Florida has been working along with state-level Workforce Innovation and Opportunity Act (WIOA) partners on the required WIOA four-year unified plan. The plan, required by the federal departments of Labor and Education, represents the second time states throughout the country have conducted this planning process. The first plan covered the years 2016-2020, including a plan modification in 2018. The implementation of WIOA under the strategic vision of Governor DeSantis ensures Florida has a business-led, market-responsive, results-oriented, and integrated workforce development system. With the state board’s guidance, the plan has been developed driven by the priorities and strategic initiatives directed by the board. The plan focuses on customer service excellence, ensures continuous improvement, and demonstrates value by enhancing employment opportunities for all individuals, including those with disabilities.

This focused and deliberate collaboration among education, workforce, and economic development networks at the state and local levels increases economic prosperity by maximizing the competitiveness of Florida businesses and the productivity of Florida’s workforce.

CareerSource Florida had the opportunity to welcome a team from the U.S. Department of Labor, including the acting regional administrator and Florida project officer. They are working on a state-level comprehensive review of Florida's WIOA implementation as well as reviews of CareerSource South Florida and CareerSource North Central Florida.

### **Legislative Update**

#### **SB 1244/HB 1271 – State Workforce System and HB 1139/SB 426 – Regional Rural Development Grants**

The Senate Committee on Innovation, Industry, and Technology approved Senate Bill 1244. The legislation moves to the Senate Committee on Rules next.

The legislative proposal provides changes to state law to emphasize responsibilities of the state workforce development board and assigns new responsibilities to the Florida Department of Economic Opportunity. The purpose of the legislation is to make modifications to roles and responsibilities of the state board; CareerSource Florida Inc., the nonprofit corporation directed by the state board; and DEO, the fiscal and administrative agency, to address WIOA requirements.

The bill maintains the current operating and governance structure of Florida's workforce system, as set forth in Chapter 445, Florida Statutes, with the state board; a dedicated CareerSource Florida staff to support the state board; the administrative state agency (DEO); and local boards and their career centers. CareerSource Florida currently is administratively housed in the department and this would not change. The professional team at CareerSource Florida works at the direction and in support of the CareerSource Florida Board of Directors and that also would not change.

The language from the House companion, House Bill 1271, was amended this week to House Bill 1139 – the Regional Rural Development Grants bill.

#### **SB 866/HB 1203 – Florida Talent Development Council and Pathways to Career Opportunities**

Senate Bill 866 requires the Florida Talent Development Council to submit a report with recommendations addressing the feasibility of establishing and implementing a Pathways in Technology Early College High School or similar program that incorporates secondary and postsecondary education with workforce education and work experience.

The House companion, House Bill 1203, provides additional pathways that prepare students for college and career success. House Bill 1203 revises the legislative intent regarding apprenticeships to include broadening job training opportunities by increasing coordination among secondary and postsecondary institutions and apprenticeship programs, and encourages programs that lead to college credit, a college degree, or a nationally recognized industry credential. HB 1203 clarifies apprenticeship and pre-apprenticeship program requirements and broadens the scope of such programs to other occupations beyond trades.

#### **SB 1568 – Education**

Senate Bill 1568 modifies Florida's career and technical education program to improve and expand apprenticeship and pre-apprenticeship programs, provides support for students in

work-based learning programs, specifies career education requirements for middle school promotion and high school graduation, modifies funding incentives for industry certifications, and provides relevant mathematics pathways.

## **DEPARTMENT OF ECONOMIC OPPORTUNITY REPORT**

Department of Economic Opportunity Director Ken Lawson said he has learned so much the last year on the job and opened the department's report by recognizing local workforce development board leaders and acknowledging his respect for the work they do. It is his goal to continue to work with enhanced transparency, accountability, and coordination. As the state board sets the vision for the workforce system through strategic policies, we should challenge ourselves to do more than get by and settle for easily attainable goals. With record low unemployment, challenges remain as we strive to serve those with multiple barriers to employment. However, we need to challenge ourselves to implement programs to serve those who most need assistance connecting to the workforce and to do so transparently, efficiently, and together. The department is adjusting its resources to ensure it is aligned with the Department of Labor in best serving local boards and, most importantly, to ensure we are ready to serve all Floridians.

Director Lawson noted there are changes coming over the next year to ensure the workforce system is transparent and accountable with all the system's funding. He thanked everyone for their time and the opportunity to serve because we are in alignment together. It is not the Department of Economic Opportunity. It is not CareerSource Florida. It is Florida together serving our people.

Director Lawson introduced Director of Workforce Services Ruth Dillard to continue the update. Ms. Dillard noted that transparency and accountability echoes the Department of Economic Opportunity's discussions with the Department of Labor in recent months. As President Dennard also discussed, she said, we are still in the midst of the WIOA compliance review and have completed the first week of the state review with the Department of Labor, which will come back to Florida to look at local programs. The Department of Economic Opportunity also has had internal discussions, as we reevaluated the workforce system structure, to look at what we can do within Florida to ensure we are the most accountable and most transparent.

Since my last board update, we have completed the technical assistance provided to the Department of Economic Opportunity by the Department of Labor that was based on the May 2019 compliance review. The department is using this guidance to aggressively analyze how best to incorporate this information into Florida's workforce programs. For our next steps, first, the department will work directly with any local boards that have any specific local issues. Concurrently, the department will partner with CareerSource Florida to develop a strategy for statewide initiatives that address recommendations by the Department of Labor regarding areas to address findings and impact programs. Once we have a strategy, the Department of Economic will meet with all local boards to review the Department of Labor's technical assistance and work together as a team. We really are going to be aggressive. At the Strategic Policy and Performance Council Meeting, our chairwoman discussed ensuring we comply with the policy framework. The framework within Florida is based on the opportunity for local boards to provide input. As we develop policies, we want to ensure that as we are thinking through statewide programs, we also take local needs into consideration. The balance the Department of Labor has made very clear is they are very respectful of the need for flexibility but there is also an expectation for a unified statewide program and that is where the state board will be so important. Ms. Dillard noted that she and President Dennard have been talking and strategizing, as both recognize the importance

of being data driven. We will focus on bringing information back to the state board regarding Department of Labor findings as well as the Department of Economic Opportunity's internal findings that provide opportunities for improvement and expand best practices.

The Department of Economic Opportunity will be implementing policies and procedures as needed, which will impact the state board in the future just as it has in this meeting. As we work with the Department of Labor, the Department of Economic Opportunity is being asked to provide supporting documents showing the state board supports administrative policies. The Department of Labor is very focused on the fact that the state board is the driving factor in the state.

The Department of Economic Opportunity has completed an internal review of the bureau that oversees the workforce program to increase the quality of state oversight by addressing the department's monitoring and compliance program. The department is increasing finance and programmatic monitoring staff by about 10 positions. The department also is implementing joint monitoring between the finance and programmatic sides to be able to bring forward unified findings to local boards. Both sides will identify best practices. That is important because we will be able to bring boards better information to enable them to make decisions on developing strategies.

The state board has a lot of interest in training. The Department of Labor has continued a key push for training of board members, our team that is responsible for the workforce program and local elected officials, as has Director Lawson. The department is augmenting the bureau's training team to add subject matter experts to support local boards and respond to more requests for training. We are using information and resources from the Department of Labor, other states, and local boards to help with the implementation of an internal training program. As the Department of Labor is completing its state comprehensive review, we are using this as a training opportunity to help our team with internal self-audits and quality checks. The Department of Economic Opportunity is starting discussions about the content for developing a training program for state and local board members and local elected officials. The technical assistance from the Department of Labor has been helpful because the department shared information they want to make sure we cover. Some of this may require additional policy discussions to make sure we know where the state board and the state of Florida want to go in defining roles and responsibilities.

Considering Florida is a large state with many workforce boards and board members and because of turnover, the Department of Economic Opportunity understands the need for a multifaceted approach to training. The department is looking to have a statewide rollout meeting to bring as many partners together as possible to talk about where Florida is looking to go. The Department of Labor is interested in participating in the meeting. The Department of Economic Opportunity will see how other states are doing this and will work with CareerSource Florida.

The department also is looking at how to deliver training modules, in-person or automated, on a routine basis. The department also is considering how to track and provide refreshers with delivery modules that allow us to build on the training and adapt to changes. The department will bring more information back to the state board and seek the board's support and attendance. It will be important to show we have state board support as the Department of Labor has been impressed with the partnership among the Department of Economic Opportunity, the state board, and the staff.

Finally, strengthening partnerships is important. As the Department of Labor met with the Department of Economic Opportunity, we discussed partnering to appropriately support the state board. The department wants to ensure we are providing you what you need to propel Florida to

be No. 1 in the country in the delivery of its workforce program. We have had some issues in the state, but we look at those as opportunities for improvement. States have become No. 1 when they had to get outside of their box to be innovative. We are outside the box and moving the state toward a great program.

(Chairman Doyle thanked Ms. Dillard and Director Lawson. He noted that the state board looks forward to working with the department's team and the CareerSource Florida team in a collaborative way to ensure we find the balanced approach between compliance and supporting businesses and workforce regions with flexibility. Together, we are doing great work. As a Department of Labor alum, he noted his goal to make sure Florida is an example for the country, adding that the state is well on its way to doing so.)

Chief Financial Officer Damon Steffens provided a brief update on the Grantee-Subgrantee Agreement, which is an agreement between the department and local boards regarding how funding passes through to local areas. He noted the discussion themes of governance, transparency, and accountability, which the Department of Labor has asked the state to address in the agreement. The federal review of CareerSource Pinellas, CareerSource Tampa Bay and the technical assistance that was mentioned showed it was time to look at the agreement that was from 2012 and predated WIOA. We had done nothing wrong, but the agreement was not compliant with new federal laws. It needed to be compliant and needed more transparency. The department has drafted a new agreement and plans to release it to the local boards next week. The department wants boards to comment on and understand it. The department will answer any questions and point to where it was asked for in the compliance, where the Department of Labor has asked for these changes and where the law has necessitated the change. The department has worked diligently, but we miss things. We want input from local boards. We want them to have the opportunity to review it.

The department is looking to have the new agreement in place July 1, which is when most new funding cycles start. The Department of Labor is aware of this timeframe. Over the next few weeks, we will work with local boards. Local elected officials may have questions, local board chairs and the state board, and the department wants to ensure we get this right. Concluding his update, Mr. Steffens said at the June board meeting, there could be discussion about the comments the department receives and the status of the agreement.

## **PANEL DISCUSSION**

Chairman Doyle invited CareerSource Florida Vice President of Business and Workforce Development Andra Cornelius to introduce the panel discussion and moderator. The topic of the discussion was Developing Champions in Board Governance and Leadership.

The guest presenters were:

- Michael Lawrence, Moderator, Community Workforce Advancements, LLC
- Jennifer Conoley, Chair, CareerSource Gulf Coast
- Arnie Girnun, Chairman, CareerSource Florida Finance Council
- Mike Jackson, Chair, CareerSource Southwest Florida
- Elaine Johnson, Chair, CareerSource Northeast Florida

As private-sector business executives in their communities who are engaged, volunteer workforce board leaders, the panelists shared how they champion innovation and work to enhance the

effectiveness and accountability of the workforce system. They provided perspectives on several key areas including governance, laws and regulations, ethics, and community impact.

## **COUNCIL REPORT**

### **Strategic Policy and Performance Council Update**

CareerSource Florida Strategic Policy and Performance Council Chair Brittany Birken provided an update. She noted the Strategic Policy and Performance Council meeting agenda included presentations and discussions on several proposed policies and council initiatives. The policies considered by the council were a strategic policy on board governance and leadership, presented by CareerSource Florida Vice President of Strategic Policy and Performance Mary Lazor, and 10 administrative policies presented by Ms. Dillard from DEO. The council approved an action item to recommend all policies for approval by the board.

Council member Robert Doyle, Director of Blind Services at the Florida Department of Education, presented an overview of Florida's 2020-2024 WIOA State Unified Plan.

Council member Stephanie Smith, Senior Manager of Florida Public Policy for Uber, led a discussion on the Study of the Gig Economy for Florida's Workforce System that included research updates presented by Cambridge Systematics representatives John Kaliski and Evan Enarson-Hering.

CareerSource Florida professional team members Steve Collins and Jackie Barreiros presented on the Continuous Improvement Performance (CIP) Initiative. The initiative supports key performance outcomes including placing individuals in jobs and high-quality training that is focused on skills and credentials as well as expanding high-value, staff-assisted services to businesses.

## **ACTION ITEMS**

Board Chairman Doyle noted his request for the CareerSource Florida professional team to develop a strategic policy for this board's consideration that specifically addresses expectations for board governance and leadership.

Chairman Doyle asked Ms. Birken to discuss the first action item, along with Ms. Lazor and Ms. Dillard.

### **Action Item 1 – Workforce Development Boards Compliance Council and Accountability Policies**

- Board Governance and Leadership Strategic Policy
- Compliance and Accountability Administrative Policies
  - Board Composition and Certification
  - Negotiated Local Levels of Performance
  - Sanction Policy
  - Employer Services
  - Job Seeker Registration
  - Job Orders and Placements
  - On-the-Job Training
  - Work-Based Training
  - Memorandums of Understanding and Infrastructure Funding Agreements

- Priority of Service

**Motion:** Brittany Birken

**Second:** Duane De Freese

Chairman Doyle opened the floor for board discussion followed by public comment. Hearing none, Chairman Doyle called for a vote. The motion passed unanimously.

The state board is tasked annually with reviewing the list of industry certifications available to Florida's middle and high school students through the Career and Professional Education (CAPE) Act. Recommendations are brought forward by a team of subject matter experts from the Department of Education, DEO and CareerSource Florida who have evaluated submissions against state requirements.

Chairman Doyle invited Florida's Chancellor for Career and Adult Education Henry Mack to say a few words. Chancellor Mack underscored the importance of understanding the connection between education and industry to align talent development efforts. He noted that a comprehensive audit of every Career and Technical Education program in Florida is underway and a final report will be available this summer.

Chairman Doyle invited CareerSource Florida Policy Analyst Warren Davis and Department of Education Division of Career and Adult Education Bureau Chief Tara Goodman to present the next action item.

Mr. Davis stated the CareerSource Florida Board of Directors makes recommendations to the Florida Department of Education on industry certifications for secondary students. For students who earn these certifications, school districts are awarded additional funding. The certification must meet the definition of an industry certification and document essential skills and competencies required for employment in an in-demand occupation. There also must be independent evidence the submission for inclusion on Florida's industry certification list results in an industry-recognized certification versus a test, assessment, or certificate of course completion.

Ms. Goodman explained the comprehensive review process for CAPE Act industry certifications including new changes made this year.

## **Action Item 2 - Career and Professional Education (CAPE) Act Certifications**

**Motion:** Elisha Gonzalez

**Second:** Henry Mack

Chairman Doyle opened the floor for discussion. Hearing none, Chairman Doyle opened the floor for public comment. There were 11 people who completed public comment cards and shared their support or opposition for the CAPE Act certifications recommendation to the board. Chairman Doyle thanked the individuals who addressed the board and called for a vote. The motion passed unanimously.

## **PARTNERS UPDATE**

Chairman Doyle invited Florida Workforce Development Association President Robin King to provide an update on behalf of local workforce development boards. She thanked the state board

and shared several recent examples of local boards successfully assisting job seekers and businesses as well as highlighting some key local partnerships.

### **BRAIDING FUNDING STREAMS FOR IMPROVED OUTCOMES: INTEGRATED PILOT PROJECT**

CareerSource Escarosa CEO Sheryl Rehberg discussed how her local workforce development board is partnering with the local Community Action Agency to work collaboratively to assist individuals with barriers to employment. She discussed both the challenges and successes of working together to leverage multiple funding streams and highlighted several success stories.

### **OPEN DISCUSSION/PUBLIC COMMENT**

Chairman Doyle opened the floor for public comment.

### **CHAIRMAN'S CLOSING REMARKS**

Chairman Doyle thanked everyone for great conversation and input. He reminded everyone the Board's Executive Committee will meet on April 29-30 in Orlando for the annual budget priorities discussion and the next meeting as a board will be June 3-4 in Ponte Vedra Beach.

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### **BOARD SECRETARY CERTIFICATION**

In accordance with Article VII, Section 7.3, I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Florida, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

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Michelle Dennard  
Board Secretary

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Date

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

## **Consent Item 2**

### **WORKFORCE INNOVATION AND OPPORTUNITY ACT LOCAL WORKFORCE DEVELOPMENT BOARD FOUR-YEAR (2020-2024) PLAN APPROVAL**

The Workforce Innovation and Opportunity Act requires each local workforce development board to develop and deliver to the state a four-year plan. These plans must be submitted in partnership with the local chief elected official.

Regulations require states and local workforce development boards to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of Workforce Innovation and Opportunity Act, §676.135). CareerSource Florida issued local plan instructions to the local workforce development boards on October 11, 2019. Plans were due to CareerSource Florida on April 30, 2020. The local plans have been reviewed by the Department of Economic Opportunity and are available for review by the CareerSource Florida board [at this link](#).

CareerSource Florida and the Department of Economic Opportunity recommend approval of the local plans for all 24 local workforce development boards, contingent on any additional information or approval signatures required.

### **FOR CONSIDERATION**

**Approve the Workforce Innovation and Opportunity Act (WIOA) local plans for all 24 local workforce development boards.**

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

## **Consent Item 3**

### **APPROVAL OF EXTENSION FOR LOCAL WORKFORCE DEVELOPMENT BOARDS DIRECT PROVIDERS OF WORKFORCE SERVICES**

The following local workforce development boards currently operate as direct providers of workforce services pursuant to s. 445.007(6), Florida Statutes, and under CareerSource Florida's previous authorization.

CareerSource Escarosa  
CareerSource Okaloosa Walton  
CareerSource Gulf Coast  
CareerSource Capital Region  
CareerSource North Florida  
CareerSource Florida Crown  
CareerSource Northeast Florida  
CareerSource Citrus Levy Marion  
CareerSource Central Florida

CareerSource Pinellas  
CareerSource Tampa Bay  
CareerSource Pasco Hernando  
CareerSource Polk  
CareerSource Suncoast  
CareerSource Heartland  
CareerSource Research Coast  
CareerSource Palm Beach County  
CareerSource Southwest Florida

Section 445.007(6) limits the grant of authorization to three years. The three-year authorization for each of the above local workforce development boards ends June 30, 2020, after which local workforce development boards would not be allowed to provide direct services without approval by this Board. The Department of Economic Opportunity and CareerSource Florida developed criteria under which such authorization may be granted. At the time of the Board's consideration of this Consent Item, all criteria may not have been received by the Department of Economic Opportunity and CareerSource Florida.

The CareerSource Florida professional team and the Department of Economic Opportunity recommend the Board authorize the local workforce development boards described above to be direct service providers starting July 1, 2020 and ending June 30, 2023.

CareerSource South Florida currently operates as a direct service provider of workforce services but does not wish to extend its authorization to operate as a direct provider beyond the current program year. The CareerSource Florida professional team and Department of Economic Opportunity recommend the Board authorize CareerSource South Florida to be a direct service provider for the period that started July 1, 2018 and ends June 30, 2020.

## **FOR CONSIDERATION**

- **Authorize 18 local workforce development boards to be direct providers of workforce services for three years, starting July 1, 2020, and ending June 30, 2023, contingent upon submission of additional information or approval signatures as required and found to meet established criteria.**
- **Authorize CareerSource South Florida to be a direct provider of workforce services for the period that began July 1, 2018, and will end June 30, 2020, contingent upon submission of additional information or approval signatures as required and found to meet established criteria.**

## Consent Item 4

### APPROVAL OF ADMINISTRATIVE POLICIES

**CareerSource Florida Administrative Policies** are business rules, requirements, processes, and responsibilities that expand, explain or further specify federal or state legislation or policies. To effectively carry out the functions and expectations of the state workforce development board and local workforce development boards, all boards must comply with federal and state laws, regulations and standards.

The CareerSource Florida professional team and the Florida Department of Economic Opportunity Division of Workforce Services are recommending the following policies for consideration by the Board:

- **Trade Adjustment Assistance (TAA): Training Services**
  - The purpose of this policy is to provide local workforce development boards the minimum requirements for administering training to trade-affected workers under the TAA program.
- **Trade Adjustment Assistance (TAA): Employment and Case Management Services**
  - The purpose of this policy is to provide to local workforce development boards the minimum requirements for providing employment and case management services under the TAA program.

### FOR CONSIDERATION

**Approve the following CareerSource Florida Administrative Policies as recommended by the CareerSource Florida professional team and the Florida Department of Economic Opportunity Division of Workforce Services:**

- **Trade Adjustment Assistance (TAA): Training Services**
- **Trade Adjustment Assistance (TAA): Employment and Case Management Services**



## **Administrative Policy**

**POLICY  
NUMBER TBD**

<b>Title:</b>	<b>Training Services</b>
<b>Program:</b>	<b>Trade Adjustment Assistance (TAA)</b>
<b>Effective:</b>	<b>TBD</b>

### **I. PURPOSE AND SCOPE**

The purpose of this policy is to provide to local workforce development boards (LWDBs) the minimum requirements for administering training to trade-affected workers under the Trade Adjustment Assistance (TAA) program.

### **II. BACKGROUND**

The Trade Act of 1974 established the Trade Adjustment Assistance for Workers Program, referred to as the TAA Program, to assist workers who have been laid off or whose jobs have been threatened because of foreign trade or competition (trade-affected workers). The TAA program has been amended several times in the last 40 years, most significantly in 2002, 2009, 2011 and 2015. The 2015 amendment, known as the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015), reauthorized TAA and is the most current. Provisions from prior versions of the Act remain applicable in limited cases based on the petition number.

To be eligible for TAA benefits, a group of workers must establish that they were separated from their employment either because their jobs moved outside the United States or because of an increase in directly competitive imports. To establish eligibility, a group of workers (or their representative) must file a petition with the United States Department of Labor (USDOL). Upon receipt of the petition, USDOL conducts an investigation to verify the role of foreign trade in the workers' job losses. If USDOL determines that the workers meet TAA requirements, it will issue a certification that renders the workers eligible to apply to a local career center for individual services and benefits, which include training services among other services and benefits.

### III. AUTHORITY

[Trade Adjustment Assistance Act of 1974, as amended](#)

[Trade Adjustment Assistance Reform Act \(TAARA\) of 2002](#)

[Trade and Globalization Adjustment Assistance Act \(TGAAA\) of 2009](#)

[Trade Adjustment Assistance Extension Act \(TAAEA\) of 2011](#)

[Trade Adjustment Assistance Reauthorization Act \(TAARA\) of 2015](#)

[20 Code of Federal Regulations \(CFR\) Part 617](#)

[Training and Employment Guidance Letter \(TEGL\) 05-15 Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act \(TAARA\) of 2015](#)

[TEGL 09-05 Approval of Distance Learning Under the Trade Adjustment Assistance \(TAA\) Program](#)

[TEGL 15-10 Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System](#)

[Public Law 107-288: Jobs for Veterans Act](#)

### IV. POLICIES AND PROCEDURES

The purpose of TAA training is to assist trade-affected workers in obtaining the skills necessary to gain suitable, long-term employment. Training, whether full-time or part-time, is available to TAA participants who do not possess the skills to secure suitable employment in the existing labor market.

#### A. Comprehensive Assessment

To determine whether the TAA participant is job ready or will require training to gain the necessary work skills to become reemployed, a comprehensive assessment must be conducted during the initial one-on-one meeting between the Local TAA Coordinator and the TAA participant as described within [Administrative Policy XXX: Trade Adjustment Assistance Employment and Case Management Services](#).

#### B. Individual Employment Plan

An Individual Employment Plan (IEP) is required for TAA participants who lack the skills to secure suitable employment in the existing labor market and will be entering TAA-approved training, as described within [Administrative Policy XXX: Trade Adjustment Assistance Employment and Case Management Services](#). The IEP must precede the approval of any training, or waiver of training requirement, as outlined in [DEO Memorandum: Trade Adjustment Assistance Individual Employment Plan Reporting](#).

If any relevant barriers that may hinder the participant's ability to successfully complete training or obtain employment were identified during the comprehensive assessment, the steps (objectives) and/or supportive services necessary to complete training must be included in the TAA participant's IEP.

### **C. Training Program Selection**

The Local TAA Coordinator must work with the TAA participant to select a training program that targets a specific occupation, coincides with the participant's IEP and supports the participant in obtaining suitable employment at the best wage available. The Local TAA Coordinator must provide all trade-affected workers interested in training with guidance regarding the required steps to enroll in TAA-funded training. The Local TAA Coordinator must also work with the trade-affected worker to secure a cost estimate of the requested training program from the training provider. The TAA participant must provide the Local TAA Coordinator with the requested training course curriculum, documentation of acceptance into the training program, the participant's assessment results (if applicable), and any other relevant educational records. This documentation and any other documents that support the training application must be uploaded to the Employ Florida Documents (staff) section under the participant's General Profile.

### **D. Training Application**

Once all training program selection documentation is submitted by the TAA participant, the Local TAA Coordinator must create a training application within the Training Applications subsection of the participant's Employ Florida TAA program application. The Local TAA Coordinator must create a training application before enrolling the TAA participant in any TAA-funded training services. When developing a participant's training application, the Local TAA Coordinator must indicate whether the training will include remedial or prerequisite training. These issues should be discussed, and testing should be conducted to determine if remedial or prerequisite training should be a part of the TAA participant's planned course work. The training application must be signed by the participant and Local TAA Coordinator and be stored in the Employ Florida Documents (staff) section under the participant's General Profile.

Although the IEP is separate from the training application, the training being requested by the TAA participant should be stated as objectives within the IEP. The IEP must demonstrate that the completion of the approved training will support the TAA participant in achieving his/her overarching employment goal.

### **E. Trade Readjustment Allowance**

Trade Readjustment Allowance (TRA) is an income support monetary benefit for TAA participants who have exhausted Reemployment Assistance (RA) and are enrolled in full-time training or have received a temporary waiver of the training requirement. To facilitate participation in training, TAA participants who are enrolled in full-time training may be eligible to receive up to 130 weeks of TRA monetary benefits. Although TAA participants may choose either part-time or full-time training, TAA participants attending part-time training are not eligible to receive TRA.

For a TAA participant to be eligible to receive TRA, the Local TAA Coordinator must assist the participant to complete and submit a TRA ETA 855: Request for Determination of Entitlement to Trade Readjustment Allowances form to the State Trade Program office at [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com). The TRA ETA 855 form must be completed during the initial eligibility review as outlined in [Administrative Policy XXX: Trade Adjustment Assistance Employment and Case Management Services](#). For the participant to remain eligible for TRA while in training, the Local TAA Coordinator must assist the TAA participant to enroll in and start full-time TAA-approved training prior to the training enrollment deadline, which is 26 weeks after the participant's last day of full-time work or the date the participant was certified by USDOL as trade impacted, whichever is later.

A TAA participant is considered enrolled in training when the participant's application for training is approved by the LWDB and the training institution has furnished written notice that the participant has been accepted in the approved training program. The training program must begin within 30 calendar days of the date of such approval. Post enrollment, the Local TAA Coordinator must verify that the participant has started training within 30 calendar days and submit the approved training application to the State Trade Program Office at [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com).

There are three types of TRA benefits:

**1. Basic**

Basic TRA benefits are paid when the participant has exhausted his/her RA benefits. TAA participants can receive up to 52 weeks of combined RA and Basic TRA benefits (12 weeks of RA and 40 weeks of Basic TRA). Participants have two years (104 weeks) of eligibility after separating from a trade-affected employer to receive basic TRA benefits. To qualify for Basic TRA benefits participants must be enrolled in TAA-approved training or receive a waiver of the training requirement prior to the training enrollment deadline date or have completed TAA-approved training and be actively seeking employment.

**2. Additional**

TAA participants can qualify for Additional TRA benefits if they have previously qualified for Basic TRA and are enrolled in full-time TAA-approved training. After exhausting Basic TRA, TAA participants may be able to receive Additional TRA for up to 65 weeks or until they complete training, whichever comes first.

**3. Completion**

Completion TRA provides TAA participants who have successfully met training benchmarks an additional 13 weeks of TRA benefits. Completion TRA is payable within a 20-week period immediately preceding the end date of the TAA-approved training. Completion TRA is payable only for weeks the participant attends TAA-approved training and is not payable during scheduled breaks. TAA participants must

have exhausted Additional TRA to be eligible and only 13 weeks of benefits are available within the 20-week period.

## **F. Waiver of Training Requirement (Training Waiver)**

A TAA training waiver is a written statement to a TAA participant waiving the requirement to be enrolled in training prior to the participant's deadline date. The training approval deadline date is the last day of the 26<sup>th</sup> week from either the TAA participant's layoff date, or the date of the participant's TAA certification by the USDOL, whichever is later. The Local TAA Coordinator is responsible for determining the need for and approving TAA training waivers.

The need for a training waiver must be supported by the evaluation conducted through the comprehensive assessment. The Local TAA Coordinator must evaluate the results of the comprehensive assessment, and select one of the following three reasons for issuance of a waiver:

### **1. Health**

The TAA participant is unable to participate in training for health reasons, except that the basis for a waiver does not exempt the participant from the active work search requirements under federal or state Reemployment Assistance laws. Note: Supporting medical documentation is not required; information about TAA participant health issues, if any, and sensitive/personal and confidential information must not be documented in Employ Florida nor stored in the participant's electronic or hard-copy case file.

### **2. Enrollment Unavailable**

The enrollment date for the approved training is not immediately available but is within 60 days from the date the waiver is issued, or, if the training starts beyond 60 days of the date of the waiver, there are extenuating circumstances for the delay in enrollment. (E.g., The participant's training was approved beyond the deadline for the current semester and the participant will have to wait until the following semester to begin training.)

### **3. Training Not Available**

Training approved by the LWDB is not reasonably available to the TAA participant from either governmental agencies or private sources (which may include area vocational education schools and employers), no training that is suitable for the TAA participant is available at a reasonable cost, or no training funds are available.

Training waivers may not be approved unless the participant has worked with the Local TAA Coordinator to develop an IEP.

The training waiver must be created in the Waiver Entry subsection of the TAA participant's Employ Florida TAA program application. Training waivers must be issued for a six-month period. The Local TAA Coordinator must review the training waiver at least once every 30 days until the waiver expires or is revoked due to enrollment into training and/or non-compliance. The review process requires the Local TAA Coordinator to confirm the status of the reason for the training waiver is unchanged, the participant is making ongoing efforts to enroll in full-time, TAA-approved training and is available for full-time work. The results of the review must be documented in Employ Florida case notes.

Waiver reviews must be completed in the Waiver Entry subsection of the TAA participant's Employ Florida TAA program application. For training waiver reasons "Enrollment Unavailable" and "Training Not Available," the review must include documentation that indicates progress toward entering training is being made while the waiver is active. If the TAA participant ceases efforts to enter training without reasonable justification (e.g., death in the family) or training is no longer feasible, the waiver must be revoked.

The Local TAA Coordinator must inform the TAA participant that while the participant is on a training waiver, weekly work searches are mandatory. Participants with training waivers must also make ongoing efforts to enroll in full-time, TAA-approved training and be able and available for full-time work.

It is acceptable to allow a waiver to expire, but waiver reviews must continue every 30 days until the expiration occurs. A training waiver will expire when one of the following occurs:

1. A TAA participant exhausts Basic TRA payments; or
2. The 104-week (two-year) eligibility period for Basic TRA expires.

#### **G. Training Waiver Revocation**

The Local TAA Coordinator must revoke a waiver once a TAA participant enrolls in TAA-approved training and may revoke it if he/she determines that the basis for the waiver is no longer applicable. However, once a waiver is revoked, it cannot be reissued unless the revocation is reversed by redetermination or appeal through the State Trade Program Coordinator. If a waiver is revoked, both the TAA participant and the State Trade Program Office must be notified in writing of this action. Notification to the State Trade Program Office must be sent to [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com) and include the participant's name, Employ Florida state identification number, and the reason for waiver revocation.

A waiver must be revoked under any one of the following circumstances:

1. The TAA participant is enrolled in TAA-approved training,
2. The reason for the waiver no longer exists,
3. The TAA participant refuses to participate in waiver reviews,
4. Basic TRA benefits have expired, or
5. The 104-week eligibility period for Basic TRA has expired.

Under no circumstance should a waiver be revoked without giving the TAA participant ample opportunity to participate in the review process. For example, a revocation should not occur without a minimum of six attempts to contact the participant over a three-week period. The contact attempts must be documented in Employ Florida case notes.

#### **H. Training Waiver Deadline Extension**

The training waiver deadline may be extended past the deadline date if the participant meets extenuating circumstances defined as:

1. Language barriers,
2. Medical problems,
3. Enrolled in a training program that is cancelled at the last minute, or
4. Other extenuating circumstances deemed beyond the participant's control by the State Trade Program Office.

To receive a training waiver deadline extension, the Local TAA Coordinator must submit a written request to the State Trade Program Office at [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com). The State Trade Program Office will make the determination regarding the participant's extenuating circumstances.

#### **I. Training Approval**

Once the Local TAA Coordinator has worked with the TAA participant to select an appropriate training program, and the participant has submitted all documentation required by the Local TAA Coordinator, the Local TAA Coordinator must create a training application within the Employ Florida TAA program application subsection: Training Applications.

The Local TAA Coordinator must approve or deny the TAA participant's training application in accordance with locally established training approval guidelines. Approval of training must be recorded by the appropriate service code in the TAA participant's Employ Florida TAA program application as outlined within [DEO Memorandum: Trade Adjustment Assistance TR0 and TA1 Employ Florida Service Code Changes](#).

Allowable types of training include: classroom training, on-the-job training, customized training designed to meet the needs of a specific employer or group of employers, apprenticeship programs, postsecondary education, prerequisite education or coursework and remedial education, which may include GED preparation, literacy training, basic math, or English as a Second Language. Per 20 CFR 617.22(i), all TAA-approved training must take place within the United States. Study abroad opportunities are not permissible and will result in cancellation of the full TAA training application and program eligibility.

In accordance with 20 CFR 617.22 (f)(2), a TAA participant may only be approved for a single training program per certified TAA petition. This does not prohibit a LWDB from utilizing more than one training provider for a trade-affected worker when necessary to support the TAA participant's training program. A training program may consist of a single course or group of courses designed for a TAA participant to meet a specific occupational goal.

Training is an entitlement under the Trade Act, but it is not an unconditional entitlement. For a trade-affected worker to be approved to receive TAA-funded training, the participant must meet each of the following six criteria for approval of training:

1. There is no suitable employment available for a trade-affected worker. It is the responsibility of the Local TAA Coordinator to determine the availability of suitable employment in the statewide commuting area as defined in [DEO Memorandum: Trade Adjustment Assistance State Definition of Commuting Area](#) and that there is no reasonable prospect of suitable employment becoming available in the foreseeable future. This criterion must be satisfied by reporting Employ Florida service code 114 (Staff-Assisted Job Search) along with a supportive case note within the TAA participant's Employ Florida training application.,
2. The trade-affected worker would benefit from appropriate training. This means there is a direct relationship between the trade-affected worker's need for skills training or remedial education and the skills that would be provided by the training program under consideration. The participant must also have the mental and physical capabilities to undertake, make satisfactory progress in, and complete the training, as well as be job ready upon completion of the training program.
3. There is a reasonable expectation of employment following successful completion of the training. This means that given the job market conditions expected to exist when the TAA participant completes the training program, there is a reasonable expectation that the participant will obtain employment using the skills obtained.
4. The approved training is reasonably available from either governmental agencies or private sources. In determining whether training is reasonably available, the Local TAA Coordinator must give first consideration to training opportunities available within the statewide commuting area. Training at facilities outside the statewide commuting area should be approved only if such training is not available within the commuting area or if there will be a cost savings to the TAA program.
5. The TAA participant is qualified to undertake and complete such training. The TAA participant's personal qualifications, including their physical and mental capabilities, educational background, work experience and financial resources must be determined adequate to undertake and complete the specific training program being considered.

Evaluation of the TAA participant's financial resources must include an analysis of the remaining weeks of Reemployment Assistance (RA) and/or TRA benefits in relation to the duration of the training program. If the affected worker's RA/TRA benefits will be exhausted before the end of the training program, the Local TAA Coordinator must work with the TAA participant to determine if personal, family resources, or other financial means will be available for the TAA participant to complete the training.

6. The training is suitable and available at a reasonable cost. This means that training may not be approved at one training provider when training substantially similar in quality, content and results can be obtained from another provider at a lower total cost within a similar time frame.

Further, the training application must include the cost of travel and subsistence if the training provider is outside the commuting area. If the training provider is outside the commuting area, training may not be approved when the costs of the training are unreasonably high in comparison with the average costs of substantially similar training offered by other training providers within the commuting area.

Compliance with these six criteria must be certified by the Local TAA Coordinator by answering in the affirmative to all six criteria for the approval of training options, accompanied by supportive case notes within the participant's Employ Florida TAA Training Application.

## **J. Training Benchmarks**

Training benchmarks assist the Local TAA Coordinator with monitoring the TAA participant's progress towards completing the approved training within the required timeframe. Additionally, substantially meeting benchmarks allows a TAA participant who is enrolled in TAA approved training, and who has exhausted Basic TRA and Additional TRA, to collect 13 weeks of Completion TRA. Training benchmarks are required to be established when a TAA participant enrolls in TAA-approved training exceeding eight weeks. The two required TAA training benchmarks are:

1. Maintaining satisfactory academic standing (not on probation or determined to be "at risk" by the instructor or training institution).
2. On schedule to complete training within the timeframe identified in the approved training application.

The Local TAA Coordinator must review benchmarks in intervals no greater than 60 days beginning on the training start date. The Local TAA Coordinator must record benchmark reviews in the TAA participant's Employ Florida TAA program application's training benchmark subsection. Local TAA Coordinators must verify training benchmark reviews in Employ Florida by uploading supporting documentation such as grades, test scores, instructor's communication or school progress reports. Benchmark reviews must also be incorporated into the participant's IEP as clearly stated objectives so that the participant understands the requirement to maintain contact with the Local TAA Coordinator to show ongoing and satisfactory participation in approved training activities, including reporting class schedules, attendance, grades, class drops or changes, other income from grants, and any resulting employment.

The TAA participant must meet both benchmarks to successfully pass a benchmark review. The first time a TAA participant fails a benchmark review, the Local TAA Coordinator must provide the participant a printed copy of the Employ Florida Training Benchmark Review and issue a verbal or written warning. The Local TAA Coordinator must remind the participant that continuation in the TAA program and receipt of TAA benefits is dependent on making

satisfactory progress and maintaining full-time attendance. The issuance of a warning must be documented in Employ Florida in the Training Benchmark's case note section of the TAA participant's TAA program application.

If the TAA participant receives a second substandard benchmark review, the Local TAA Coordinator must modify the training application and IEP. The modification to the training application must include a change in the academic or vocational course of study outlined in the participant's IEP. The modification to the IEP must include a change in occupation, type of training or training provider. If the TAA participant is encountering difficulties, the Local TAA Coordinator must document the intervention to be provided through additional objectives within the participant's IEP.

If the Local Training Coordinator does not revise the training application and IEP, or the TAA participant refuses the needed updates following two consecutive failed benchmark reviews, the participant will lose his/her eligibility for Completion TRA. Once the TAA participant's training application and IEP have been revised, the number of failed reviews resets and the process to determine the number of failed reviews restarts.

Failure of one or two benchmark reviews does not automatically result in termination of training; however, failing the first review should be a red flag to the Local TAA Coordinator regarding the appropriateness of the training program. TAA's six criteria for approval of training requires that the TAA participant is qualified to undertake and complete the training. If it becomes clear that the participant will not successfully complete training after a thorough review of the situation and possible consultation with the training provider, and if the TAA participant refuses to revise the training application and IEP, a recommendation to remove the participant from the TAA program must be submitted to the State TAA Coordinator at [TAA@deo.myflorida.com](mailto:TAA@deo.myflorida.com).

## **K. Training Providers**

It is recommended, but not required, that training providers be on the Eligible Training Provider List (ETPL) for the approval of a TAA training application. Training providers not on the ETPL may be utilized if the LWDB can confirm that the training institution is accredited by using the [U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs \(DAPIP\)](#). There must also be a reasonable expectation of employment following the successful completion of the training.

It is encouraged that training providers on the ETPL offering comparable training within the local area be considered before providers not on the ETPL as these training providers have been locally verified as offering training programs aligned with the LWDB's local in-demand occupations and industry sectors. However, LWDB's are not authorized to restrict TAA-funded training exclusively to training providers on the ETPL.

## **L. Training Program Duration**

The Local TAA Coordinator must work with the TAA participant to determine the appropriate duration of the training. The training must be of suitable duration to achieve the desired skill level to facilitate employment in the selected occupation in the shortest possible time. To calculate the total number of weeks a TAA participant will attend or has attended training, only the “actual” number of training weeks must be counted. TAA-approved breaks in training, breaks between semesters, or holiday breaks are not counted against the maximum weeks allowed.

Contingent upon the petition series the trade-affected worker is certified under, TAA training may be approved for a duration as defined in the following chart.

<b>Petition Numbers 50,000 – 69,999 (2002 Amendment)</b>
<ul style="list-style-type: none"><li>• 104 weeks of full-time training</li><li>• 130 weeks of full-time training if remedial training is required</li></ul>
<b>Petition Numbers 70,000 – 79,999 (2009 Amendment)</b>
<ul style="list-style-type: none"><li>• 130 weeks of full-time or part-time training</li><li>• 156 weeks of full-time training or part-time if remedial or prerequisite training is required</li></ul>
<b>Petition Numbers 80,000 – 80,999 (2011 Amendment)</b>
<ul style="list-style-type: none"><li>• 104 weeks of full-time training</li><li>• 130 weeks of full-time training if remedial training is required</li></ul>
<b>Petition Numbers 81,000 and above (2015 Amendment)</b>
<ul style="list-style-type: none"><li>• 130 weeks of full-time or part-time training</li></ul>

## **M. Remedial and Prerequisite Training**

If the results of the comprehensive and/or specialized assessment indicate the need to correct or improve deficient skills (e.g., limited English proficiency) necessary for successful completion of the training program, remedial courses must be considered. (See [Administrative Policy XXX: Trade Adjustment Assistance Employment and Case Management Services](#) for requirements regarding comprehensive and specialized assessments.) Wherever practical, remedial training should be conducted concurrently with occupational skills training.

Prerequisite training is education designed to provide the required courses for entry into a specific, approved occupational or vocational training program. Local TAA Coordinators may approve prerequisite courses as part of the TAA participant’s training program. If a TAA participant requires prerequisite training or remedial training that cannot reasonably be conducted concurrent with occupational skills training, the training application must be developed in such a way that any break between remedial/prerequisite and occupation skills training does not exceed 30 days, whenever possible. Every effort must be made to ensure a seamless transition from one component of training to the next.

If remedial and/or prerequisite training is required, the participant's Employ Florida TAA training application must reflect these courses in their entirety to include the start and end dates of the entire training program, including the dates for each remedial and/or prerequisite training. Remedial and prerequisite training weeks must be included when determining training program duration.

#### **N. Distance Learning**

Training and Employment Guidance Letter (TEGL) 09-05 provided a revised interpretation governing distance learning, also referred to as online learning, to allow for its approval under TAA when the degree or certificate received is equivalent to that received through classroom training. This interpretation expands the types of approvable training; to include scenarios in which the TAA participant completes all, or part of, an educational or vocational program online, or in a location that is not physically on the campus of the institution hosting the training program. LWDB's may not restrict the use of distance learning for TAA training.

For online learning to be approved, all six criteria for approval of training must be met. Online learning, in some cases, may be more self-paced than classroom training. The Local TAA Coordinator must work with distance learning providers to understand a specific program's participation requirements and benchmarks. Information from training providers informs the Local TAA Coordinator of progress, which is critical in reviewing benchmarks and gauging satisfactory academic progress. It is recommended that the Local TAA Coordinator review the syllabus of the online training program and ensure the participant is providing all required information from the training provider's management information system to demonstrate progress.

#### **O. On-the-Job Training**

On-the-Job Training (OJT) under TAA consists of up to a 104-week maximum of training provided by an employer to a TAA participant who has been hired by the employer. OJT is conducted while the TAA participant is engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job. TAA participants may be approved for a training plan that consists of both classroom-based training and OJT, however, the duration of the total training plan must adhere to Section IV.L of this policy with the OJT portion of the training not exceeding 104 weeks.

LWDBs are responsible for ensuring OJT programs meet the following requirements:

1. Are reasonably expected to lead to suitable employment with the employer offering the OJT.
2. Are compatible with the skills of the TAA participant.
3. Include a curriculum through which the TAA participant will gain the knowledge or skills necessary to become proficient in the job for which the TAA participant has been hired and is being trained.

The LWDB may enter into a contract to pay the hiring employer not more than 50 percent of a TAA participant's salary, paid in monthly installments, using TAA funds, for a maximum of 104 weeks. The TAA participant must be engaged in learning new skills during OJT. If the job does not require 104 weeks of training time, the contract is written for the appropriate amount of time required to learn the skills.

OJT through the TAA program is not an incumbent worker training program; it is available to individuals who otherwise lack marketable skills and require training to return to suitable employment. Since TAA training may not be approved retroactively, a worker interested in OJT needs to apply for the OJT with the Local TAA Coordinator before beginning employment. Additionally, TAA does not permit OJT in the TAA participant's previous, trade-impacted occupation, with respect to the article produced or service provided by the worker's previous, trade-impacted employer.

LWDBs must ensure employers that exhibit a pattern of failing to provide workers with continued long-term employment and adequate wages, benefits and working conditions as regular employees, are excluded from receiving OJT contracts.

TAA participants enrolled in OJT may not be able to access TRA due to their income earned through wages. However, TAA participants age 55 and older may be eligible for Reemployment Trade Adjustment Assistance (RTAA) while participating in OJT. RTAA is a cash benefit that pays 50% of the gap between what the participant earned in his/her previous, trade-impacted employment and what the TAA participant earns in his/her new job. This subsidy is paid over two years, or up to \$10,000, whichever comes first. Local TAA Coordinators who require assistance determining if a participant is eligible for TRA or RTAA may contact the State Trade Program Office at [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com).

Training benchmarks are associated with academically oriented training and securing a credential; therefore, OJT does not require benchmarks. If an OJT is being monitored as part of the training contract with the employer, TAA benchmark reviews and the accompanying Employ Florida data entries on the TRA Benchmarks tab are not required.

#### **P. Retakes**

If a TAA participant fails one or more courses, the TAA program may pay for the retake. The decision to pay for the retake, and the number of times the LWDB will pay for the course to be retaken must be made by the LWDB in accordance with local policy. The TAA participant's training application still must not exceed 130 weeks of training even if courses are retaken. The Local TAA Coordinator must document the following information in the training application case note section for participants granted a retake under TAA:

1. Name or course number of course(s) failed,
2. Reason for failure, and
3. Action to be taken to prevent another failure. Such actions may include, but are not limited to, tutoring, enrolling in a necessary pre-requisite course, changing the training goal within the same industry (certificate vs. degree), etc.

#### **Q. Scheduled Breaks in Training**

Scheduled breaks in training include all periods within or between courses, terms, quarters, semesters and academic years as provided for in the training provider's schedule or syllabus. Scheduled breaks are not included in the calculation of maximum allowable training weeks. Prior to the break in training, the TAA participant must request the break and the Local TAA Coordinator must issue an approval. Scheduled breaks must be reported in the TAA participant's Employ Florida TAA program application using service code 233 (TAA – Scheduled Break in Training). The service must include the begin and end date for the scheduled break. The maximum amount of days that a TAA participant can temporarily cease training is not defined; therefore, the length of interruption of training is at the discretion of the LWDB; however, the end date may not extend beyond the maximum allowable weeks for the training.

TAA participants may continue receiving TRA benefits during scheduled breaks that are no longer than 30 business days (not including state recognized holidays or weekends) and meet the following conditions:

1. The participant was participating in the training before the beginning of the break,
2. The break was published in the training provider's schedule or is indicated in the participant's approved training application, and
3. The participant resumes training immediately after the break.

Local TAA Coordinators must inform TAA participants that breaks in training have the following impacts on benefits:

1. No Basic or Additional TRA will be paid to a TAA participant for any week that begins or ends within a scheduled break of 30 days or more,
2. The maximum amount of Basic TRA available is not affected by the weeks the TAA participant does not receive TRA while on a break, but the weeks will count against the 104-week eligibility period; and
3. For Additional TRA, any week(s) for which TRA is not paid will count against the eligibility period and, possibly, the number of weeks payable.

#### **R. Unscheduled Breaks in Training**

Generally, TAA participants in training must remain in training until it is completed. However, if it is necessary for the TAA participant to temporarily stop attending training, the participant must request an unscheduled break. Unscheduled breaks of TAA-approved training are managed on an individual basis contingent upon the reason for the interruption. In general, TAA participants who voluntarily withdraw themselves from training for any reason cannot re-enter training. However, some exceptions may apply, especially in cases where the reason for the interruption is due to health or other personal reasons that are beyond the control of the TAA participant.

The Local TAA Coordinator will evaluate allowing TAA participants who stop training to return under the following circumstances:

1. The reason for the unscheduled break in training can be remedied by a short period away from school; or
2. When training can be completed within the maximum allowable weeks to complete training.

Any changes in training program end dates must be documented and the State Trade Program Office must be notified immediately by submitting the revised training application to [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com). TAA participants who are receiving TRA benefits (or are not yet receiving TRA because RA benefits have not yet been exhausted) must be informed that a period of interruption in training may affect their benefits.

#### **S. Measurable Skill Gains**

Measurable Skill Gains (MSG) is an indicator required by the Workforce Innovation and Opportunity Act (WIOA) designed to measure in-progress skills gains made by participants (including TAA participants) enrolled in education or training during a program year. TAA participants who receive any training service, regardless of funding source, and are co-enrolled with WIOA Adult or Dislocated Worker programs are included in MSG calculations for both TAA and WIOA programs. Therefore, to ensure MSG performance is captured appropriately, it is recommended that the LWDB cross-train TAA and WIOA staff to properly document and report Measurable Skill Gains.

All participants in TAA-approved training require Measurable Skill Gains to be documented in Employ Florida. Local TAA Coordinators must report participant progress in the Measurable Skill Gains subsection of the TAA participant's Employ Florida TAA program application. The participant's documented progress must meet one of the following criteria:

1. Educational Functioning Level (EFL) gain. An EFL gain is the advancement of educational level by making measurable improvement in educational attainment as measured by a pre-test and post-test such as the Test of Adult Basic Education (TABE).
2. EFL gain by entry into postsecondary education.
3. Credential attainment.
4. 12 credits earned in one semester. Transcripts/report cards must not indicate that the participant withdrew from courses and/or dropped out of school, was removed from the institution, or otherwise indicate removal on academic or conduct grounds.
5. Progress report from the training provider.
6. Passing of an exam or test for a specific occupation (e.g. Welding Certification, Commercial Driver's License (CDL)). Tests administered as part of a typical secondary or postsecondary education course do not count.

## **T. Credential Attainment**

Training and Employment Guidance Letter (TEGL) 15-10 established “credential” as the umbrella term encompassing postsecondary degrees, diplomas, GEDs, licenses, and industry-recognized certifications. Credentials are designed to equip TAA participants to enter or re-enter employment, retain employment, or advance into better employment. The following are acceptable types of credentials that may be reported:

1. Secondary school diploma or recognized equivalent,
2. Associate degree,
3. Bachelor's degree,
4. Occupational licensure, certification, and certificate (includes Registered Apprenticeship, Career and Technical Education educational certificates, and technical diplomas); and
5. Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

TAA participants may attain multiple credentials if the credentials are listed in the training application and are required for achievement of the participant’s occupational goal. Examples of acceptable multiple credentials include the attainment of a bachelor’s degree and a professional license.

Graduate degrees are not counted as a performance measure for credential attainment. TAA will continue to approve graduate degree programs if they are required for the attainment of the participant’s occupational goal. However, since graduate degrees no longer count towards credential attainment, a professional or occupational license that is required for, or helpful to, the occupation must be included in the training application. This professional or occupational license must be coded as a credential. Note, in the case of an occupational license, the credential is earned when the license is earned; not when the licensing exam is taken.

Credentials must be reported in the TAA participant’s Employ Florida TAA program application credentials subsection and a copy of the credential must be scanned and uploaded as source documentation. If the TAA participant is enrolled for a credential in WIOA (or another partner program) and a separate credential for TAA, both credentials must be reported when they are earned. If the participant is co-enrolled in WIOA and TAA with a single credential, the single credential must be reported under both programs.

WIOA participants have up to one year from program exit to obtain their credential for WIOA-funded training, but under TAA they must be job ready upon completion of their TAA-approved training. Therefore, any credential obtained through TAA must be reported prior to closure of the participant’s Employ Florida TAA program application.

## **U. Training Closure**

When TAA participants are removed from, withdraw, or complete their training program, the Local TAA Coordinator must update the TAA participant’s Employ Florida TAA program application. Updating the TAA application allows staff to record federal and local performance measures before the program exit occurs.

To prevent the overpayment of TRA, the Local TAA Coordinator must provide written notification to the State Trade Program Office at [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com) within two business days following the termination of the participant's training or the participant exiting the program.

#### **V. Veteran's Priority of Service**

The TAA program must comply with the Jobs for Veterans Act. Covered veterans determined eligible for the TAA program must receive priority over non-veterans for the receipt of appropriate services provided under the TAA program.

#### **W. State and Local Monitoring**

Services and activities provided under TAA must be monitored annually for compliance with TAA requirements by DEO. DEO will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

1. Roles of the TAA participant and LWDB staff; and
2. Local monitoring procedures for implementation of this policy.

#### **V. DEFINITIONS**

1. **Affected Worker List:** A list of trade-affected workers, typically provided by the trade-impacted employer, who were separated or threatened with separations during the period beginning one year before the petition was filed and ending two years after the date of the certification.
2. **Local TAA Coordinator:** A merit-staff employee designated by the LWDB to determine TAA eligibility and to provide TAA case management and employment services with the goal of leading participants to suitable employment.
3. **Petition:** A request submitted to USDOL to certify an employer was adversely impacted by global trade or competition.
4. **Suitable Employment:** Employment of a substantially equal or higher skill level than the trade-affected worker's past trade-affected employment, with wages no less than 80 percent of the trade-affected worker's average weekly wage from the trade-affected employment.
5. **TAA Participant:** Any trade-affected worker who completes the initial TAA application and is enrolled in the TAA program by a Local TAA Coordinator and receives a staff-assisted service.
6. **Trade-Affected Worker:** An individual who has been totally or partially separated from employment in a firm or subdivision of a firm that has been certified under TAA.

**VI. REVISION HISTORY**

<b>Date</b>	<b>Description</b>
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.



## Administrative Policy

**POLICY  
NUMBER  
TBD**

<b>Title:</b>	Employment and Case Management Services
<b>Program:</b>	Trade Adjustment Assistance (TAA)
<b>Effective:</b>	TBD

### I. PURPOSE AND SCOPE

The purpose of this policy is to provide local workforce development boards (LWDBs) the minimum requirements for providing employment and case management services under the Trade Adjustment Assistance (TAA) program.

### II. BACKGROUND

The Trade Act of 1974 established the Trade Adjustment Assistance for Workers Program, referred to as the TAA Program, to assist workers who have been laid off or whose jobs have been threatened because of foreign trade or competition (trade-affected workers). The TAA program has been amended several times in the last 40 years, most significantly in 2002, 2009, 2011 and 2015. The 2015 amendment, known as the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015), reauthorized TAA and is the most current. Provisions from prior versions of the Act remain applicable in limited cases based on the petition number.

To be eligible for TAA benefits, a group of workers must establish that they were separated from their employment either because their jobs moved outside the United States or because of an increase in directly competitive imports. To establish eligibility, a group of three or more workers (or their representative) must file a petition with the United States Department of Labor (USDOL). Upon receipt of the petition, USDOL conducts an investigation to verify the role of foreign trade in the workers' job losses. If USDOL determines the workers meet TAA requirements, it will issue a certification that renders the workers eligible to apply to a local career center for individual services and benefits, which include employment and case management services.

### III. AUTHORITY

[Higher Education Act of 1965 \(20 U.S.C. 1087tt\)](#)

[Trade Adjustment Assistance Act of 1974, as amended](#)

[Trade Adjustment Assistance Reform Act \(TAARA\) of 2002](#)

[Trade and Globalization Adjustment Assistance Act \(TGAAA\) of 2009](#)

[Trade Adjustment Assistance Extension Act \(TAAEA\) of 2011](#)

[Trade Adjustment Assistance Reauthorization Act \(TAARA\) of 2015](#)

[20 Code of Federal Regulations \(CFR\) Part 617](#)

[Training and Employment Guidance Letter \(TEGL\) 05-15 Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act \(TAARA\) of 2015](#)

[TEGL 15-12 Delivery of Benefits and Services to Trade Adjustment Assistance \(TAA\) Program Recipients through the American Job Center Network Delivery System](#)

### IV. POLICIES AND PROCEDURES

Upon determination of TAA eligibility under the TGAAA of 2009, TAAEA of 2011, or TAARA of 2015 law, LWDBs are required to ensure trade-affected workers who are covered under a petition have access to employment and case management services as described in this policy.

#### A. TAA Informational Session

When a petition is certified by USDOL, the State Trade Program Coordinator will notify the LWDB responsible for the county within which the trade-affected employer is located. The notification will include a copy of the certified trade petition, the contact information for the trade-affected employer and instructions to secure a list of the trade-affected workers from the employer within 10 business days and provide the list to the State Trade Program Office. Upon receipt of this notification, the LWDB must coordinate with the employer to offer the trade-affected workers the opportunity to attend a TAA informational session conducted by the Local TAA Coordinator. Each LWDB is required to designate a Local TAA Coordinator as outlined in [Administrative Policy 101: Trade Adjustment Assistance Funding](#).

The informational session will review the benefits and services offered by the TAA program. When 20 or more trade-affected workers are covered under a certified petition, LWDBs must coordinate with the employer to afford the workers the option to attend the informational session at the employer's location or the career center nearest to the employer's location. Once scheduled, the Local TAA Coordinator must provide the date(s), time(s) and location(s) of all group TAA informational sessions to the State Trade Program Office by emailing [TAA@deo.myflorida.com](mailto:TAA@deo.myflorida.com). For those trade-affected workers who are unable to attend, or for groups with fewer than 20 trade-affected workers, the opportunity to schedule an individual session with the Local TAA Coordinator must be afforded.

Trade-affected employers may have affected workers who reside in a different geographic location than the work site location. Trade-affected workers may choose to receive services from the LWDB of their choice, regardless of geographical location of residence. The LWDB may refer the trade-affected worker to a closer location for the worker's convenience but may not refuse to provide services if the worker declines to use another LWDB.

## **B. TAA Eligibility Review**

Following the group or individual informational session, the Local TAA Coordinator must schedule a one-on-one, in-person meeting with each trade-affected worker who is interested in receiving services. The meeting may be conducted immediately following the informational session if time permits. Local TAA Coordinators are encouraged to have all trade-affected workers who are interested in receiving services complete an Employ Florida registration prior to the meeting. During the initial meeting, the Local TAA Coordinator must verify that the worker's name is recorded on the affected workers list provided by the employer or the State Trade Program Coordinator. Once eligibility is verified, the Local TAA Coordinator must create a Wagner-Peyser program application, followed by a TAA program application, in Employ Florida for the trade-affected worker.

If the trade-affected worker's name is not present on the affected workers list, the Local TAA Coordinator must contact the employer to determine the individual's eligibility. If the employer is unable to be contacted, the Local TAA Coordinator must coordinate with the State Trade Program Office to determine the trade-affected worker's eligibility. If the individual is determined to be trade-affected, the Local TAA Coordinator must update the affected workers list and notify the State Trade Program Coordinator. If the individual is determined ineligible for TAA services, the Local TAA Coordinator must ensure the appropriate Wagner-Peyser services to assist the individual with securing employment are provided.

## **C. Initial TAA Program Participation**

Once the TAA application has been created and the trade-affected worker has been identified as eligible to apply for TAA services and benefits, the Local TAA Coordinator must assist the trade-affected worker with completing the Request for Determination of Entitlement to Trade Readjustment Allowance (TRA) form (TRA ETA 855) and the acknowledgement of TRA Eligibility Deadlines form (TRA 345). The Local TAA Coordinator must upload the completed forms to the trade-affected worker's Employ Florida Staff Document folder.

The Local TAA Coordinator must contact the State Trade Program Office at [TRA@deo.myflorida.com](mailto:TRA@deo.myflorida.com) to provide notification that the trade-affected worker's information is available in Employ Florida and ready for review. The State Trade Program Office will review the worker's request form and issue a determination for Trade Readjustment Allowance (TRA) benefits. Once completed, a service code TR0 (Eligibility Review "Local TAA Coordinator Use") must be recorded under the worker's TAA program application. This service code reflects the initial eligibility activity that will establish the individual's participation in the TAA program. The TR0 service code must be entered in accordance with [DEO Memorandum: Trade Adjustment Assistance TR0 and TA1 Employ Florida Service Code Changes](#).

#### **D. Employment and Case Management Services**

In accordance with Section 235 of the Trade Act of 1974, as amended by the TAARA of 2015, LWDBs are required to ensure the following employment and case management services are available to all TAA participants:

- Comprehensive assessments
- Specialized assessments
- Provision of labor market information
- Individual career counseling
- Development of an Individual Employment Plan (IEP)
- Information on available training and financial aid
- Short-term pre-vocational services
- Information relating to the availability of supportive services

The purpose of these services is to provide trade-affected workers the necessary information and support throughout their participation in the TAA program for obtaining suitable employment. Case management services assist TAA participants by establishing goals to overcome barriers to employment; providing guidance through occupational training to overcome a skill deficiency or increase participant marketability; and by establishing a plan to increase wages for those participants who have secured employment at a lesser wage than his/her trade-affected employment and will receive wage subsidies through the Reemployment Trade Adjustment Assistance (RTAA) program.

Local TAA Coordinators must document employment and case management services in the participant's Employ Florida TAA program application by recording the service code that corresponds to the service provided, as follows:

<b>Service Code</b>	<b>Service Code Description</b>
T01	TAA - Comprehensive Assessment
T02	TAA - Specialized Assessment
T03	TAA - Provision of Labor Market Information
T04	TAA - Individual Career Counseling
T05	TAA - Individual Employment Plan (IEP)
T06	TAA - Provision of Training Information
T07	TAA - Provision of Supportive Service Information
T08	TAA - Short-term Prevocational Services
T09	TAA - Follow-up Services

All service codes and corresponding case notes must be entered in accordance with the requirements prescribed in the [Employ Florida Service Code Guide](#).

Note: There may be other services provided, but the services indicated in the table above, with the exception of follow-up services, are required for all trade-affected workers who are interested in participating in TAA-funded training.

## **1. Comprehensive Assessment**

Each TAA participant must be provided a comprehensive assessment to determine the appropriate service level and path to obtain suitable employment. The comprehensive assessment is performed using in-depth interviewing and evaluation to identify barriers and appropriate employment goals. This assessment must also determine if the TAA participant is job ready or will require training to gain the necessary work skills to become reemployed.

When it is determined that a TAA participant has no barriers to employment, possesses marketable employment skills and suitable employment is available, he/she must be provided the appropriate Wagner-Peyser services, to include service code 114 (Staff-Assisted Job Search), to facilitate the TAA participant obtaining employment as soon as possible. When the TAA participant has barriers to employment, lacks the required skills to obtain suitable employment, and/or suitable employment is not available, the Local TAA Coordinator should ensure the information in the comprehensive assessment is addressed in the participant's IEP as further outlined in section IV.D.5 of this policy.

The comprehensive assessment will serve as the foundation and justification for all TAA participants receiving TAA-funded training services and should guide the development of IEPs. The assessment must include a detailed examination of the TAA participant's qualifications, skills and capabilities and explore any relevant barriers that may hinder the participant's ability to secure suitable employment. This examination may include, but is not limited to, a review of the TAA participant's:

- a. Educational background
- b. Employment history
- c. Financial situation
- d. Emotional and physical health (including disabilities)
- e. Attitude toward work
- f. Motivation
- g. Supportive service needs

As determined by the LWDB's local operating procedures, the comprehensive assessment may be created using the Employ Florida Objective Assessment Summary or a locally developed assessment tool. The comprehensive assessment must be recorded in Employ Florida using service code T01 (TAA - Comprehensive Assessment) and include the required documentation/case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#). Information about TAA participant health issues, if any, and sensitive/personal and confidential information must not be documented in Employ Florida nor stored in the participant's electronic or hard-copy case file.

Exception: If a comprehensive or initial assessment has already been completed by LWDB staff through a partner program, the Local TAA Coordinator may use the results from that assessment. If any elements of that assessment are missing, the Local TAA Coordinator must administer the missing elements and document the results in a case note.

## **2. Specialized Assessments**

Specialized assessments help establish a TAA participant's skill levels and service needs. The Local TAA Coordinator may use a multi-faceted approach to the specialized assessment process by using the following assessment tools and techniques: interest inventories, aptitude and skill tests, career guidance instruments and basic skill tests.

These services may be provided through the Workforce Innovation and Opportunity Act (WIOA) program, which require the Local TAA Coordinator to assist the TAA participant with scheduling the assessment(s). When referring TAA participants to WIOA for specialized assessments, this service must be recorded by the Local TAA Coordinator in Employ Florida using service code 211 (Referral to WIOA Assessment (TABE/CASAS testing)). Specialized assessments may include, but are not limited to, a review of the following:

- a. Basic literacy in math, reading, or writing
- b. Occupational skill levels
- c. Transferable skills
- d. Interests and aptitude
- e. English language proficiency

The outcomes of these assessments must be recorded in Employ Florida using service code T02 (TAA – Specialized Assessment) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

## **3. Labor Market Information**

The Labor Market Information (LMI) service involves the provision of workforce and labor market employment statistical information, including the delivery of accurate information relating to local, regional and national labor market areas, such as:

- a. Job vacancy listings
- b. Information on job skills necessary to obtain listed jobs
- c. Information relating to local high-demand occupations and earnings, skill requirements, and opportunities for advancement in those jobs

LMI must be used by Local TAA Coordinators when assisting TAA participants in selecting appropriate occupational skills training and/or developing an IEP. The provision of LMI must be recorded in Employ Florida using service code T03 (TAA - Provision of Labor Market Information) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

#### **4. Individual Career Counseling**

Individual career counseling must be provided by the Local TAA Coordinator following the comprehensive assessment to assist the participant in making informed educational, training and occupational choices and may include the following:

- a. Assisting in developing a participant's knowledge of educational and occupational opportunities, and/or the steps involved in career planning,
- b. Assisting in developing career goals by using sound information including appropriate assessments and career explorations that focus on the talents, knowledge, transferable skills, interests, values and aptitudes of the participant,
- c. Interpreting the local job market(s) and providing the steps necessary for the TAA participant to obtain and retain suitable employment in an occupation of the participant's interest,
- d. Providing specific information about job duties, working conditions and hiring requirements of occupational areas of interest, and
- e. Helping a participant explore and select occupational skills training opportunities.

Individual career counseling must be recorded in Employ Florida using T04 (TAA - Individual Career Counseling) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

#### **5. Individual Employment Plan**

The Individual Employment Plan (IEP) is a negotiated agreement between the TAA participant and the TAA program detailing what the TAA participant will do to return to suitable employment and what the TAA program will do to support his/her efforts. The IEP must include a clear employment goal, outline the steps necessary (objectives) to achieve the goal, any barriers that may prohibit the TAA participant from achieving the goal and the supportive services and steps necessary (objectives) to overcome any barriers.

The LWDB must ensure that an IEP is recorded for TAA participants who require assistance in overcoming employment barriers in order to return to suitable employment, lack the skills necessary to secure suitable employment in the existing labor market and will be entering TAA-approved training, or secured employment at a lesser wage than their trade-affected employment and will receive wage subsidies through the Reemployment Trade Adjustment Assistance (RTAA) program.

##### **a. Developing the IEP**

TAA participant IEPs must be created using the Employ Florida IEP/Service Strategy wizard or a locally developed IEP tool, as determined by the LWDB's local operating procedures. If using a locally developed IEP tool, a copy of the plan must be scanned and uploaded to Employ Florida under the Staff Documents section of the participant's file. The IEP service must be recorded in Employ Florida using service code T05 (TAA – Individual Employment Plan (IEP)) and include the required documentation/case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#). The IEP must be signed by the TAA participant and retained in the participant's

file. If the participant is going to receive TAA-funded training, the IEP must be completed prior to the date of the first date of training or waiver of training requirement, as outlined in [DEO Memorandum: Trade Adjustment Assistance Individual Employment Plan Reporting](#).

**b. Establishing Goals and Objectives**

Each IEP should have one employment goal that drives the plan. The description of the employment goal should be written in a manner that is succinct and pertinent. If the Local TAA Coordinator is using the IEP/Service Strategy wizard in Employ Florida, additional details can be added in the Goal Details text box. If a locally developed tool is being used, the details of the IEP must be included in the case note attached to the service code T05 (Individual Employment Plan (IEP)), as prescribed in the [Employ Florida Service Code Guide](#). The term of a goal can be identified as long-term (12+ months), intermediate (3-12 months), or short-term (0-3 months).

The objectives of the IEP break down the larger goal into comprehensive steps required to reach the goal. Effective objectives will include dates for achievement and identify an individual responsible for completing the objective. Ensuing review dates should be connected to the objectives outlined within the IEP to ensure satisfactory progress.

**c. Reviewing the IEP**

The IEP must be treated as a living document and reviewed by the Local TAA Coordinator on a regular basis with the participant. At a minimum, the IEP must be reviewed every 60 days. The IEP must be amended, as appropriate, when additional needs are identified, or objectives are achieved. When new objectives are added, the IEP should be reviewed and signed by the TAA participant and accompanied by service code T05 (TAA - Individual Employment Plan (IEP)) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

**6. Provision of Training Information**

If the results of the comprehensive assessment reveal that the TAA participant requires training, and the participant is interested in training, the Local TAA Coordinator must provide individual counseling to determine suitable training, offer information on available training programs, and provide guidance on how to apply for such training.

Additionally, the Local TAA Coordinator must provide information on how to apply for financial aid. This includes informing the participant that he/she may request the training institution's financial aid administrator to use the administrators' discretion under Section 479A of the [Higher Education Act of 1965 \(20 U.S.C. 1087tt\)](#) to use current year income data, rather than preceding year income data, for determining the amount of need for federal financial assistance.

The provision of training information must be recorded in Employ Florida using service code T06 (TAA – Provision of Training Information) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

## **7. Supportive Service Information**

Local TAA Coordinators must provide TAA participants with information relating to the availability of supportive services, including services related to child care, travel assistance, dependent care, housing assistance, and needs-related payments that are necessary to enable the participant to successfully participate in TAA-funded training.

The provision of supportive service information must be recorded in Employ Florida using service code T07 (TAA – Provision of Supportive Service Information) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

## **8. Short-term Prevocational Services**

Local TAA Coordinators must provide short-term prevocational services to help trade-affected workers attain employment or successfully participate in training. Short-term prevocational skills include communication and interviewing skills, punctuality, study skills, professional conduct, and basic computer literacy and competencies. Short-term prevocational services also include providing counseling on workplace expectations, professional conduct, and personal maintenance, when appropriate.

The provision of short-term prevocational services must be recorded in Employ Florida using service code T08 (TAA - Short-term Prevocational Services) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

## **9. Follow-up Services**

Local TAA Coordinators must maintain consistent communication by following up with TAA participants to ensure the successful completion of objectives in the IEP. Follow-up services include, but are not limited to, discussing the status of objectives with the participant, securing documentation for reimbursement of travel costs while in training and reviewing training benchmarks.

The provision of follow-up services must be recorded in Employ Florida using service code T09 (TAA - Follow-up Services) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

## **E. State and Local Monitoring**

Services and activities provided under TAA must be monitored annually for compliance with TAA requirements by the Department of Economic Opportunity (DEO). DEO will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

1. Roles of the TAA participant and LWDB staff; and
2. Local monitoring procedures for implementation of this policy.

## V. DEFINITIONS

1. **Affected Workers List:** A list of trade-affected workers, typically provided by the trade-impacted employer, who were separated or threatened with separations during the period beginning one year before the petition was filed and ending two years after the date of the certification.
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5. **TAA Participant:** Any trade-affected worker who completes the initial TAA application and is enrolled in the TAA program by a Local TAA Coordinator and receives a staff-assisted service.
6. **Trade-Affected Worker:** An individual who has been totally or partially separated from employment in a firm or subdivision of a firm that has been certified under TAA.

## VI. REVISION HISTORY

Date	Description
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.

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

# Action Item 1

## FISCAL YEAR 2020-2021 CAREERSOURCE FLORIDA NETWORK FUNDING

\* \* \* \* \*

Each year, Florida is notified of several federal awards and state appropriations to be received during the upcoming fiscal year. In most cases, the manner for distributing these funds among the state and 24 local workforce development boards is defined in the authorizing federal act or in the state appropriations bill; however, the specific state and local calculations are not known until updated allocation factors are applied to the funding awards. This action item defines these specific allocations in accordance with the authorizing grants, provides recommendations for the allocation of state-level funds for various state initiatives that advance the statewide strategic goals for workforce development and seeks the approval of the CareerSource Florida State Board of Directors for specific reserves, commitments and local workforce development board allocations.

This action item covers the Florida Workforce System's major funding streams: the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF) and Wagner-Peyser Act (WP). It serves as the financial blueprint for operationalizing the unified brand values, vision, mission, promise and pillars of the state's CareerSource Florida network:

### Our Values

- Business-Driven
- Continuous Improvement
- Integrity
- Talent Focus
- Purpose-Driven

### Our Vision

Florida will be the global leader for talent.

### Our Mission

The Florida Workforce System connects employers with qualified, skilled talent and Floridians with employment and career development opportunities to achieve economic prosperity.

### Our Promise

Florida's Workforce System promises a dedicated team of professionals who possess an understanding of your needs. Uniquely positioned, we offer assets, expertise and effective partnerships to deliver seamless and efficient services, demonstrate our value to all customers through results and drive economic priorities through talent development.

## Our Pillars

- Collaborate
- Innovate
- Lead

Funding provided under WIOA must be allocated in accordance with the authorizing federal act (Public Law 113-128, as amended). This act defines specific allocation methodologies for its three principal funding streams (Adult, Youth and Dislocated Worker) to be followed in allocating funding to local workforce development boards. It also defines allowances for funding levels for the state rapid response initiative and state-level set-aside funds, also referred to as the Governor's Reserve or as discretionary state board funding.

In the case of TANF state-appropriated funds, the Florida Legislature allocates a certain level of funding to the workforce system but does not define specific local allocations or the specific allocation methodology the state board must use. However, the legislature does define specific line-item appropriations or specific proviso language which would be deducted from total funding available prior to the allocation of TANF funds to local workforce development boards. This board, in determining specific local allocations, is required to maximize funds distributed directly to the local workforce development boards through these appropriations, with such distributions to be based on the anticipated client caseload and the achievement of performance standards.

Specific direction and approval are needed by the board for key workforce investment areas as follows:

1. **Workforce Innovation and Opportunity Act Funding** consisting of the Adult, Youth and Dislocated Worker funding streams with three primary allocation categories:
  - a. Local Workforce Development Board Allocations
  - b. State-Level Set-Aside or Governor's Reserve
  - c. State Rapid Response Funds
2. **Temporary Assistance for Needy Families** including:
  - a. State-Level Allocations and Initiatives
  - b. Local Workforce Development Board Allocations and Initiatives
3. **Wagner-Peyser**:
  - a. Wagner-Peyser 7 (a)
  - b. Wagner-Peyser 7 (b)
4. **Budget Implementing Actions**

## WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

**FEDERAL PROGRAM YEAR 2020 for Fiscal Year 2020/21 – \$134,967,855 (Prior Year 2019/20 – \$144,360,689; decrease of \$9,392,834 or -6.51%)**

### **BASIC PURPOSE AND ELIGIBILITY:**

1. Career services and training services for adults, youth and dislocated workers through the CareerSource Florida network; and,
2. Broad, nearly universal eligibility for career services, but more restrictive eligibility for training services based on priority for individuals with low income, employment barriers and/or dislocation from employment.

**SPECIFIC MANDATES/LIMITATIONS:** There are multiple federal restrictions and regulations governing allocation to state and local workforce development boards, including the use of funds, reporting, etc. Further, state law mandates percentages of WIOA funds that must be used for Individual Training Accounts (ITAs) at the local level.

**DISTRIBUTION MECHANISMS:** Federal laws specify formulas for distributing WIOA funds among states and for sub-state allocations, primarily based upon relative shares of workforce, unemployment and poverty factors. WIOA (Public Law 113-128) provides that for Adult and Youth funding streams, 85% of the total federal award must be distributed to local workforce development boards by formula, allowing the Governor to reserve up to 15% at the state level for operational expenses, performance-based incentive payments to boards, program management and oversight, and state board-authorized initiatives. Similarly, WIOA Dislocated Worker funds also allow 15% to be transferred to the state-level “pool,” with another 25% of the total federal award allocated for purposes of funding a state-level program for rapid response assistance to dislocated workers, including emergency supplements to local workforce development boards. The remaining 60% of the federal dislocated worker funds are then distributed to the boards based on a formula that uses local economic factors.

**SPECIFIC FUND DISTRIBUTIONS FOR FY 2020/21:** The Program Year 2020 funding allotments to the states, published in TEGL 16-19, are reflected in this board presentation. For specific identification of amounts to be received under the various WIOA categories by the state and local workforce development boards, refer to the flowchart titled “***Florida Funding for Workforce Innovation and Opportunity Act.***”

As shown on the following chart, a total of **\$134,967,855** will be awarded to Florida from Program Year 2020 funds for Fiscal Year 2020/21, down by **\$9,392,834** or a decrease of **6.51%** from the previous year’s grant award. From the total WIOA funds awarded, **\$20,245,179**, is allocated by the federal act to the state-level set-aside pool; the statewide Dislocated Worker Program for the Rapid Response Unit is allocated 25%, or **\$12,713,373**, of the federal dislocated worker funding, and the balance of **\$102,009,303** is allocated to the 24 local workforce development areas.

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>Change</u>
<b>Total WIOA Grant Award</b>	<b>\$ 144,360,689</b>	<b>\$ 134,967,855</b>	<b>\$ (9,392,834)</b>
State Set-Aside	21,654,103	20,245,179	(1,408,924)
Rapid Response	13,030,303	12,713,373	(316,930)
Local Allocations	109,676,283	102,009,303	(7,666,980)

#### **LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) ALLOCATIONS**

As shown on the *Florida Funding for Workforce Innovation and Opportunity Act* chart for Program Year 2020, a total of **\$102,009,303** is available through direct formula allocations to local workforce development areas from the adult, youth and dislocated worker funds. The spreadsheet titled "*Program Year 2020 Workforce Innovation and Opportunity Act, Local Workforce Development Board Formula Allocations*," shows the total allocations of WIOA funds with a comparison to the prior year, and the four sets of spreadsheets that follow it reflect the individual allocations for each of the three funding streams.

#### **STATE SET-ASIDE ALLOCATIONS**

**15% State Set-Aside Allocation** – As shown in the *Florida Funding for Workforce Innovation and Opportunity Act* chart, the federal act allocates a portion of each of the WIOA adult, youth and dislocated worker funding streams for use by the Governor for state-level initiatives. For Fiscal Year 2020/21, the amount currently allocated to the state is **\$20,245,179**.

After statewide administrative and program costs of the Department of Economic Opportunity (DEO) and CareerSource Florida, Inc., are deducted from the total WIOA funds available, the remaining balance is available for the Governor's discretionary projects. The state board determines specific allotments for purposes of state demonstration and pilot projects as well as other workforce development initiatives.

	<u>FY 2020/21</u>
<b>Total WIOA Set-Aside Pool</b>	<b>\$20,245,179</b>
Plus Estimated Balance of Recaptured Funds (includes Est. Balance of Rapid Response 15% State Level)	11,548,396
<b>Total WIOA Funds Available</b>	<b>\$31,793,575</b>
Less Statewide Administrative and Program Services: DEO/CareerSource Florida and LWDB Support and Shared Services	(8,743,767)
<b>Balance of Funds Available for State Board Discretion</b>	<b>\$23,049,808</b>

**Discretionary Board Allocations** – As shown in the previous tabulation, the Governor has available discretionary funding in the amount of **\$23,049,808**, after combining the balance of WIOA unobligated funding brought forward from the prior year with the new year's WIOA grant award and accounting for statewide administrative and program services.

The following funding recommendations reflect strategic initiatives and priorities directed by the state board's Executive Committee, specific funding requests from DEO and local workforce

development boards, and discretionary funding priorities recommended by the CareerSource Florida and Department of Economic Opportunity professional teams that advance the CareerSource Florida network's collective effort to increase the prosperity of workers and employers, reduce welfare dependency, increase economic self-sufficiency, meet employer needs and enhance worker productivity and business competitiveness in alignment with the following corporate goals:

**Communicate the CareerSource Florida Network Vision**

Communicate the CareerSource Florida network vision to enhance thought leadership, strategies, and policies that strengthen excellence to Florida businesses, job seekers, and workers.

**Leverage Strategic Partnerships**

Leverage strategic partnerships to cultivate local, regional and state capacity building that increases economic opportunity.

**Keep Florida's Workforce System Accountable**

Emphasize data-driven decisions to keep Florida's workforce system accountable by encouraging performance achievement and boosting talent pipeline alignment.

**Communicate the Vision**

**Credential Attainment Grants (\$750,000)** – Minor financial emergencies can sometimes be disruptive enough to cause students to drop out of their degree and credential programs. However, these postsecondary degrees and technical certifications provide enhanced skills and education attainment that support a more robust workforce for Florida employers. Through a collaboration between Florida's college system and the state's 24 local workforce development boards, the state will provide emergency supportive services funding to qualified students who need assistance with unexpected financial challenges in order to remain on track to complete their education and training goals. To qualify, students must be in good academic standing and already have completed 50% of their degree or credential. The maximum grant would be \$1,000 per semester per student.

Ultimately, the goal of this program is to help build Florida's educated and skilled workforce, helping students qualify for and obtain good-paying jobs.

Florida already is a leader in higher education and workforce development. Florida is ranked No. 1 in the nation in higher education and 14 of the state's colleges are in the top 150 in the 2019 Aspen Prize for Community College Excellence. Four Florida colleges have received the top prize: Indian River State College and Miami Dade College (2019); Santa Fe College (2015); and Valencia College (2011). Additionally, Florida's business-driven workforce development system, the CareerSource Florida network, is nationally recognized as a talent development leader.

Together, these partners are helping to power Florida's workforce development engine. Businesses are always seeking new talent. And now, Florida, like the rest of the world, is seeking ways to help its residents and businesses respond to and recover from the unprecedented economic disruption caused by the COVID-19 pandemic. Ensuring Florida college students, who are vital to the state's talent pipeline, complete their educational goals will become even more critical to meet the shifting workforce demands of businesses of all sizes.

While jobs are being lost in significant sectors in Florida, other important sectors are expanding employment opportunities. The COVID-19 pandemic has illuminated, on a large scale, the dramatic

impact that an unexpected financial emergency can have on a student's progress to completion in their academic program. While federal funds will be available to support many current students, a longer-term solution, to be branded the "Strong Finish" initiative, can provide funding to qualified students who need assistance with unexpected financial emergencies in order to remain on track to complete their education and training goals.

The Governor's new "Strong Finish" grant program would not only bolster Florida's educational attainment efforts, but also provide a needed lifeline to college students attempting to overcome financial barriers that may be intensified as they seek to economically rebound and refocus on completing their educational pursuits in the wake of the global pandemic. Thus, Strong Finish would become one of the new economic recovery strategies for Florida.

Strong Finish also would serve as the workforce system's strong complement to the state college system's Last Mile scholarship program created in 2019 under Gov. DeSantis' leadership. All Florida state colleges offer Last Mile scholarships, which help students who left college with 12 or fewer credit hours remaining to complete their first associate or baccalaureate degree by providing financial resources to help cover tuition and fees. But, if those same students, among others, are sidelined in their educational pursuits by financial emergencies, then other investments in their education may not be enough to help them complete their programs.

As Florida works to identify and activate new and effective talent development solutions and seeks to continue to progress toward the Governor's 2030 workforce education goal, it may be that all some Florida college students need to ensure their path to future employment and career opportunities is a little additional help toward a strong finish.

**Helping Florida's Sectors Recover through Engaging Employers (\$250,000)** – The Workforce Innovation and Opportunity Act (WIOA) requires the state workforce development board to establish guidance for the implementation and continuous improvement of the workforce development system, to include developing career pathways within industries and sectors, defining sector partnerships, and engaging and understanding business needs. Career pathways and sector partnerships help businesses within key industries have access to qualified workers and a qualified talent pipeline. Through enhanced employer engagement in Florida's targeted sectors, Florida can understand the talent needs of businesses based on COVID-19 impacts, enabling Florida's workforce system to engage job seekers for training and placement in those industries.

CareerSource Florida, the state workforce development board, has engaged in a sector strategy approach to build capacity in each local workforce development board to work with employers, understand their current and future needs, and align those needs with educational institutions. Since the needs of Florida businesses are rapidly changing due to the COVID-19 pandemic, it is important that the workforce system hear directly from those businesses in a formal manner. Leveraging the alignment among CareerSource Florida, Enterprise Florida, the Florida Economic Development Council, the Florida Chamber of Commerce and other partner organizations, the state workforce development board could lead a series of virtual listening engagements with businesses in Florida's most critical sectors.

This engagement will include defining the industry and evaluating the talent supply and demand in each sector to determine the current business climate for that sector and to identify the education and training necessary to have a long-term, sustainable talent pipeline to support the industry. This engagement also will work to identify career pathways for individuals in these sectors, identifying the stackable skills, degrees, and credentials necessary for progression in an individual's career.

CareerSource Florida shall issue Requests for Proposals to identify appropriate contractors to

assist in carrying out this effort. The product should include, but not be limited to, a written report delivered to the CareerSource Florida Board, outlining talent needs in targeted sectors and concise documentation of career pathway opportunities pursuant to WIOA requirements.

## **Leverage Strategic Partnerships**

**Work-Based Learning and Apprenticeships (\$750,000)** – Workforce development boards and the apprenticeship system share the same fundamental goals: They connect workers to economic opportunity while meeting the skills needs of employers in high-demand industries. Apprenticeship is a proven, time-tested earn and learn model that blends classroom learning with on-the-job experience.

To build upon the progress gained through the U.S. Department of Labor State Apprenticeship Expansion (SAE) Grant and the CareerSource Florida Board of Directors state-level investments in supporting LWDB apprenticeship expansion, CareerSource Florida is collaborating with the Department of Education and the Department of Economic Opportunity to secure a new grant opportunity under TEGL 15-19. This grant was submitted on May 21, 2020. If awarded, these resources will support the expansion of new or existing Registered Apprenticeship Programs (RAPs), including quality pre-apprenticeship programs, by expanding:

- Baseline activities that improve Florida's ability to strategically scale the apprenticeship model statewide
- Broad-based innovations that advance economic stabilization and prosperity
- Strategic partnerships with Enterprise Florida, the Florida Chamber of Commerce and other business organizations with a vested interest in establishing RAPs in Florida
- Apprenticeship growth in key targeted industries with occupational shortages
- Apprentice Florida to better connect job seekers and businesses with information about RAP opportunities
- Organizational capacity support to business services representatives/sector strategists serving employers in key sectors as they evolve into Apprenticeship Navigators, tasked with promoting apprenticeship to educational, business, and economic development partners

Additionally, the Apprenticeship Navigators will highlight the value of this talent pipeline development tool while helping to de-mystify apprenticeships and encourage business participation. Ultimately, this strategic investment will offset the costs to identify appropriate professional team members (including current Business Service Representatives/Sector Strategists) at the LWDB level to serve as Apprenticeship Navigators who will:

- Work with industry, educational and other identified stakeholders, to identify and develop Pre-Apprenticeships and newly Registered Apprenticeship Programs that meet industry needs
- Identify pathways to connect and align to grant performance elements in sectors of focus
- Assess and prioritize program needs while setting specific goals and objectives for resource development and operation requirements
- Help identify process delivery improvements, industry engagement activities, outreach/communications mechanisms and newly developed training programs to achieve or exceed metrics within the proposed grant application performance and deliverables
- Review and update the Business Outreach Professional Development Tool Kit to align to the Sector Strategy/Apprenticeship Navigator role
- Convene targeted sector business representatives and community stakeholders
- Facilitate meetings and industry/community/state functions to promote services, exchange ideas and accomplish objectives to expand apprenticeship and pre-apprenticeship opportunities

As a unified front for the past three years, CareerSource Florida, the Department of Education and the Department of Economic Opportunity, along with business and educational leaders from across the state, have worked to identify challenges to apprenticeship expansion as well as strategies and recommendations for increasing the number of Floridians benefiting from this work-based learning method. Through this investment, the CareerSource Florida network stands poised to facilitate talent development solutions through apprenticeships that are a testament to our vision to become the global leader for talent.

**Short-Term Skills Upgrade Training (\$500,000)** – CareerSource Florida, in partnership with the Department of Education, state colleges and local businesses, will identify and develop rapid credential training programs that provide workforce education, skills, and training to displaced employees, focusing on current industry demand as a result of the COVID-19 pandemic. Funding will be used to enhance ongoing efforts to increase awareness of available programs at area school district technical colleges and Florida College System institutions, assess their market relevance, and align them with Florida's targeted sectors.

Building on the Department of Education's Career and Technical Education (CTE) Audit, a list of online, in-demand short-term CTE programs of study will be filtered by workforce area, career cluster, and targeted industry sector, such as aviation/aerospace, healthcare, trade/logistics, financial services, and information technology.

Funding will be used to offset tuition costs for these programs in defined growth sectors. Participants will be shared between educational institution and local workforce development boards, enhancing the likelihood of job placement upon degree or credential attainment.

### **Keep the System Accountable**

**Continuous Improvement Performance Initiative (\$5,000,000)** – The CareerSource Florida Board of Directors and its Strategic Policy and Performance Council continue to provide significant investments, business perspective, direction and guidance in the development of key performance metrics to incentivize continuous improvement and high achievement by the CareerSource Florida network. Since 2015, CareerSource Florida has provided support for capacity building and funding to assist in implementation of local workforce development boards' sector strategies. The goal of sector strategies is to build regional talent pipelines, address skills shortages and create meaningful career pathways for a range of workers in specific industry sectors. Each of Florida's 24 local workforce development boards has identified local sectors of focus in their Workforce Innovation and Opportunity Act plans. Among recommendations received in May 2017 and implemented by the CareerSource Florida Board is empowering the local system to use sectors in the development of career pathways.

Focusing on key sectors important to the state's economy also has been underscored by the Florida Chamber of Commerce as well as the Florida Council of 100. The Council's December 2018 Project Sunrise report identified the importance of prioritizing areas of focus to strengthen Florida's future economy, noting, "to make the best use of finite efforts and funds, the state should anchor initiatives on sectors and regions that are positioned for growth and provide the highest impact for the state's overall economy." As a natural point of evolution and continuous improvement, there are opportunities to address key activities such as career pathways/apprenticeships and skills gaps under the broader, coordinated sector strategy approach.

Implementing a broad-based continuous improvement approach that benefits industry sectors of importance in local economies through skills development will position the CareerSource Florida network to more effectively engage employers, address current and emerging skills gaps, engage those community residents most in need of assistance through training that provides pathways to prosperity (i.e., veterans, youth, people with disabilities, those with significant barriers) and more

effectively align and leverage programs and resources that serve employers, job seekers and workers.

This focused engagement will be supported by CareerSource Florida's Continuous Improvement Performance Initiative. The Continuous Improvement Performance Initiative is based on statutory authority provided in FS 445.004(6)(b), stating, "CareerSource Florida, Inc., may take action that it deems necessary to achieve the purposes of this section, including, but not limited to... (b) Establishing policy direction for a funding system that provides incentives to improve the outcomes of career education, registered apprenticeship, and work-based learning programs and that focuses resources on occupations related to new or emerging industries that add greatly to the value of the state's economy."

Performance incentive funding recommendations are presented to and approved by the state board. Performance metrics are developed based on feedback from executive directors, staff and managers from local workforce development boards throughout the state and across multiple forums. Recommendations include focus on alignment with strategic direction, core services, promoting collaboration, accurate and timely data, using existing data sources, and making the system easy to understand, implement and track.

The Continuous Improvement Performance Initiative will use three measures that meet the recommendations mentioned above:

1. Percentage of WIOA and Wagner-Peyser participants who secured employment;
2. Percentage of WIOA participants who received career training services; and
3. Business penetration rate.

Local workforce development boards that meet the criteria set for continuous improvement will be provided performance incentive funding with additional credit for serving populations with barriers to employment, and for providing services to business sectors identified in LWDB plans.

This initiative supports key workforce system outcomes including increases of individuals placed in employment, participants receiving high-quality training focused on skills/credentials to meet job/career goals, and services to individuals with barriers to employment. The performance continuous improvement system also drives increases in number of businesses served with an added emphasis on businesses within key industry sectors as identified in local workforce development plans.

## **Other Recommendations**

**Supporting Florida's Workforce System in the Restart and Recovery of Florida's Economy (\$8,500,000)** – Florida's workforce system is poised to play a vital role in restarting Florida's economy by helping to connect Florida businesses with the talent they need to resume operations. As Florida begins economic recovery, Florida's workforce system can be prepared to assist the anticipated large number of Floridians finding a new career path and businesses that will need a talent pipeline to help them grow and thrive. This investment will ensure that local workforce development boards have the resources to fortify technology systems, business services, and job seeker resources that will be necessary to meet the increased demand for services.

**Continued Recovery Assistance and Reimagining Ways to Meet the Talent Needs of Florida Businesses (\$2,250,000)** – Through CareerSource Florida's disciplined process of validating project ideas and activities, the state board recognizes the need to continually evaluate prospective project proposals as well as changes in Florida's economy as it begins to recover. Amidst great uncertainty, these changing economic conditions, business climate and industry needs will rapidly evolve over the coming months. As these changes occur, the CareerSource Florida network must

be prepared to take proactive steps to analyze and address those changing conditions. CareerSource Florida will collaborate with the Executive Office of the Governor, local workforce development boards, the Department of Economic Opportunity, and other strategic partners to identify additional proposals for the board's consideration as needed. These funds will position CareerSource Florida to address and respond to workforce development strategies resulting from emerging ideas and initiatives throughout the year.

**Incumbent Worker Training Grant Program (\$4,000,000)** – When workers lack needed training and businesses experience skills gaps, the company's ability to compete, expand and retain workers can be compromised. Florida's Incumbent Worker Training (IWT) grant program addresses such needs. The IWT program was created to provide grant funding for continuing education and training of incumbent employees at existing Florida businesses. It has proven to be a popular resource for small businesses. With the new focus on building capacity at the local level, CareerSource Florida foresees a large increase in demand for training for existing workers to help grow the businesses within our state.

**Rural Initiatives (\$1,000,000)** – Florida has identified 29 counties and six cities in three additional counties as Rural Areas of Opportunity. These counties and cities face extraordinary economic challenges. Historically, the CareerSource Florida Board of Directors has designated supplementary allocations for up to five local workforce development boards identified as rural boards to support operations by Florida's smallest local workforce development boards in providing workforce services to employers and residents in the areas they serve. Initiatives funded through this allocation will support critical workforce development needs in rural communities.

#### **Discretionary Funding Summary**

Pending approval of the recommended reserves and commitments outlined here, an estimated balance of \$49,808 will be available for the budgeted reserve or carried forward into the next fiscal year. This amount is an estimate because certain current-year funds may not be available for carry-forward purposes and allocated funds may not be expended at the level expected during the fiscal year.

<b>Total 2020/21 WIOA Funds Available</b>	<b>\$23,049,808</b>
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**Less Proposed Discretionary Board Projects:**

Communicate the Vision	(1,000,000)
Leverage Strategic Partnerships	(1,250,000)
Keep the System Accountable	(5,000,000)
Support Florida's Workforce System in Restart and Recovery	(8,500,000)
Continued Recovery Assistance and Meeting Talent Needs	(2,250,000)
Incumbent Worker Training	(4,000,000)
Rural Initiatives	(1,000,000)

<b>Balance Remaining for State Projects</b>	<b>\$49,808</b>
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**WIOA – STATE RAPID RESPONSE FUNDS**

As noted previously, **25%, or \$12,713,373**, of the total federal WIOA Dislocated Worker funding (\$50,853,493) provided to the state for Fiscal Year 2020/21 may be reserved by federal law for the purposes of establishing and operating the state-level Rapid Response Unit and providing emergency allocations to address local dislocation events. From this amount, the board is required by Chapter 445, F.S., to maintain an emergency reserve, historically set at \$3,000,000, to fund the operational costs of the DEO Rapid Response Unit.

The following tabulation shows the distribution of the total federal award for 2020/21:

<b>Total Dislocated Worker Funds (20/21)</b>	<b>\$50,853,493</b>
Less Local Pass-Through (60%)	(30,512,096)
Less State-Level Set Aside (15%)	<u>(7,628,024)</u>
<b>Balance for State-Level Rapid Response Reserve (25%)</b>	<b>\$12,713,373</b>

From the total Rapid Response funding available to the board from new year funding, program management costs of **\$500,069** are being requested as well as continuation of the **\$3,000,000** emergency reserve to address major events that may occur during Fiscal Year 2020/21.

<b>Total Rapid Response State-Level Allocation</b>	<b>\$12,713,373</b>
Less: Proposed Rapid Response Program Unit Costs	(500,069)
Less: Proposed Emergency Reserve ( <i>Chapter 445, F.S.</i> )	(3,000,000)
Less: Supplemental Dislocated Worker Allocation	<u>(9,213,304)</u>
<b>Balance</b>	<b>\$0</b>

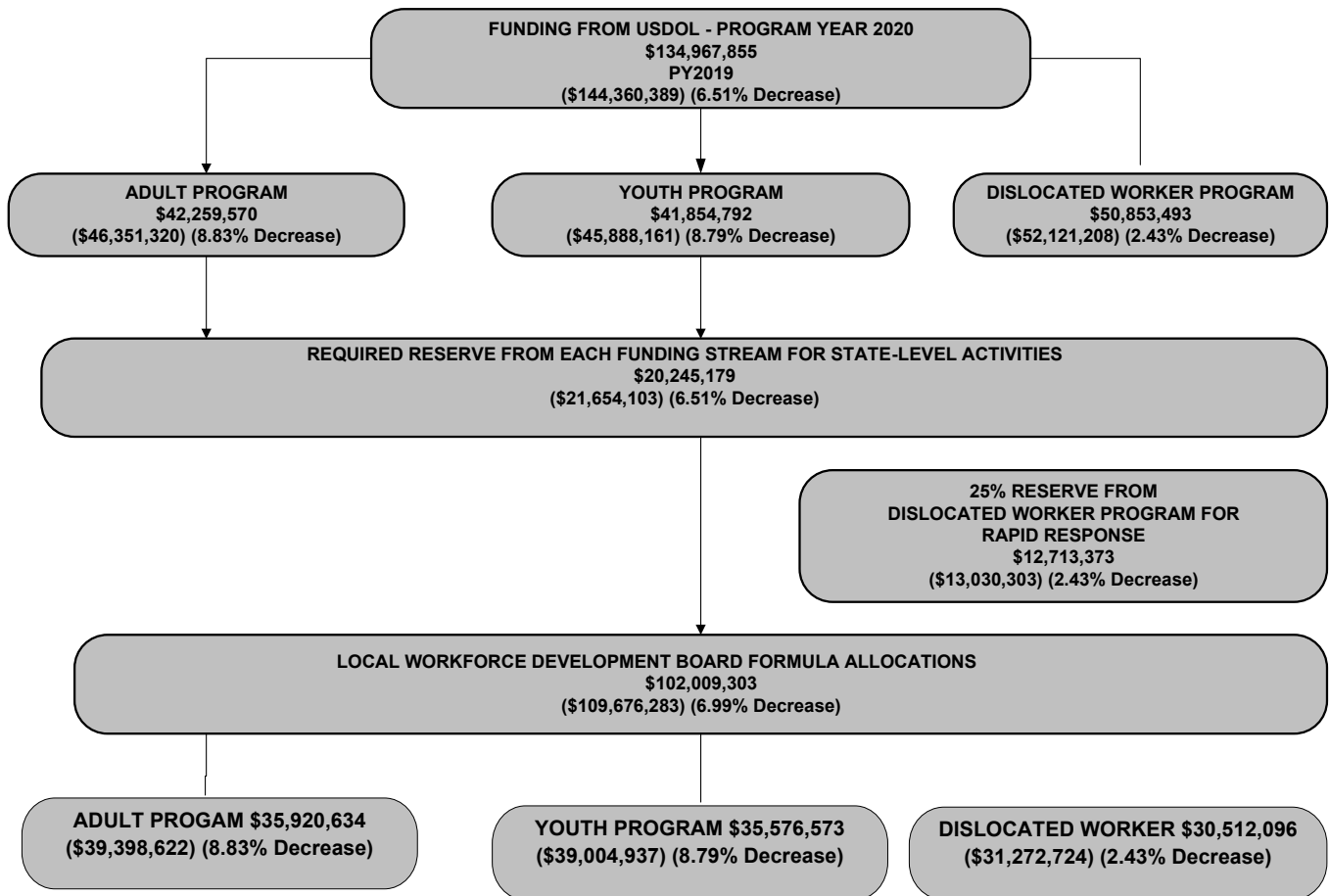
In order to ensure that Florida is not in danger of funding being recaptured, **\$9,213,304** of the **\$12,713,373** is reallocated back to the local workforce development boards via formula allocation. The \$3,000,000 emergency reserve will allow the state board to fund supplemental requests from local workforce development boards during the upcoming fiscal year for major dislocations and plant closures as well as the needs of the unemployed and long-term unemployed.

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#### FOR CONSIDERATION

**Approval of the Program Year 2020/21 WIOA state-level discretionary board investments and Initiatives.**

## FLORIDA FUNDING FOR WORKFORCE INNOVATION & OPPORTUNITY ACT



**Program Year 2020 Workforce Innovation and Opportunity Act  
Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		WIOA ADULT	WIOA YOUTH	WIOA DISLOCATED WORKER	PY 2020 FINAL ALLOCATION	PY 2019 FINAL ALLOCATION	DIFFERENCE	%
1	CareerSource Escarosa	\$800,503	\$1,010,161	\$609,448	\$2,420,112	\$2,510,584	(\$90,472)	-3.60%
2	CareerSource Okaloosa Walton	\$277,949	\$230,984	\$245,626	\$754,559	\$844,788	(\$90,229)	-10.68%
3	CareerSource Chipola	\$306,497	\$270,332	\$128,768	\$705,597	\$853,358	(\$147,761)	-17.32%
4	CareerSource Gulf Coast	\$550,046	\$473,231	\$426,421	\$1,449,698	\$1,370,935	\$78,763	5.75%
5	CareerSource Capital Region	\$904,571	\$1,756,250	\$488,787	\$3,149,608	\$3,127,625	\$21,983	0.70%
6	CareerSource North Florida	\$299,105	\$289,539	\$146,519	\$735,163	\$807,918	(\$72,755)	-9.01%
7	CareerSource Florida Crown	\$285,826	\$355,231	\$120,809	\$761,866	\$739,814	\$22,052	2.98%
8	CareerSource Northeast Florida	\$2,717,289	\$2,792,446	\$2,543,717	\$8,053,452	\$7,719,603	\$333,849	4.32%
9	CareerSource North Central Florida	\$604,819	\$1,247,263	\$303,367	\$2,155,449	\$2,137,270	\$18,179	0.85%
10	CareerSource Citrus Levy Marion	\$1,395,820	\$1,339,167	\$699,531	\$3,434,518	\$3,445,699	(\$11,181)	-0.32%
11	CareerSource Flagler Volusia	\$951,725	\$923,331	\$995,113	\$2,870,169	\$3,117,695	(\$247,526)	-7.94%
12	CareerSource Central Florida	\$3,104,663	\$3,263,429	\$3,996,050	\$10,364,142	\$11,324,382	(\$960,240)	-8.48%
13	CareerSource Brevard	\$743,985	\$666,981	\$818,656	\$2,229,622	\$2,436,933	(\$207,311)	-8.51%
14	CareerSource Pinellas	\$1,154,776	\$901,274	\$1,340,287	\$3,396,337	\$3,775,576	(\$379,239)	-10.04%
15	CareerSource Tampa Bay	\$2,841,496	\$3,097,249	\$2,250,690	\$8,189,435	\$7,723,834	\$465,601	6.03%
16	CareerSource Pasco Hernando	\$1,128,116	\$1,043,562	\$1,030,511	\$3,202,189	\$3,461,941	(\$259,752)	-7.50%
17	CareerSource Polk	\$1,740,233	\$1,668,836	\$1,061,407	\$4,470,476	\$4,446,215	\$24,261	0.55%
18	CareerSource Suncoast	\$928,766	\$762,937	\$871,391	\$2,563,094	\$2,621,789	(\$58,695)	-2.24%
19	CareerSource Heartland	\$614,134	\$666,756	\$286,694	\$1,567,584	\$1,508,068	\$59,516	3.95%
20	CareerSource Research Coast	\$1,054,352	\$947,246	\$1,013,897	\$3,015,495	\$3,531,319	(\$515,824)	-14.61%
21	CareerSource Palm Beach County	\$2,223,785	\$2,051,372	\$2,292,945	\$6,568,102	\$7,325,522	(\$757,420)	-10.34%
22	CareerSource Broward	\$2,565,226	\$2,210,953	\$3,133,656	\$7,909,835	\$8,734,495	(\$824,660)	-9.44%
23	CareerSource South Florida	\$6,536,834	\$5,757,197	\$4,032,484	\$16,326,515	\$20,465,378	(\$4,138,863)	-20.22%
24	CareerSource Southwest Florida	\$2,190,118	\$1,850,846	\$1,675,322	\$5,716,286	\$5,645,542	\$70,744	1.25%
<b>STATEWIDE TOTALS</b>		<b>\$35,920,634</b>	<b>\$35,576,573</b>	<b>\$30,512,096</b>	<b>\$102,009,303</b>	<b>\$109,676,283</b>	<b>(\$7,666,980)</b>	<b>-6.99%</b>

**Program Year 2020 Workforce Innovation and Opportunity Act  
Adult Program Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS	AREA OF SUBSTANTIAL UNEMPLOYMENT				ECONOMICALLY DISADVANTAGED		LWDB SHARE	HH *	PY 2020 FINAL	PY 2019 FINAL	DIFFERENCE	%
	FORCE	Total	Rate	Excess	Total	Excess			ALLOCATION	ALLOCATION		
1 CareerSource Escarosa	33,433	2,177	6.5%	673	41,790	38,950	0.022285312		\$800,503	\$846,160	(\$45,657)	-5.40%
2 CareerSource Okaloosa Walton	5,644	365	6.5%	111	21,615	20,017	0.007737852		\$277,949	\$314,861	(\$36,912)	-11.72%
3 CareerSource Chipola	0	0	0.0%	0	25,000	24,470	0.008532612	*	\$306,497	\$363,430	(\$56,933)	-15.67%
4 CareerSource Gulf Coast	29,813	1,927	6.5%	585	21,215	19,971	0.015312812		\$550,046	\$377,185	\$172,861	45.83%
5 CareerSource Capital Region	44,513	2,874	6.5%	871	40,125	37,760	0.025182501		\$904,571	\$902,163	\$2,408	0.27%
6 CareerSource North Florida	2,464	181	7.3%	70	25,780	25,192	0.008326828		\$299,105	\$321,656	(\$22,551)	-7.01%
7 CareerSource Florida Crown	5,735	392	6.8%	134	20,915	20,328	0.007957157		\$285,826	\$274,755	\$11,071	4.03%
8 CareerSource Northeast Florida	127,686	8,241	6.5%	2,495	128,970	118,938	0.075647021		\$2,717,289	\$2,552,829	\$164,460	6.44%
9 CareerSource North Central Florida	26,895	1,739	6.5%	529	30,035	28,173	0.016837638		\$604,819	\$600,875	\$3,944	0.66%
10 CareerSource Citrus Levy Marion	70,804	4,603	6.5%	1,417	58,350	54,871	0.038858446		\$1,395,820	\$1,379,079	\$16,741	1.21%
11 CareerSource Flagler Volusia	16,334	1,091	6.7%	356	58,470	54,692	0.026495208	*	\$951,725	\$1,085,558	(\$133,833)	-12.33%
12 CareerSource Central Florida	60,217	3,895	6.5%	1,185	217,270	199,789	0.086431179	*	\$3,104,663	\$3,568,177	(\$463,514)	-12.99%
13 CareerSource Brevard	9,106	642	7.1%	232	44,825	39,907	0.020711923	*	\$743,985	\$875,014	(\$131,029)	-14.97%
14 CareerSource Pinellas	24,207	1,566	6.5%	477	79,745	73,560	0.032147977	*	\$1,154,776	\$1,350,737	(\$195,961)	-14.51%
15 CareerSource Tampa Bay	144,699	9,403	6.5%	2,892	119,555	110,327	0.079104831		\$2,841,496	\$2,615,433	\$226,063	8.64%
16 CareerSource Pasco Hernando	48,708	3,144	6.5%	952	58,025	54,230	0.031405794		\$1,128,116	\$1,284,150	(\$156,034)	-12.15%
17 CareerSource Polk	95,568	6,183	6.5%	1,882	66,330	61,001	0.048446610		\$1,740,233	\$1,696,330	\$43,903	2.59%
18 CareerSource Suncoast	34,301	2,235	6.5%	691	54,215	49,638	0.025856059		\$928,766	\$971,242	(\$42,476)	-4.37%
19 CareerSource Heartland	26,221	1,693	6.5%	513	31,355	30,209	0.017096970		\$614,134	\$594,221	\$19,913	3.35%
20 CareerSource Research Coast	28,536	1,847	6.5%	563	53,715	49,826	0.029352277	*	\$1,054,352	\$1,313,423	(\$259,071)	-19.72%
21 CareerSource Palm Beach County	98,767	6,382	6.5%	1,937	114,350	101,357	0.061908295		\$2,223,785	\$2,576,812	(\$353,027)	-13.70%
22 CareerSource Broward	92,623	5,977	6.5%	1,809	152,310	133,899	0.071413704	*	\$2,565,226	\$2,957,419	(\$392,193)	-13.26%
23 CareerSource South Florida	305,138	19,720	6.5%	5,989	318,205	282,625	0.181979957		\$6,536,834	\$8,474,099	(\$1,937,265)	-22.86%
24 CareerSource Southwest Florida	96,064	6,206	6.5%	1,883	112,795	102,030	0.060971037		\$2,190,118	\$2,103,014	\$87,104	4.14%
<b>STATEWIDE TOTALS</b>	<b>1,427,476</b>	<b>92,483</b>	<b>6.5%</b>	<b>28,246</b>	<b>1,894,960</b>	<b>1,731,760</b>	<b>1.000000000</b>		<b>\$35,920,634</b>	<b>\$39,398,622</b>	<b>(\$3,477,988)</b>	<b>-8.83%</b>

**Program Year 2020 Workforce Innovation and Opportunity Act  
Youth Program Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		AREA OF SUBSTANTIAL UNEMPLOYMENT				ECONOMICALLY DISADVANTAGED		LWDB	HH	PY 2020 FINAL	PY 2019 FINAL		
		LABOR	UNEMPLOYED										
		FORCE	Total	Rate	Excess	Total	Excess						
1	CareerSource Escarosa	33,433	2,177	6.5%	673	9,625	6,785	0.028394002		\$1,010,161	\$1,030,729	(\$20,568)	-2.00%
2	CareerSource Okaloosa Walton	5,644	365	6.5%	111	3,155	1,557	0.006492600		\$230,984	\$268,126	(\$37,142)	-13.85%
3	CareerSource Chipola	0	0	0.0%	0	2,530	2,000	0.007598606	*	\$270,332	\$320,527	(\$50,195)	-15.66%
4	CareerSource Gulf Coast	29,813	1,927	6.5%	585	2,665	1,421	0.013301757		\$473,231	\$352,012	\$121,219	34.44%
5	CareerSource Capital Region	44,513	2,874	6.5%	871	16,765	14,400	0.049365345		\$1,756,250	\$1,721,650	\$34,600	2.01%
6	CareerSource North Florida	2,464	181	7.3%	70	3,205	2,617	0.008138480	*	\$289,539	\$341,885	(\$52,346)	-15.31%
7	CareerSource Florida Crown	5,735	392	6.8%	134	3,795	3,208	0.009984976		\$355,231	\$325,667	\$29,564	9.08%
8	CareerSource Northeast Florida	127,686	8,241	6.5%	2,495	23,895	13,863	0.078491139		\$2,792,446	\$2,611,709	\$180,737	6.92%
9	CareerSource North Central Florida	26,895	1,739	6.5%	529	12,630	10,768	0.035058557		\$1,247,263	\$1,217,361	\$29,902	2.46%
10	CareerSource Citrus Levy Marion	70,804	4,603	6.5%	1,417	9,135	5,656	0.037641818		\$1,339,167	\$1,346,572	(\$7,405)	-0.55%
11	CareerSource Flagler Volusia	16,334	1,091	6.7%	356	9,540	5,762	0.025953341	*	\$923,331	\$1,071,729	(\$148,398)	-13.85%
12	CareerSource Central Florida	60,217	3,895	6.5%	1,185	41,870	24,389	0.091729714	*	\$3,263,429	\$3,744,098	(\$480,669)	-12.84%
13	CareerSource Brevard	9,106	642	7.1%	232	6,955	2,037	0.018747763	*	\$666,981	\$786,225	(\$119,244)	-15.17%
14	CareerSource Pinellas	24,207	1,566	6.5%	477	10,995	4,810	0.025333365	*	\$901,274	\$1,033,026	(\$131,752)	-12.75%
15	CareerSource Tampa Bay	144,699	9,403	6.5%	2,892	24,470	15,242	0.087058655		\$3,097,249	\$2,829,176	\$268,073	9.48%
16	CareerSource Pasco Hernando	48,708	3,144	6.5%	952	8,835	5,040	0.029332845		\$1,043,562	\$1,168,846	(\$125,284)	-10.72%
17	CareerSource Polk	95,568	6,183	6.5%	1,882	11,275	5,946	0.046908298		\$1,668,836	\$1,687,332	(\$18,496)	-1.10%
18	CareerSource Suncoast	34,301	2,235	6.5%	691	7,835	3,258	0.021444917		\$762,937	\$771,008	(\$8,071)	-1.05%
19	CareerSource Heartland	26,221	1,693	6.5%	513	5,350	4,204	0.018741440		\$666,756	\$634,815	\$31,941	5.03%
20	CareerSource Research Coast	28,536	1,847	6.5%	563	7,875	3,986	0.026625549	*	\$947,246	\$1,180,934	(\$233,688)	-19.79%
21	CareerSource Palm Beach County	98,767	6,382	6.5%	1,937	19,235	6,242	0.057660744	*	\$2,051,372	\$2,416,660	(\$365,288)	-15.12%
22	CareerSource Broward	92,623	5,977	6.5%	1,809	23,310	4,899	0.062146319	*	\$2,210,953	\$2,531,287	(\$320,334)	-12.65%
23	CareerSource South Florida	305,138	19,720	6.5%	5,989	45,510	9,930	0.161825492	*	\$5,757,197	\$7,704,219	(\$1,947,022)	-25.27%
24	CareerSource Southwest Florida	96,064	6,206	6.5%	1,883	17,310	6,545	0.052024278		\$1,850,846	\$1,909,344	(\$58,498)	-3.06%
STATEWIDE TOTALS		1,427,476	92,483	6.5%	28,246	327,765	164,565	1.000000000		\$35,576,573	\$39,004,937	(\$3,428,364)	-8.79%

**Program Year 2020 Workforce Innovation and Opportunity Act  
Dislocated Worker Program Local Workforce Development Board  
Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		20% UC CLAIMANTS	25% UC CONCENTRATION	25% MASS LAYOFF	30% LONG-TERM UNEMPLOYED	LWDB SHARE	HH *	PY 2020 FINAL ALLOCATION	PY 2019 FINAL ALLOCATION	DIFFERENCE	%
1	CareerSource Escarosa	653	7,121	6,123	94	0.019973971		\$609,448	\$633,695	(\$24,247)	-3.83%
2	CareerSource Okaloosa Walton	243	3,490	2,304	34	0.008050121		\$245,626	\$261,801	(\$16,175)	-6.18%
3	CareerSource Chipola	119	1,490	1,184	22	0.004220236	*	\$128,768	\$169,401	(\$40,633)	-23.99%
4	CareerSource Gulf Coast	283	3,696	3,185	123	0.013975475		\$426,421	\$641,738	(\$215,317)	-33.55%
5	CareerSource Capital Region	437	5,986	4,777	84	0.016019437		\$488,787	\$503,812	(\$15,025)	-2.98%
6	CareerSource North Florida	149	1,646	1,318	27	0.004801994		\$146,519	\$144,377	\$2,142	1.48%
7	CareerSource Florida Crown	115	1,570	1,033	21	0.003959374		\$120,809	\$139,392	(\$18,583)	-13.33%
8	CareerSource Northeast Florida	2,674	25,529	26,304	447	0.083367495		\$2,543,717	\$2,555,065	(\$11,348)	-0.44%
9	CareerSource North Central Florida	268	4,452	2,648	47	0.009942526		\$303,367	\$319,034	(\$15,667)	-4.91%
10	CareerSource Citrus Levy Marion	727	8,191	6,121	125	0.022926340		\$699,531	\$720,048	(\$20,517)	-2.85%
11	CareerSource Flagler Volusia	1,018	10,562	9,234	187	0.032613711		\$995,113	\$960,408	\$34,705	3.61%
12	CareerSource Central Florida	3,944	42,273	40,316	718	0.130966093		\$3,996,050	\$4,012,107	(\$16,057)	-0.40%
13	CareerSource Brevard	837	9,062	7,876	144	0.026830537		\$818,656	\$775,694	\$42,962	5.54%
14	CareerSource Pinellas	1,368	14,713	12,697	241	0.043926418		\$1,340,287	\$1,391,813	(\$51,526)	-3.70%
15	CareerSource Tampa Bay	2,302	23,152	21,915	417	0.073763875		\$2,250,690	\$2,279,225	(\$28,535)	-1.25%
16	CareerSource Pasco Hernando	1,061	11,327	9,390	190	0.033773848		\$1,030,511	\$1,008,945	\$21,566	2.14%
17	CareerSource Polk	1,078	11,280	10,480	190	0.034786426		\$1,061,407	\$1,062,553	(\$1,146)	-0.11%
18	CareerSource Suncoast	861	11,460	7,558	144	0.028558874		\$871,391	\$879,539	(\$8,148)	-0.93%
19	CareerSource Heartland	293	3,186	2,403	56	0.009396068		\$286,694	\$279,032	\$7,662	2.75%
20	CareerSource Research Coast	1,093	10,563	8,894	195	0.033229360		\$1,013,897	\$1,036,962	(\$23,065)	-2.22%
21	CareerSource Palm Beach County	2,376	23,969	21,745	425	0.075148724		\$2,292,945	\$2,332,050	(\$39,105)	-1.68%
22	CareerSource Broward	3,241	31,706	29,269	604	0.102702073		\$3,133,656	\$3,245,789	(\$112,133)	-3.45%
23	CareerSource South Florida	4,027	34,028	35,432	722	0.132160204	*	\$4,032,484	\$4,287,060	(\$254,576)	-5.94%
24	CareerSource Southwest Florida	1,670	20,241	14,529	301	0.054906820		\$1,675,322	\$1,633,184	\$42,138	2.58%
STATEWIDE TOTALS		30,837	320,693	286,735	5,558	1.000000000		\$30,512,096	\$31,272,724	(\$760,628)	-2.43%

**Program Year 2020 Workforce Innovation and Opportunity Act  
Supplemental Dislocated Worker Program Local Workforce Development Board  
Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS	20% UC CLAIMANTS	25% UC CONCENTRATION	25% MASS LAYOFF	30% LONG-TERM UNEMPLOYED	LWDB SHARE	PY 2020 FINAL ALLOCATION	PY2020 SUPPLEMENTAL	TOTAL
1 CareerSource Escarosa	653	7,121	6,123	94	0.019973971	\$609,448	\$184,026	\$793,474
2 CareerSource Okaloosa Walton	243	3,490	2,304	34	0.008050121	\$245,626	\$74,168	\$319,794
3 CareerSource Chipola	119	1,490	1,184	22	0.004220236	\$128,768	\$38,882	\$167,650
4 CareerSource Gulf Coast	283	3,696	3,185	123	0.013975475	\$426,421	\$128,760	\$555,181
5 CareerSource Capital Region	437	5,986	4,777	84	0.016019437	\$488,787	\$147,592	\$636,379
6 CareerSource North Florida	149	1,646	1,318	27	0.004801994	\$146,519	\$44,242	\$190,761
7 CareerSource Florida Crown	115	1,570	1,033	21	0.003959374	\$120,809	\$36,479	\$157,288
8 CareerSource Northeast Florida	2,674	25,529	26,304	447	0.083367495	\$2,543,717	\$768,090	\$3,311,807
9 CareerSource North Central Florida	268	4,452	2,648	47	0.009942526	\$303,367	\$91,604	\$394,971
10 CareerSource Citrus Levy Marion	727	8,191	6,121	125	0.022926340	\$699,531	\$211,227	\$910,758
11 CareerSource Flagler Volusia	1,018	10,562	9,234	187	0.032613711	\$995,113	\$300,480	\$1,295,593
12 CareerSource Central Florida	3,944	42,273	40,316	718	0.130966093	\$3,996,050	\$1,206,630	\$5,202,680
13 CareerSource Brevard	837	9,062	7,876	144	0.026830537	\$818,656	\$247,198	\$1,065,854
14 CareerSource Pinellas	1,368	14,713	12,697	241	0.043926418	\$1,340,287	\$404,707	\$1,744,994
15 CareerSource Tampa Bay	2,302	23,152	21,915	417	0.073763875	\$2,250,690	\$679,609	\$2,930,299
16 CareerSource Pasco Hernando	1,061	11,327	9,390	190	0.033773848	\$1,030,511	\$311,169	\$1,341,680
17 CareerSource Polk	1,078	11,280	10,480	190	0.034786426	\$1,061,407	\$320,498	\$1,381,905
18 CareerSource Suncoast	861	11,460	7,558	144	0.028558874	\$871,391	\$263,122	\$1,134,513
19 CareerSource Heartland	293	3,186	2,403	56	0.009396068	\$286,694	\$86,569	\$373,263
20 CareerSource Research Coast	1,093	10,563	8,894	195	0.033229360	\$1,013,897	\$306,152	\$1,320,049
21 CareerSource Palm Beach County	2,376	23,969	21,745	425	0.075148724	\$2,292,945	\$692,368	\$2,985,313
22 CareerSource Broward	3,241	31,706	29,269	604	0.102702073	\$3,133,656	\$946,225	\$4,079,881
23 CareerSource South Florida	4,027	34,028	35,432	722	0.132160204	\$4,032,484	\$1,217,634	\$5,250,118
24 CareerSource Southwest Florida	1,670	20,241	14,529	301	0.054906820	\$1,675,322	\$505,873	\$2,181,195
<b>STATEWIDE TOTALS</b>	<b>30,837</b>	<b>320,693</b>	<b>286,735</b>	<b>5,558</b>	<b>1.000000000</b>	<b>\$30,512,096</b>	<b>\$9,213,304</b>	<b>\$39,725,400</b>

# Action Item 1, Continued

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

\* \* \* \* \*

**STATE APPROPRIATIONS, FISCAL YEAR 2020/21 – \$58,132,510 (Prior Year 2019/20 – \$58,121,806; increase of \$10,704 or .02%)**

**BASIC PURPOSE AND ELIGIBILITY:** TANF serves low-income families with children, including two-parent families. The TANF program strongly emphasizes a “Work First” philosophy that combines added assistance in obtaining needed training, starting work and receiving childcare; transportation and transitional supports to retain employment, advance and become self-sufficient; and time limits and sanctions as needed.

**SPECIFIC MANDATES/LIMITATIONS:** Eligibility limits for receiving Temporary Cash Assistance (TCA) benefits include having a gross income equal to or less than 185% of the federal poverty level and limited assets. Services/programs that assist families in avoiding welfare dependency by gaining and retaining employment are available in the form of one-time payments, job placement assistance and transitional work support services, and can be more broadly extended to “needy families” (set at 200% of the poverty level in Florida). Also, there are other diversion programs designed to reduce and/or prevent welfare dependency, such as teen pregnancy prevention programs, programs that enable the formation and maintenance of two-parent families, and post-employment career advancement and job retention programs. Florida is required to provide matching state general revenue funds to satisfy the federal “maintenance of effort.” TANF funds may not be used for medical expenses, undocumented immigrants or convicted felons. TANF funds which are unspent at the local level within specified time limits, are restricted to “benefits only” and can no longer be used for other purposes including workforce and support services.

**DISTRIBUTION MECHANISMS:** TANF funds are provided to the state by federal block grants with some special supplements provided to Florida and other states. There are no federally established formulas for sub-state distribution of TANF funds, noting that TANF administration in most states is state or county-based, with no decentralized governance/delivery structures similar to Florida’s local workforce development boards. The Florida Legislature defines and approves the yearly appropriation of TANF funds to the Department of Economic Opportunity and the CareerSource Florida Board to address both state and local needs which are further administered, allocated and directed by the state board.

Since the state workforce board’s inception in July 2000, the CareerSource Florida Board has transitioned the historical TANF (Welfare Transition) allocation formula (based only on the cash assistance caseload) to a 50/50 allocation formula – 50% of the available funds are allocated to local

workforce development boards based upon their share of the number of children within households receiving food stamps, and the remaining 50% based upon cash assistance caseload or TANF households with an adult member. The data on numbers of children receiving food stamps and the cash assistance caseload are available from the Department of Children and Families.

In calculating the 2020/21 distributions, the board applied a 90% “hold harmless” provision to ensure that no local board would face an inordinate shift or reduction of funds from the prior fiscal year due to shifts in data used in the funding methodology. This is the same hold harmless provision required under the Workforce Innovation and Opportunity Act Adult, Youth and Dislocated Worker programs, which calculates a two-year average percentage for each local board and assures they will not receive less than 90% of that average.

**SPECIFIC FUND DISTRIBUTIONS FOR FY 2020/21:** A total of **\$58,132,510** in TANF funds was appropriated by the 2020 legislature. This amount includes **\$4,201,603** for program and administrative support provided by the Department of Economic Opportunity and the CareerSource Florida Board. This funding also includes a specific appropriation of \$750,000 for the Non-Custodial Parent Employment Program for Pinellas, Pasco and Hillsborough counties, and \$666,000 for Miami-Dade County to be administered by CareerSource Pasco Hernando. After deducting program and administrative support, and the **\$1,416,000** for the Non-Custodial Parent Employment Program, the remaining amount available for local allocations is **\$52,514,907**, which is level funded with the prior year.

	<u><b>FY 2020/21</b></u>
DEO and CSF Administration	<b>\$ 4,201,603</b>
Non-Custodial Parent Program	<b>1,416,000</b>
Local Allocations	<u><b>52,514,907</b></u>
Total	<b>\$58,132,510</b>

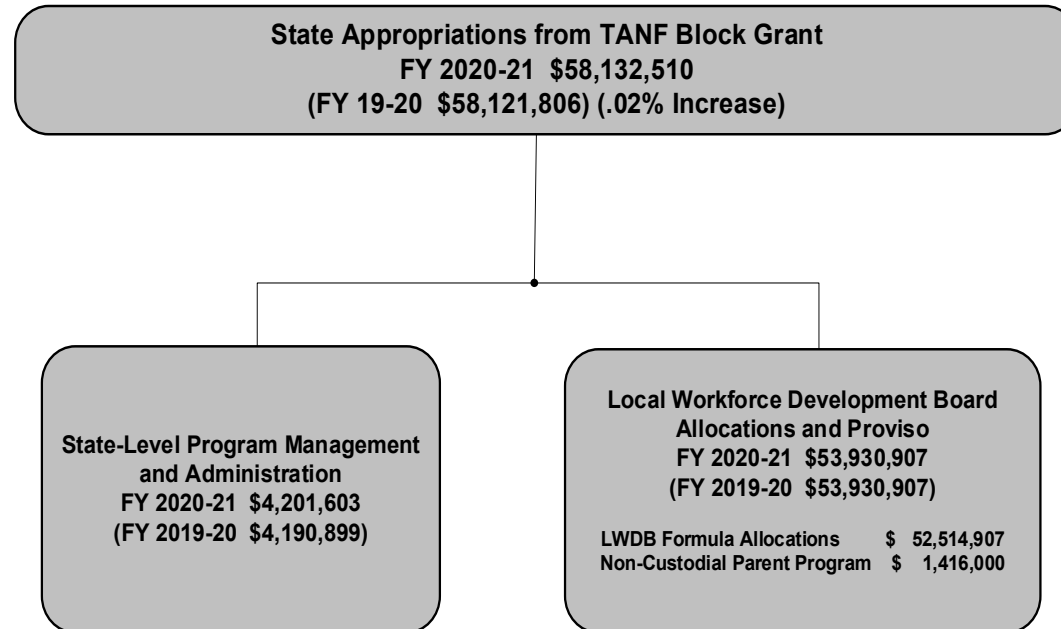
Using these amounts and assuming no additional changes in the allocation methodology, the total amounts by local workforce development board are reflected on the attached chart titled “***Program Year 2020 Temporary Assistance for Needy Families Local Workforce Development Board Formula Allocations.***”

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**FOR CONSIDERATION**

**Approval of the allocation methodology as proposed for the distribution of TANF funding for Fiscal Year 2020/21.**

## **FLORIDA FUNDING FOR Temporary Assistance for Needy Families (TANF)**



**Program Year 2020 Temporary Assistance for Needy Families  
Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		50% WELFARE CASELOAD	50% SNAP	RWB SHARE	HH * FY 2020/21 FINAL ALLOCATION	FY 2019/20 FINAL ALLOCATION	DIFFERENCE	%
1	CareerSource Escarosa	2,982	160,229	0.025677401	\$1,348,446	\$1,237,142	\$111,304	9.00%
2	CareerSource Okaloosa Walton	814	63,778	0.008691261	\$456,421	\$523,497	(\$67,076)	-12.81%
3	CareerSource Chipola	713	44,743	0.006602136	\$346,711	\$326,457	\$20,254	6.20%
4	CareerSource Gulf Coast	959	62,886	0.009074626	\$476,553	\$524,122	(\$47,569)	-9.08%
5	CareerSource Capital Region	2,243	118,120	0.019621857	\$1,030,440	\$1,093,890	(\$63,450)	-5.80%
6	CareerSource North Florida	534	51,580	0.006244361	\$327,922	\$333,895	(\$5,973)	-1.79%
7	CareerSource Florida Crown	2,355	52,548	0.014956492	\$785,439	\$405,296	\$380,143	93.79%
8	CareerSource Northeast Florida	8,555	546,935	0.079941518	\$4,198,121	\$4,185,395	\$12,726	0.30%
9	CareerSource North Central Florida	1,440	88,545	0.013203033	\$693,356	\$721,345	(\$27,989)	-3.88%
10	CareerSource Citrus Levy Marion	4,109	194,719	0.033506924	\$1,759,613	\$1,687,825	\$71,788	4.25%
11	CareerSource Flagler Volusia	5,016	202,957	0.038404098	\$2,016,788	\$1,970,371	\$46,417	2.36%
12	CareerSource Central Florida	14,726	907,817	0.135186316	\$7,099,297	\$7,467,197	(\$367,900)	-4.93%
13	CareerSource Brevard	3,058	153,211	0.025533316	\$1,340,880	\$1,307,535	\$33,345	2.55%
14	CareerSource Pinellas	5,461	231,986	0.042604043	\$2,237,347	\$2,279,121	(\$41,774)	-1.83%
15	CareerSource Tampa Bay	8,652	541,208	0.079989956	\$4,200,665	\$4,234,638	(\$33,973)	-0.80%
16	CareerSource Pasco Hernando	5,096	223,243	0.040242888	\$2,113,352	\$2,018,484	\$94,868	4.70%
17	CareerSource Polk	5,684	321,232	0.050081587	\$2,630,030	\$2,567,825	\$62,205	2.42%
18	CareerSource Suncoast	2,900	159,150	0.025210618	\$1,323,933	\$1,349,133	(\$25,200)	-1.87%
19	CareerSource Heartland	2,729	89,686	0.019402722	\$1,018,932	\$783,546	\$235,386	30.04%
20	CareerSource Research Coast	1,239	171,957	0.018248643	\$958,326	\$945,647	\$12,679	1.34%
21	CareerSource Palm Beach County	3,391	400,362	0.044890530	\$2,357,422	\$2,225,092	\$132,330	5.95%
22	CareerSource Broward	6,535	592,729	0.073648371	\$3,867,637	\$3,807,264	\$60,373	1.59%
23	CareerSource South Florida	11,923	1,229,571	0.146434761	\$7,690,007	\$8,365,521	(\$675,514)	-8.07%
24	CareerSource Southwest Florida	4,013	327,510	0.042602542	\$2,237,269	\$2,154,669	\$82,600	3.83%
STATEWIDE TOTALS		105,127	6,936,702	1.000000000	\$52,514,907	\$52,514,907	\$0	0.00%

\*Indicates 90% Hold Harmless in Effect

# Action Item 1, Continued

## WAGNER-PEYSER (WP)

\* \* \* \* \*

**FEDERAL AWARD FY 2020/21 FOR WAGNER-PEYSER – \$38,224,509 (Prior Year 2019/20 \$37,920,561; increase of \$303,948 or .80%)**

**Statutory Reference:** Wagner-Peyser Act of 1933, 48 Stat.113 as amended; Workforce Investment Act of 1998; Workforce Innovation and Opportunity Act of 2014.

**Grantor Agency:** USDOL

**Grant Program Objectives:** To place persons in employment by providing a variety of placement-related services without charge to job seekers and to employers seeking qualified individuals to fill job openings.

### **Description of the Grant Program:**

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Wagner-Peyser Act was amended by the Workforce Investment Act of 1998 and the Workforce Innovation and Opportunity Act of 2014, making the Employment Service part of the one-stop delivery system. Employment services are an integral part of the one-stop delivery system that provides an integrated array of high-quality services so that workers, job seekers and businesses can find the services they need under one roof in easy-to-reach locations. Employment services are services related to a labor exchange system including job-search assistance, referral and placement assistance to job seekers, reemployment services to unemployment insurance claimants and recruitment services to employers with job openings. Services may be delivered through self-service, facilitated self-help services and staff-assisted services. Core services, such as assessments of skill levels, abilities and aptitudes; career guidance when appropriate; job search workshops; and referral to training as appropriate may also be available. The services offered to employers, in addition to referral of job seekers to job openings, include matching job requirements with job seeker experience, skills and other attributes; helping with special recruitment needs; helping employers analyze hard-to-fill job orders; assisting with job restructuring; and helping employers address layoffs.

### **Description of Process Used to Allocate Available Grant Funds:**

**Wagner-Peyser 7(a) Funds** – As shown on the *Florida Funding for Wagner-Peyser* chart, \$2,818,672 of the 7(a) grant funds are reserved for state-level program operations and administration. In addition, \$31,583,386 of these funds are available to support one-stop program services at the local level.

The allocation of Wagner-Peyser funding to local boards is based on the federal formula used to distribute grant funds among the states. The formula is:

- 2/3 based on the relative share of the state's civilian labor force (based on an annualized average)
- 1/3 based on the relative share of the state's number of unemployed individuals (based on an annualized average)

<b>Total PY 2020 WP 7(a)</b>	<b>\$34,402,058</b>
LWDB Salaries and Pass-Through	(27,087,795)
Labor Exchange System	(4,128,705)
LWDB Insurance and HR Fees	(366,886)
<b>Remaining for State-Level Administration</b>	<b>\$2,818,672</b>

**Wagner-Peyser 7(b) Funds** – Section 7(b) of the Wagner-Peyser Act reserves 10% (or \$3,822,451) of the available grant funds allocated to Florida (\$38,224,509) for use by the Governor for state-level activities including outreach, special projects and performance incentives. The remaining grant funds are available for additional eligible activities.

<b>Total PY 2020 WP 7(b)</b>	<b>\$3,822,451</b>
Plus Est. Bal. of Unreserved W-P 7(b) Funds	1,259,834
<b>Total WP 7(b) Funds Available</b>	<b>\$5,082,285</b>

The following recommendations are presented to the board for the establishment of commitments for 2020/21.

**Statewide Outreach (\$2,500,000)** – Each year the state board approves funding administered by its professional team to advance the mission and outreach of the organization and the CareerSource Florida network through an integrated strategic communications plan and tactics. This investment supports CareerSource Florida's work to build and maintain brand consistency, professional standards and efficiencies by providing time- and money-saving templates and tools for use by workforce partners statewide through the development of shared communications resources. Additionally, this funding supports competitively procured expert services to expand outreach efforts through public information, media relations, advertising outreach to job seekers and businesses, social media and other strategies. CareerSource Florida emphasizes targeted digital outreach while also employing proven tactics to reach customers for whom a traditional approach to receiving information is more effective.

**Military Family Employment Advocacy Program (\$850,000)** – The Military Family Employment Advocacy Program (MFEAP) was established by Section 445.055, F.S., to provide employment advocates and services at Florida career centers with high military populations associated with military bases. Persons eligible for assistance through this program include spouses and dependents of active-duty military personnel, Florida National Guard members and military reservists located in Florida. CareerSource Florida has allocated Wagner-Peyser 7(b) funds to local boards 1, 2, 4, 8, 13, 15 and 23 since state Fiscal Year 2008/09 to keep this successful program operational. There are approximately 37,000 military spouses who currently reside in Florida, and 60% of them live in these local areas. The current funding helps facilitate the work of 10 MFEAP advocates currently assigned to career centers in Pensacola, Fort Walton Beach, Panama City, Jacksonville, Cocoa, Tampa Bay and Miami-Dade. The MFEAP advocates' sole focus is to assist active-duty military spouses and dependents in obtaining and retaining gainful employment. Many of the advocates are co-located at family support centers within military bases.

**Substance Abuse and Reentry Navigators (\$1,200,000)** – Florida is facing an ongoing health

crisis stemming from widespread misuse of and addiction to opioids and other drugs, including illicit drugs. The burden of substance abuse includes rising healthcare costs, lost productivity, addiction treatment, and state and local criminal justice involvement. Further, approximately one in three adults in the U.S. has a criminal record, and men with criminal records account for about 34% of all nonworking men ages 25 to 54.

CareerSource Florida recognizes the importance of helping Florida's recovering substance abusers and reentry population transition into employment. This is an opportunity to improve public safety, reduce system costs, and grow local economies through work-based substance abuse recovery and reentry programs. Although returning to the community may be inevitable for many in this population, successful reentry and reintegration are not. The intent of this initiative is to foster community through the successful reintegration of those recovering from substance abuse and newly released criminal offenders by supporting their efforts to become productive, responsible, and law-abiding citizens. Specifically, they will be provided with positive opportunities such as employment or education, a chance to maintain long-term employment, and ability to sustain a stable residence, all while successfully addressing their substance abuse issues and mental health needs. This initiative will operate on the navigator service delivery model which couples intensive case management with an emphasis on improving outcomes. The core of this model focuses on the important role of the navigator, an individual who provides direct support to assist participants in attaining jobs, gaining needed training, and making progress towards achieving self-sufficiency.

#### **Customer Relationship Management (CRM) System (Salesforce) Licenses (\$500,000) –**

Under the Expanding Business Engagement initiative, established in 2011, the CareerSource Florida Business and Workforce Development team, along with a group of local workforce development boards, reviewed and selected a technology platform to help the state and local boards begin consistently tracking the number and types of businesses they serve. After a thorough review, Salesforce.com was selected as the network-wide CRM platform. Shaped by CareerSource Florida network business professionals, the Salesforce instance provides a consistent process for tracking businesses served and helps in identifying and deepening the network's business market penetration. With Salesforce, Florida's workforce system now has a cross-local resource in place with a singular aim of improving services to business – seamlessly and efficiently – as a true network.

#### **Wagner-Peyser 7(b) Funding Summary**

In the event the foregoing reserves and commitments are approved by the state board, an estimated balance of **\$32,285** will remain available for additional projects or as a carry forward into the next fiscal year. Please note this amount is an estimate because certain current year funds may not be available for carry-forward purposes or allocated funds may not be expended at the level expected during the fiscal year.

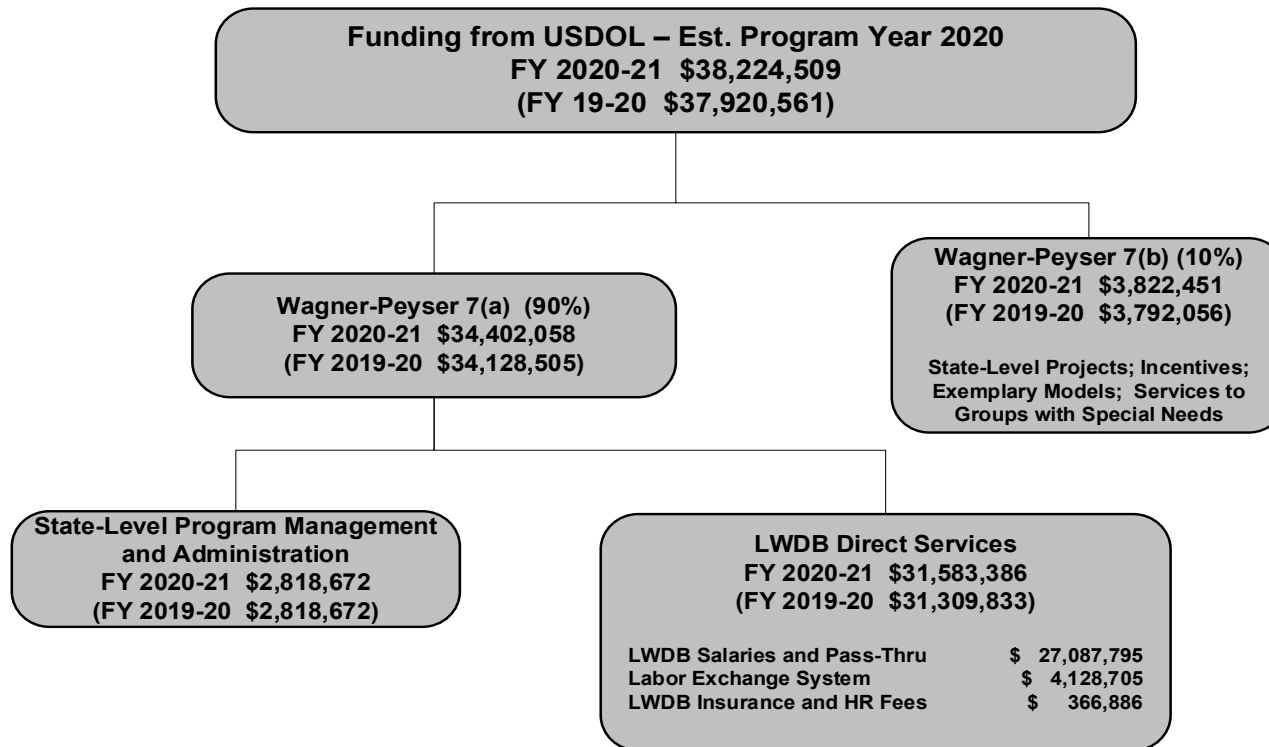
<b>Total 2020/21 WP 7(b) Funds Available</b>	<b>\$5,082,285</b>
<b>Less Proposed Discretionary Board Allocations:</b>	
Statewide Outreach	(2,500,000)
Military Family Employment Advocacy Program	(850,000)
Substance Abuse and Reentry Navigators	(1,200,000)
Salesforce Licenses	(500,000)
 <b>Balance Remaining</b>	 <b>\$32,285</b>

\*\*\*\*\*

### FOR CONSIDERATION

Approval of the Program Year 2020/21 Wagner Peyser 7(b) projects.

## FLORIDA FUNDING FOR WAGNER-PEYSER



**Program Year 2020 Wagner-Peyser Act  
Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		2/3 CIVILIAN LABOR FORCE	1/3 UNEMPLOYED INDIVIDUALS	LWDB SHARE	PY 2020 FINAL ALLOCATION	PY 2019 FINAL ALLOCATION	DIFFERENCE	%
1	CareerSource Escarosa	228,822	7,121	0.022071379	\$597,865	\$586,217	\$11,648	1.99%
2	CareerSource Okaloosa Walton	128,517	3,490	0.011868847	\$321,501	\$314,207	\$7,294	2.32%
3	CareerSource Chipola	41,228	1,490	0.004190987	\$113,525	\$114,318	(\$793)	-0.69%
4	CareerSource Gulf Coast	94,657	3,696	0.009907007	\$268,359	\$272,591	(\$4,232)	-1.55%
5	CareerSource Capital Region	189,247	5,986	0.018354103	\$497,172	\$486,939	\$10,233	2.10%
6	CareerSource North Florida	46,562	1,646	0.004695138	\$127,181	\$125,881	\$1,300	1.03%
7	CareerSource Florida Crown	47,408	1,570	0.004670802	\$126,522	\$125,091	\$1,431	1.14%
8	CareerSource Northeast Florida	811,753	25,529	0.078575344	\$2,128,433	\$2,073,344	\$55,089	2.66%
9	CareerSource North Central Florida	150,279	4,452	0.014262742	\$386,346	\$378,699	\$7,647	2.02%
10	CareerSource Citrus Levy Marion	201,726	8,191	0.021438531	\$580,723	\$569,447	\$11,276	1.98%
11	CareerSource Flagler Volusia	301,342	10,562	0.030292346	\$820,553	\$803,384	\$17,169	2.14%
12	CareerSource Central Florida	1,394,250	42,273	0.133328720	\$3,611,581	\$3,503,473	\$108,108	3.09%
13	CareerSource Brevard	284,087	9,062	0.027630990	\$748,463	\$721,634	\$26,829	3.72%
14	CareerSource Pinellas	494,185	14,713	0.046977706	\$1,272,522	\$1,256,254	\$16,268	1.29%
15	CareerSource Tampa Bay	750,269	23,152	0.072164851	\$1,954,787	\$1,894,206	\$60,581	3.20%
16	CareerSource Pasco Hernando	309,864	11,327	0.031631776	\$856,835	\$824,236	\$32,599	3.96%
17	CareerSource Polk	305,752	11,280	0.031318969	\$848,362	\$819,411	\$28,951	3.53%
18	CareerSource Suncoast	369,130	11,460	0.035576614	\$963,692	\$941,480	\$22,212	2.36%
19	CareerSource Heartland	76,582	3,186	0.008217906	\$222,605	\$218,039	\$4,566	2.09%
20	CareerSource Research Coast	284,687	10,563	0.029223493	\$791,600	\$777,010	\$14,590	1.88%
21	CareerSource Palm Beach County	733,663	23,969	0.071943936	\$1,948,803	\$1,914,493	\$34,310	1.79%
22	CareerSource Broward	1,040,519	31,706	0.099665819	\$2,699,727	\$2,664,722	\$35,005	1.31%
23	CareerSource South Florida	1,430,744	34,028	0.131113455	\$3,551,573	\$3,828,623	(\$277,050)	-7.24%
24	CareerSource Southwest Florida	621,489	20,241	0.060878539	\$1,649,065	\$1,600,543	\$48,522	3.03%
<b>STATEWIDE TOTALS</b>		<b>10,336,762</b>	<b>320,693</b>	<b>1.000000000</b>	<b>\$27,087,795</b>	<b>\$26,814,242</b>	<b>\$273,553</b>	<b>1.02%</b>

# **Action Item 1, Continued**

**Consolidated Action Item 1 – Fiscal Year 2020-2021 CareerSource Florida Network Funding**

**\* \* \* \* \***

**FOR CONSIDERATION**

- 1. Approval to establish the Program Year 2020 WIOA state-level investments and initiatives.**
- 2. Approval of the allocation methodology as proposed for the distribution of TANF funding for Fiscal Year 2020/21.**
- 3. Approval of the Program Year 2020 Wagner-Peyser state-level activities.**

## **Action Item 2**

### **STRATEGIC POLICY: STATE BOARD ROLES AND RESPONSIBILITIES**

As the state workforce development board, the CareerSource Florida Board of Directors continually focuses on the Board's responsibility for development and continuous improvement of the state workforce development system. Ensuring the system maintains integrity, accountability and transparency in decisions and actions that earn and protect the public trust is essential to this effort. To effectively carry out the functions and expectations of the state workforce development board and local workforce development boards, all boards must comply with federal and state laws, regulations and standards.

Consistent with this foundational objective and, particularly, the federal Workforce Innovation and Opportunity Act, which establishes the functions of state and local workforce boards, a new strategic policy is being advanced for board consideration. This policy is designed to help ensure Florida's workforce system is best positioned to build on state and local policies, programs, and processes effectively and efficiently to address the employment and training needs of job seekers, workers and businesses.

### **FOR CONSIDERATION**

**Approve the CareerSource Florida Strategic Policy: State Board Roles and Responsibilities**



**Policy  
Number  
TBD**

## **Strategic Policy**

<b>Title:</b>	<b>State Workforce Development Board Roles and Responsibilities</b>
<b>Adopted:</b>	
<b>Effective:</b>	

### **I. PURPOSE AND SCOPE**

The state workforce development board, known as the CareerSource Florida Board of Directors, is established pursuant to Public Law 113-128, the Workforce Innovation and Opportunity Act, Title I, Section 101. Charged with assisting the Governor with state workforce policy and investments, the state workforce development board establishes and directs the vision for the state workforce system, known as the CareerSource Florida network, to align with strategic partners within workforce investment, education and economic development systems. The CareerSource Florida network's strategic partners are those described within the federal Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. The CareerSource Florida network comprises the state workforce development board, the Florida Department of Economic Opportunity, Florida's local workforce development boards, chief local elected officials, local boards of directors and local career centers.

The purpose of this policy is to delineate the roles and responsibilities of the state board within the state's workforce system.

#### **Roles of the State Workforce Development Board**

An effective state workforce development board must be visionary and strategic to successfully lead the state's workforce system on a path of economic prosperity through a strong business climate that provides opportunities for everyone who wants to work, find a better career, or improve their skills in the 21<sup>st</sup> century workforce.

The state board is responsible for formulating, leading and communicating the vision for the state's workforce system under the requirements of WIOA and Chapter 445, Florida Statutes, in support of the local workforce development boards and the customers they serve. The state board fulfills the following critical roles, outlined by the National Governors Association Center for Best

Practices and the National Association of State Workforce Board Chairs, to achieve high performance for the state of Florida:

- **Communicate the Vision** to enhance thought leadership, strategies and policies that strengthen excellence to Florida businesses, job seekers and workers.
- **Leverage Strategic Partnerships** to cultivate local, regional and state capacity building that increases economic opportunity.
- **Keep Florida's Workforce System Accountable** by emphasizing data-driven decisions, encouraging performance achievement and boosting talent pipeline alignment.

### **Primary Responsibilities of the State Workforce Development Board**

The state workforce development board focuses on these primary responsibilities within its critical roles to effectively lead the vision and strategies of the state's workforce system:

#### **Communicate the Vision**

- **WIOA State Plan:** Develop, implement and modify the State Plan.
- **Career Pathways:** Identify and provide resources for opportunities for all job seekers to gain additional education, training and upskilling for career advancement.
- **Policy Review and Approval:** Initiate, review and approve strategic and administrative policies; conduct business requiring board review and/or approval, pursuant to WIOA and Florida Statutes; and provide reviews and/or approvals of action items requested by local workforce development boards.

#### **Leverage Strategic Partnerships**

- **Strategic Outreach and Education:** Direct and convene key outreach initiatives and opportunities to assist Floridians in all phases of career development, target and underserved populations, employers in targeted industry sectors, small businesses, industry associations, education partners and other stakeholders in connecting with employment, training and business support services available through the CareerSource Florida network.
- **Strategic Training:** Establish training priorities for the state board, local elected officials, local boards, strategic partners and professional team.
- **Best Practices Showcase:** Provide opportunities for the CareerSource Florida network, strategic partners and other experts to highlight and share excellence for replication through the workforce system.

#### **Keep Florida's Workforce System Accountable**

- **Workforce and Economic Conditions:** Analyze economic trends, projections and comparisons that may impact workforce system strategies.
- **Florida Workforce Network Performance:** Review performance trends with appropriate comparisons for required federal and state indicators, as well as any other indicators identified by the state board to ensure workforce system accountability.

- **Finance and Programmatic Evaluation:** Establish financial and budget priorities, and review monitoring findings and trends.
- **Workforce Technology and Infrastructure Support:** Develop strategies and provide resources for projects designed to leverage technology and innovation to strengthen effective and efficient service delivery.

### **State Workforce Development Board Leadership**

In accordance with Chapter 445.002, Florida Statutes, the state board is the board of directors of CareerSource Florida, Inc. The state board hires the President and CEO of CareerSource Florida and authorizes CareerSource Florida as the organization that supports the state board. The CareerSource Florida professional team shall develop and coordinate, under the direction and guidance of the board, the strategic, policy development, financial and programmatic direction of its vision for the state's workforce system. CareerSource Florida executes an operating agreement with the Department of Economic Opportunity for financial and programmatic monitoring.

The Florida Department of Economic Opportunity serves as the administrative entity for state workforce programs in accordance with Chapter 20.60 and Chapter 445, Florida Statutes. The department offers technical consultation, comprehensive infrastructure, and compliance support to the state board and CareerSource Florida in accordance with Chapter 445, Florida Statutes.

## **II. BACKGROUND**

Under Florida Statutes, the Governor of Florida establishes the state workforce development board to guide workforce development, including strategies and investments, for the state of Florida and provide oversight and policy direction for programs administered within the CareerSource Florida network.

Chapter 445.002, Florida Statutes, defines the state board as "the state workforce development board established pursuant to the Workforce Innovation and Opportunity Act, Public Law 113-128, Title I, Section 101." State board functions include but are not limited to those activities described in WIOA, Section 101(d) and Chapter 445, Florida Statutes.

## **III. AUTHORITY**

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)
- [20 CFR § 679.100, Subpart A – State Workforce Development Board](#)
- [Chapter 445, Florida Statutes](#)
- [Chapter 20.60, Florida Statutes](#)

# Information Items



# Speaker Bio

## Kelly Smallridge

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Kelly L. Smallridge is president and CEO of Palm Beach County's public/private economic development agency, the Business Development Board of Palm Beach County (BDB), where she has worked for 32 years. She serves as the longest tenured economic development president in the state of Florida and has a solid track record in facilitating some of the largest job creation projects for Palm Beach County. In 2013, Smallridge received the Governor's Ambassador Medal in recognition of her significant work in creating jobs in Palm Beach County.

Smallridge oversees all operations of the Business Development Board which is one of only two accredited economic development boards in Florida. In 2004, she became the first female president of a South Florida economic development board after serving in many different capacities within the organization including the lead role for recruitment, retention and expansion from 1988-2004. In addition, she serves as Chair of the Florida Economic Development Council and as a director of the following boards: Enterprise Florida, South Florida Fair, The Homeless Coalition, and The Education Foundation.

In 2013 and 2019, Smallridge was featured on *Fox News*, *CNBC* and the *NY Post* touting the assets of Palm Beach County. Under her leadership, the BDB has received numerous state and national awards for its work in Palm Beach County to recruit and expand companies and is credited with facilitating two of the world's largest bioscience organizations to the state: The Scripps Research Institute from San Diego and the Max Planck Society from Germany. Her facilitation of relocations and expansions has led to big announcements of jobs for the county from companies like United Technologies, Amazon, ADT, Pratt & Whitney, G4S, Fed Ex, Sikorsky Helicopters, Aldi, and TBC Corporation to name a few.

Smallridge also is credited with creating several new programs for Palm Beach County: the first Expedited Permitting Ordinance, which was adopted by 15 cities in Palm Beach County; a countywide "Shovel Ready" program to identify sites ready for construction within 12 months; and an education initiative, which provides a one-stop resource for CEOs to find public, private, charter and faith-based schools when deciding to relocate.

Smallridge graduated from the University of Florida. She has three sons and resides in Wellington.



## John Pallasch

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John P. Pallasch has been Assistant Secretary, U.S. Department of Labor Employment and Training Administration since July 2019.

Assistant Secretary Pallasch's appointment marks his return to the U.S. Department of Labor, where he previously served as Special Assistant to the Assistant Secretary for Administration and Management and Deputy Assistant Secretary in the Mine Safety and Health Administration (MSHA). As Deputy Assistant Secretary, Pallasch was responsible for leading MSHA's operations, enforcement, regulations, and program evaluation.

Pallasch most recently served as the Executive Director of the Kentucky Department of Labor's Office of Employment and Training, at which he led initiatives to improve outcomes for workforce education programs, increase accountability and performance of the unemployment insurance program, and consolidate job training and workforce programs in a single cabinet agency.

An Illinois native, Pallasch earned a Bachelor of Science degree from The Ohio State University and a Juris Doctor from Pepperdine University School of Law.





## **CAREERSOURCE FLORIDA BOARD OF DIRECTORS ACKNOWLEDGEMENT**

This acknowledgement form complies with the CareerSource Florida, Inc. (CSF) Conflict of Interest Disclosure policy, which promotes ethics in operations and transparency among CSF board members. Members of the CSF Board of Directors are expected to safeguard their ability to make objective, fair and impartial decisions.

Board members are required to read and sign this acknowledgement upon appointment to the CSF Board of Directors, and annually thereafter. Board members are also required to disclose potential, real, or perceived conflicts of interest in writing to the CSF professional team and its general counsel prior to any board meeting in which business involving these interests will be discussed.

Full disclosure does not remove a conflict of interest. If the board member is not certain he or she is in a conflict of interest position, they may consult CSF general counsel, who serves as the ethics and public records officer for the Board of Directors.

I received a copy of the conflict of interest disclosure policy for the CSF Board of Directors and agree to comply with the terms of the policy. I will promptly report any such conflict of interest that may arise during the term of my tenure as a board member while conducting CSF business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**CAREERSOURCE FLORIDA BOARD OF DIRECTORS  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Please check ONE of the following boxes:**

- ☐ To the best of my knowledge, I am unaware of any real, potential or perceived conflicts of interest involving me or a relative\* that may limit my ability to perform my duties as a member of the CareerSource Florida Board of Directors.

\* Includes parents, step-parents, spouses or domestic partners, children, step-children, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-great-grandparents, aunts, uncles, nieces, nephews and grandchildren.

**OR**

- ☐ I hereby disclose my interests and relationships that could give rise to a conflict of interest:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**FORM 1****STATEMENT OF  
FINANCIAL INTERESTS****2019**Please print or type your name, mailing  
address, agency name, and position below:**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE**\*\*\*\* THIS SECTION MUST BE COMPLETED \*\*\*\*****DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

**MANNER OF CALCULATING REPORTABLE INTERESTS:**

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

☐ **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR ☐ **DOLLAR VALUE THRESHOLDS****PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

**PART B -- SECONDARY SOURCES OF INCOME**[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]  
(If you have nothing to report, write "none" or "n/a")


**You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.****FILING INSTRUCTIONS** for when and where to file this form are located at the bottom of page 2.**INSTRUCTIONS** on who must file this form and how to fill it out begin on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]  
(If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

**PART E — LIABILITIES** [Major debts - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]  
(If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

**PART G — TRAINING**

For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ **I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

**IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE** ☐

**SIGNATURE OF FILER:**

**Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**CPA or ATTORNEY SIGNATURE ONLY**

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, \_\_\_\_\_, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**FILING INSTRUCTIONS:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

**Local officers/employees** file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

**State officers or specified state employees** who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

**Candidates** file this form together with their filing papers.

**MULTIPLE FILING UNNECESSARY:** A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

**WHEN TO FILE: Initially**, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter**, file by July 1 following each calendar year in which they hold their positions.

**Finally**, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2019.

## NOTICE

**Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]**

**In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]**

## **WHO MUST FILE FORM 1:**

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc.; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance

director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

## **INSTRUCTIONS FOR COMPLETING FORM 1:**

**INTRODUCTORY INFORMATION** (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

**NAME OF AGENCY:** The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

**DISCLOSURE PERIOD:** The "disclosure period" for your report is the calendar year ending December 31, 2019.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

## **MANNER OF CALCULATING REPORTABLE INTEREST**

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

### **IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY**

#### **PART A — PRIMARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

— If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### **PART B — SECONDARY SOURCES OF INCOME**

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

#### **PART C — REAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

#### **PART D — INTANGIBLE PERSONAL PROPERTY**

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**(End of Dollar Value Thresholds Instructions.)**

# IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

## PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived

more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than 10% of your gross income from that business entity; **and,**

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

## PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

## PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

## PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Percentage Thresholds Instructions.)

# Workforce Innovation and Opportunity Act (WIOA) Primary Indicators of Performance

Performance Period Ending March 31, 2020



In the third quarter of Program Year 2019-2020 (January-March 2020), Florida's workforce development system exceeded the statewide negotiated targets for all Workforce Innovation and Opportunity Act (WIOA) Primary Indicators of Performance. This is excellent news for the CareerSource Florida network and the communities we serve!

Continued job growth, low unemployment, and innovative and responsive workforce services and programs contributed to sustained statewide performance in the third quarter. Please note because of lagged data, the cohorts captured for the third quarter reporting period received services and placements prior to the COVID-19 pandemic. In addition to statewide performance, it should be noted that Florida's local workforce development boards met 93% of quarterly negotiated performance targets for PY 2018-2019 and 90% of negotiated targets for the first three quarters of PY 2019-2020.

The WIOA Primary Indicators of Performance are reported to the US Department of Labor on a quarterly basis. This most recent report includes Florida statewide performance trends from PY 2011-2012 through the third quarter of PY 2019-2020. The PY 2019-2020 third quarter performance is a rolling one-year calculation representing four quarters of performance data ending on December 31, 2019. The tables in the report show actual performance in relation to performance targets negotiated with USDOL for PY 2019-2020.

For additional information, please visit the Indicators of Performance Reports section on the Department of Economic Opportunity website at: [Indicators of Performance Reports](#). If you have questions about this report, please contact Steven Gustafson, Bureau of One-Stop and Program Support at the Department of Economic Opportunity, at (850) 245-7485.

## Employment Indicators

**Employment 2nd Quarter After Exit (WIOA Adult, WIOA Dislocated Workers, Wagner-Peyser):** This indicator captures the percentage of participants who are in unsubsidized employment during the 2nd quarter after exiting the program.

**Youth Education and Employment 2nd Quarter After Exit (WIOA Youth):** This indicator captures the percentage of participants in education or training activities, or in unsubsidized employment during the 2nd quarter after exiting the program.

**Employment 4th Quarter After Exit (WIOA Adult, WIOA Dislocated Workers, Wagner-Peyser):** This indicator captures the percentage of participants who are in unsubsidized employment during the 4th quarter after exit from the program.

**Youth Education and Employment 4th Quarter After Exit (WIOA Youth):** This indicator captures the percentage of participants in education or training activities, or in unsubsidized employment during the 4th quarter after exiting the program.

**Median Earnings 2nd Quarter After Exit (WIOA Adult, WIOA Dislocated Worker, Wagner-Peyser):** This indicator captures participants' median (middle value) quarterly earnings in the 2nd quarter after exiting the program.

## Education/Training Indicators

**Credential Attainment (WIOA Adult, WIOA Dislocated Worker, WIOA Youth):** This indicator captures the percentage of those participants enrolled in an education or training program (excluding those in On-the-Job Training or customized training) who attain a recognized postsecondary credential or a secondary education diploma, or its recognized equivalent, during participation in or within one year after exiting the program.

**Measurable Skill Gains (WIOA Adult, WIOA Dislocated Worker, WIOA Youth):** This indicator captures the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, toward such a credential or employment.

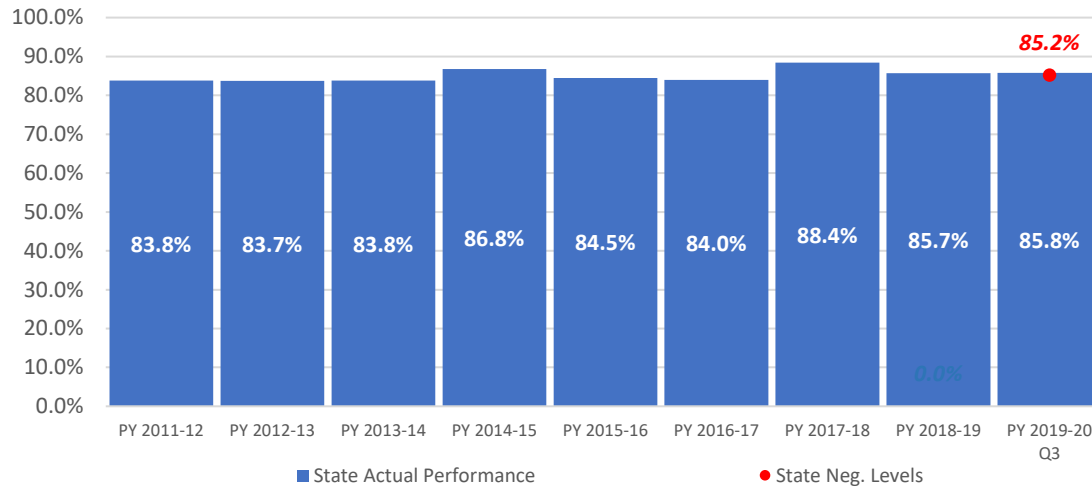
The Measurable Skill Gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

WIOA Category:

Adult

WIOA Metric:

Employment Rate (2nd Qtr after exit)



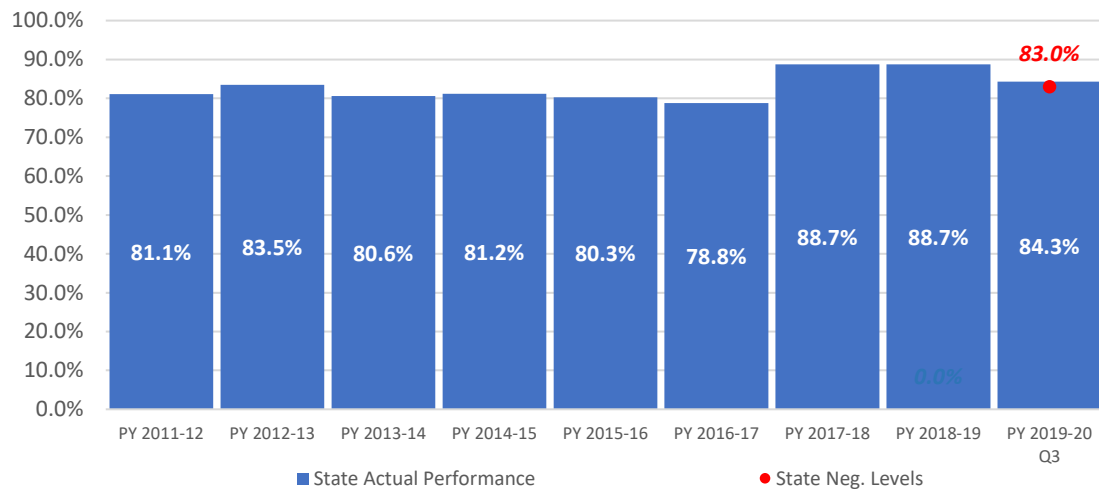
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	83.8%	14,791
PY 2012-13	83.7%	12,741
PY 2013-14	83.8%	14,391
PY 2014-15	86.8%	13,900
PY 2015-16	84.5%	15,387
PY 2016-17	84.0%	15,214
PY 2017-18	88.4%	13,592
PY 2018-19	85.7%	9,859
PY 2019-20 Q3	85.8%	8,884

WIOA Category:

Dislocated Worker

WIOA Metric:

Employment Rate (2nd Qtr after exit)



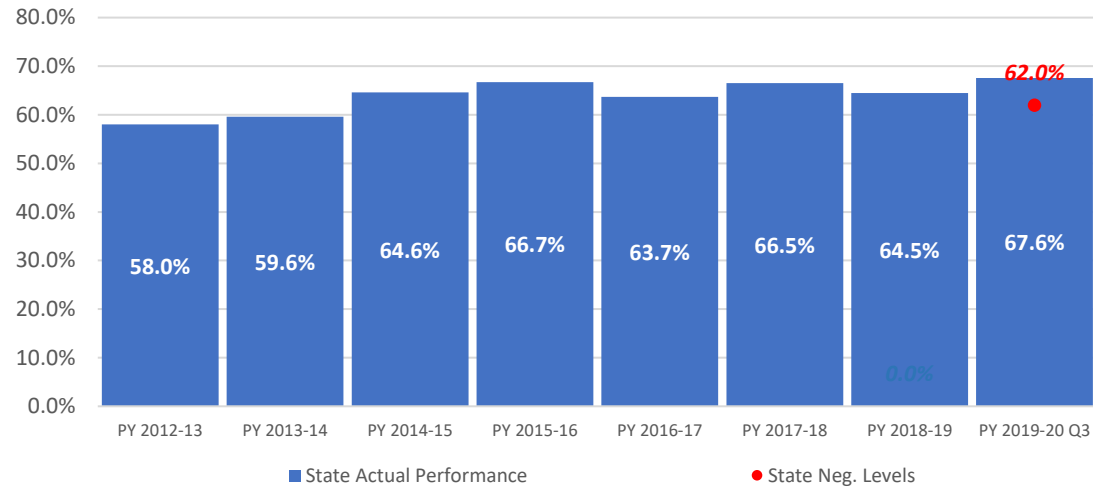
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	81.1%	8,166
PY 2012-13	83.5%	8,077
PY 2013-14	80.6%	7,393
PY 2014-15	81.2%	6,442
PY 2015-16	80.3%	5,732
PY 2016-17	78.8%	4,777
PY 2017-18	88.7%	3,227
PY 2018-19	88.7%	2,655
PY 2019-20 Q3	84.3%	2,026

WIOA Category:

## Wagner-Peyser

WIOA Metric:

### Employment Rate (2nd Qtr after exit)



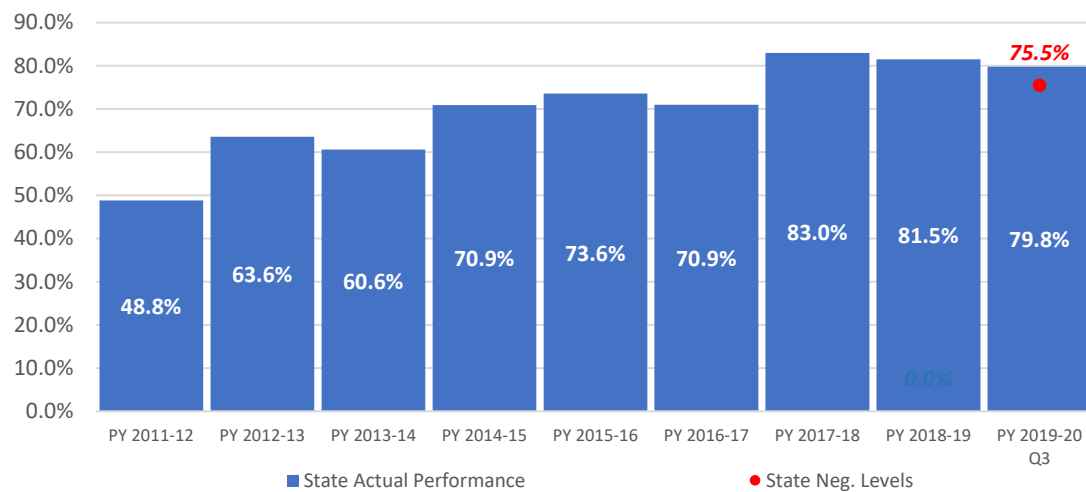
Program Year (PY)	Actual Performance	Participants (n)
PY 2012-13	58.0%	622,978
PY 2013-14	59.6%	702,411
PY 2014-15	64.6%	633,791
PY 2015-16	66.7%	593,729
PY 2016-17	63.7%	556,757
PY 2017-18	66.5%	480,444
PY 2018-19	64.5%	318,974
PY 2019-20Q3	67.6%	227740

WIOA Category:

Youth

WIOA Metric:

Employment Rate (2nd Qtr after exit)



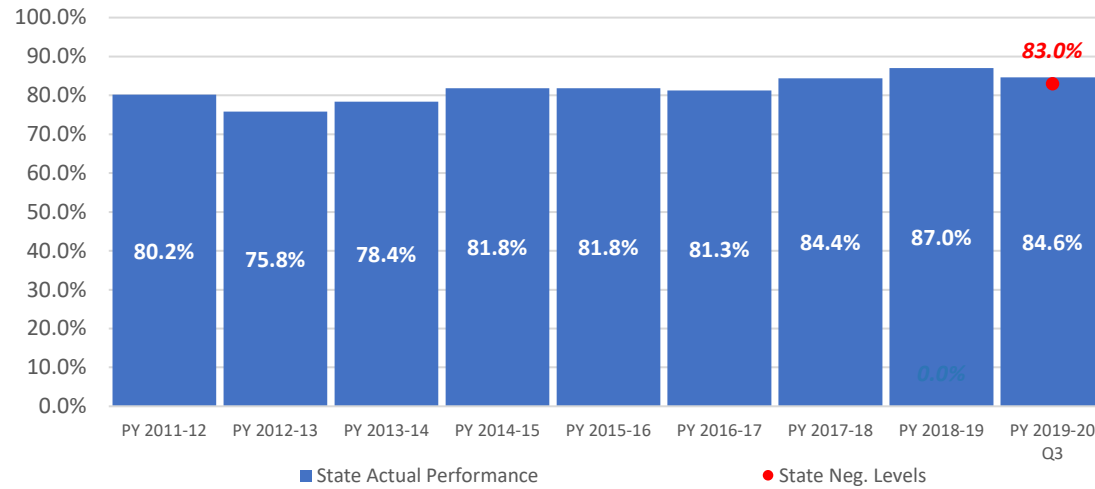
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	48.8%	5,455
PY 2012-13	63.6%	4,931
PY 2013-14	60.6%	5,896
PY 2014-15	70.9%	4,881
PY 2015-16	73.6%	6,688
PY 2016-17	70.9%	6,571
PY 2017-18	83.0%	3,871
PY 2018-19	81.5%	4,544
PY 2019-20 Q3	79.8%	4,064

WIOA Category:

Adult

WIOA Metric:

Employment Rate (4th Qtr after exit)



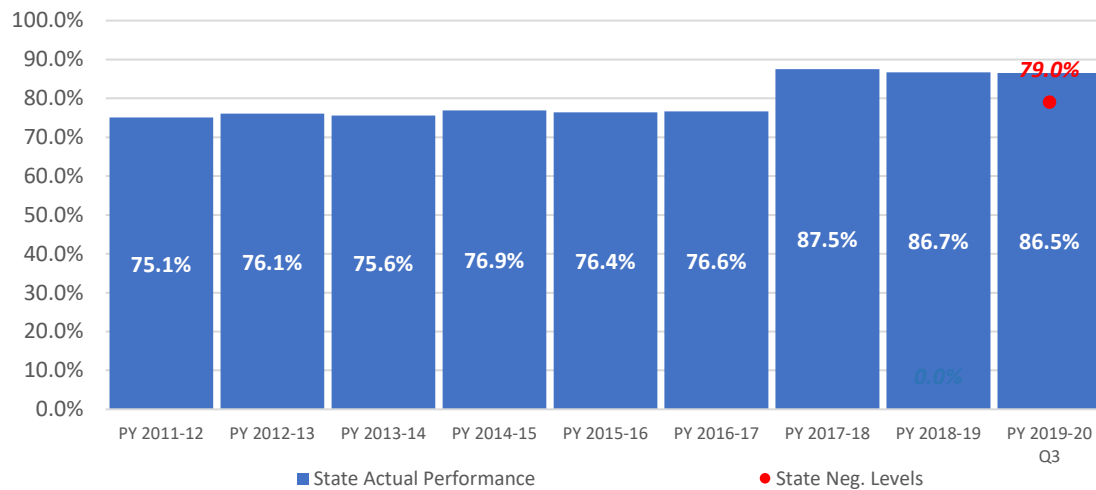
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	80.2%	16,571
PY 2012-13	75.8%	13,802
PY 2013-14	78.4%	13,422
PY 2014-15	81.8%	14,364
PY 2015-16	81.8%	13,920
PY 2016-17	81.3%	15,630
PY 2017-18	84.4%	6,361
PY 2018-19	87.0%	11,544
PY 2019-20 Q3	84.6%	9,495

WIOA Category:

Dislocated Worker

WIOA Metric:

Employment Rate (4th Qtr after exit)

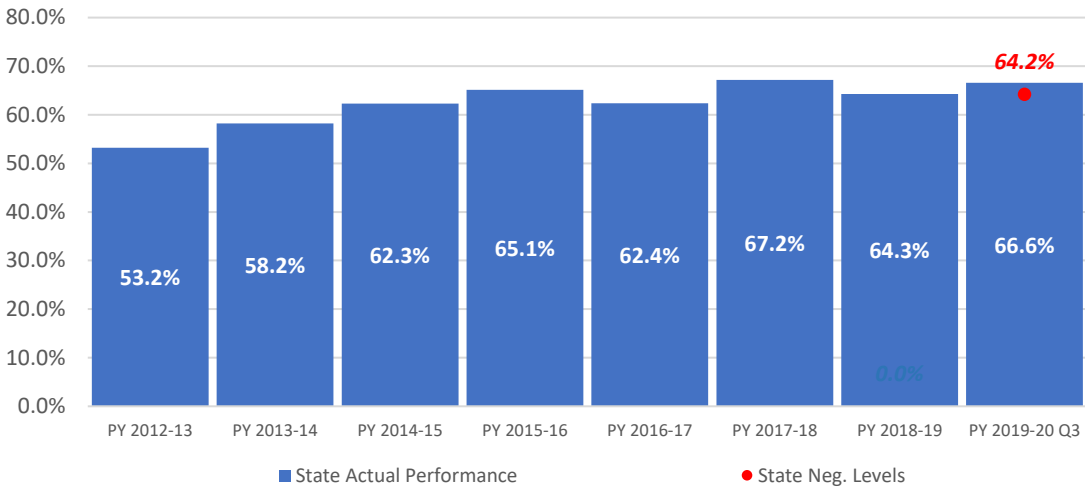


Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	75.1%	6,704
PY 2012-13	76.1%	8,878
PY 2013-14	75.6%	7,620
PY 2014-15	76.9%	6,883
PY 2015-16	76.4%	6,015
PY 2016-17	76.6%	5,262
PY 2017-18	87.5%	1,572
PY 2018-19	86.7%	3,088
PY 2019-20 Q3	86.5%	2,455

WIOA Category:

WIOA Metric:

Wagner-Peyser  
Employment Rate (4th Qtr after exit)



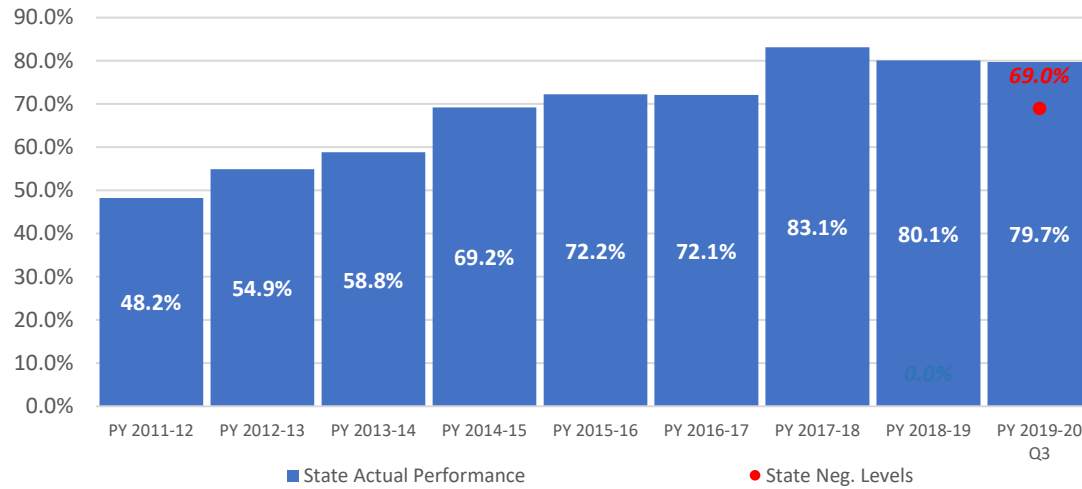
Program Year (PY)	Actual Performance	Participants (n)
PY 2012-13	53.2%	595,192
PY 2013-14	58.2%	695,674
PY 2014-15	62.3%	671,551
PY 2015-16	65.1%	598,928
PY 2016-17	62.4%	556,282
PY 2017-18	67.2%	230,646
PY 2018-19	64.3%	433,900
PY 2019-20Q3	66.6%	272484

WIOA Category:

Youth

WIOA Metric:

Employment Rate (4th Qtr after exit)



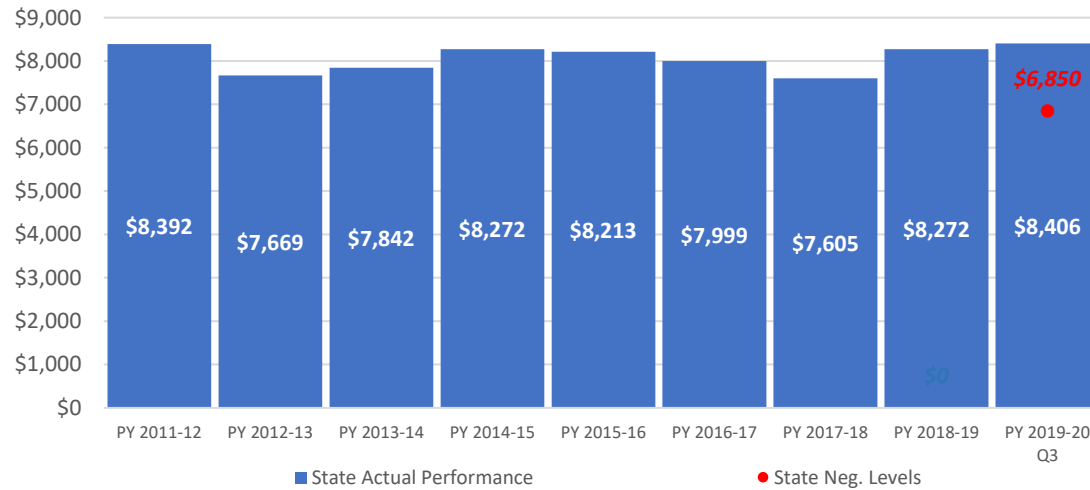
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	48.2%	5,359
PY 2012-13	54.9%	4,908
PY 2013-14	58.8%	5,729
PY 2014-15	69.2%	5,245
PY 2015-16	72.2%	5,156
PY 2016-17	72.1%	6,709
PY 2017-18	83.1%	1,847
PY 2018-19	80.1%	4,250
PY 2019-20 Q3	79.7%	4,242

WIOA Category:

Adult

WIOA Metric:

Median Earnings (2nd Qtr after exit)



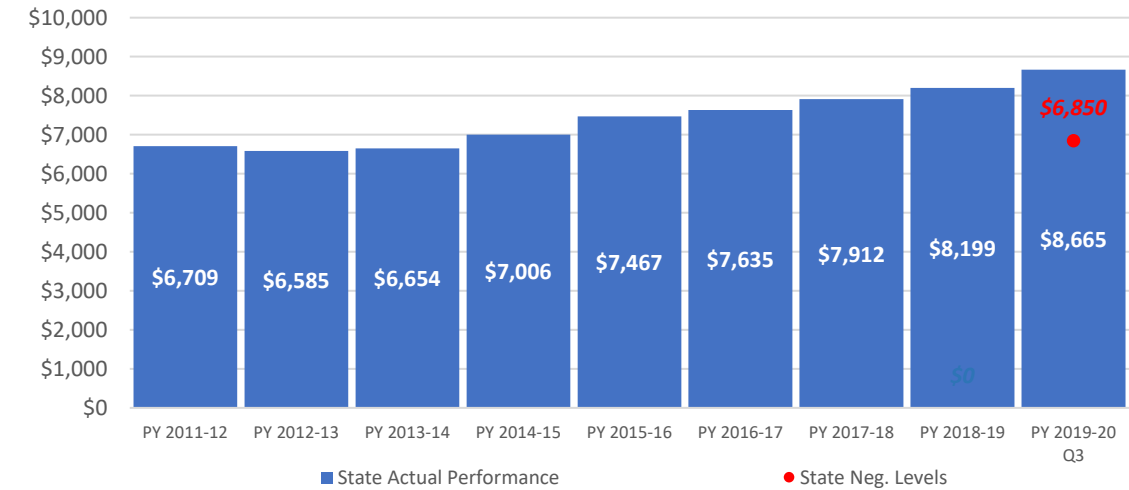
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	\$8,392	12,132
PY 2012-13	\$7,669	10,028
PY 2013-14	\$7,842	11,633
PY 2014-15	\$8,272	11,664
PY 2015-16	\$8,213	12,541
PY 2016-17	\$7,999	8,385
PY 2017-18	\$7,605	12,065
PY 2018-19	\$8,272	8,453
PY 2019-20Q3	\$8,406	8,884

WIOA Category:

Dislocated Worker

WIOA Metric:

Median Earnings (2nd Qtr after exit)

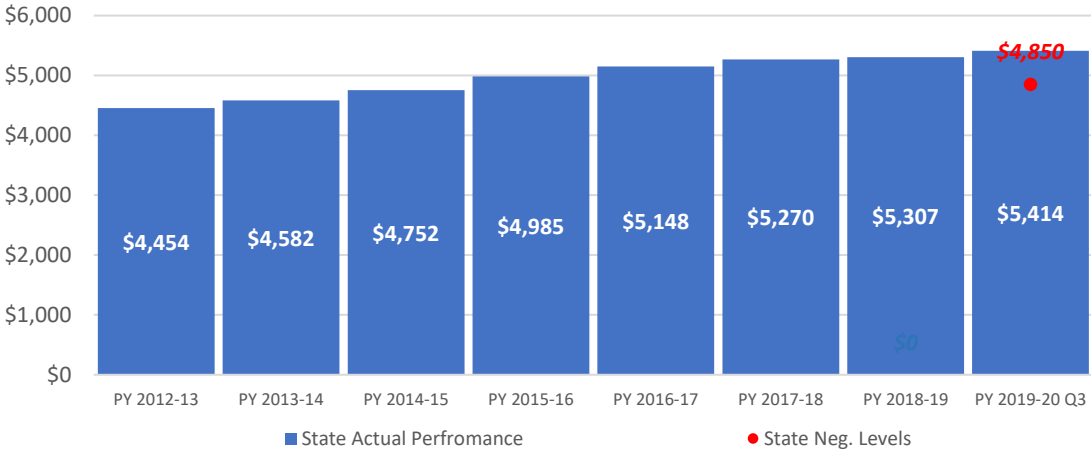


Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	\$6,709	6,408
PY 2012-13	\$6,585	6,496
PY 2013-14	\$6,654	5,674
PY 2014-15	\$7,006	4,965
PY 2015-16	\$7,467	4,401
PY 2016-17	\$7,635	2,348
PY 2017-18	\$7,912	2,861
PY 2018-19	\$8,199	2,354
PY 2019-20Q3	\$8,665	2,026

WIOA Category:

WIOA Metric:

Wagner-Peyser  
Median Earnings (2nd Qtr after exit)



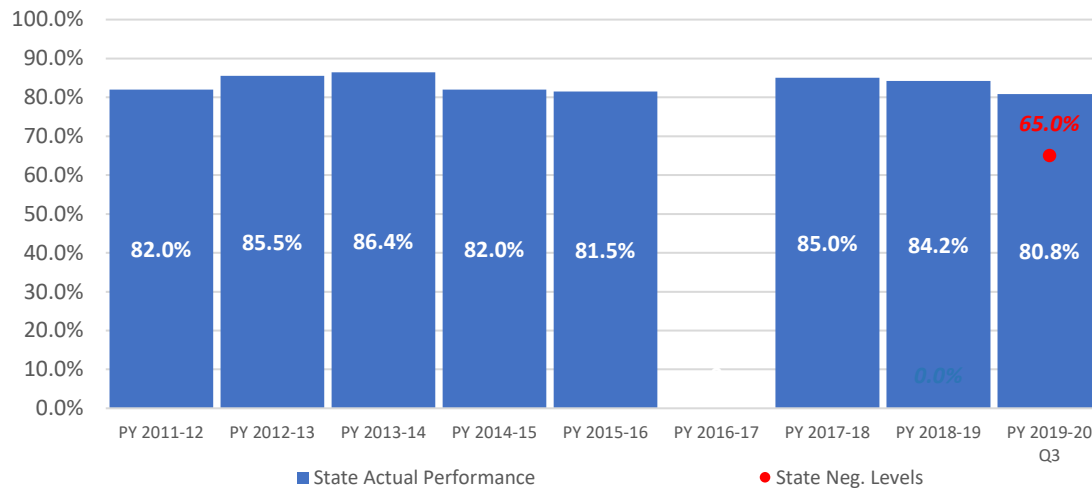
Program Year (PY)	Actual Performance	Participants (n)
PY 2012-13	\$4,454	337,075
PY 2013-14	\$4,582	418,960
PY 2014-15	\$4,752	409,628
PY 2015-16	\$4,985	396,175
PY 2016-17	\$5,148	363,830
PY 2017-18	\$5,270	319,675
PY 2018-19	\$5,307	210,397
PY 2019-20Q3	\$5,414	227,740

WIOA Category:

Adult

WIOA Metric:

Credential Attainment Rate



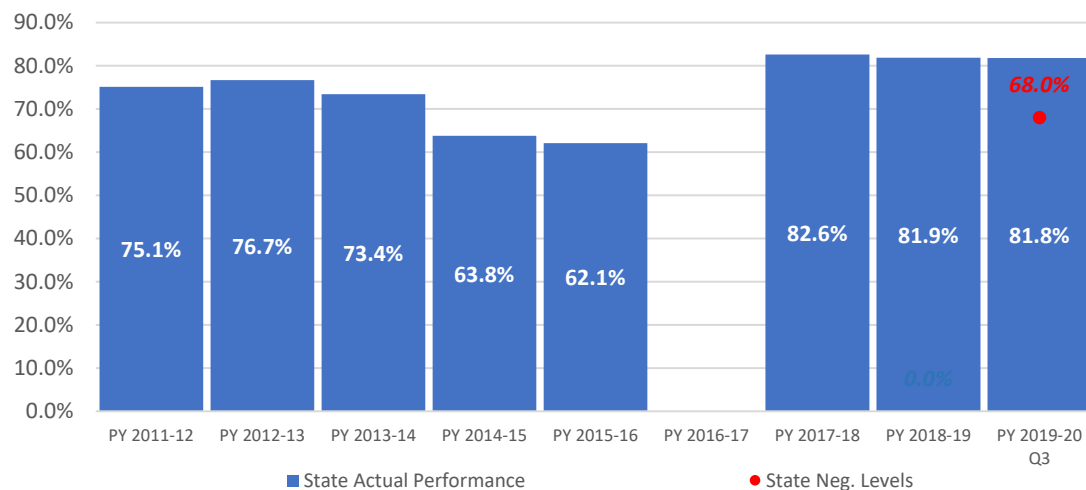
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	82.0%	10,525
PY 2012-13	85.5%	9,012
PY 2013-14	86.4%	10,912
PY 2014-15	82.0%	11,437
PY 2015-16	81.5%	12,054
PY 2016-17	*	*
PY 2017-18	85.0%	2,325
PY 2018-19	84.2%	4,945
PY 2019-20 Q3	80.8%	4,572

\* PY 2016-17 WIOA Credential Attainment Rate baseline data collection period. Target not set and performance not reported due to WIA reporting requirements ending June 30, 2016.

WIOA Category:

## Dislocated Worker Credential Attainment Rate

WIOA Metric:



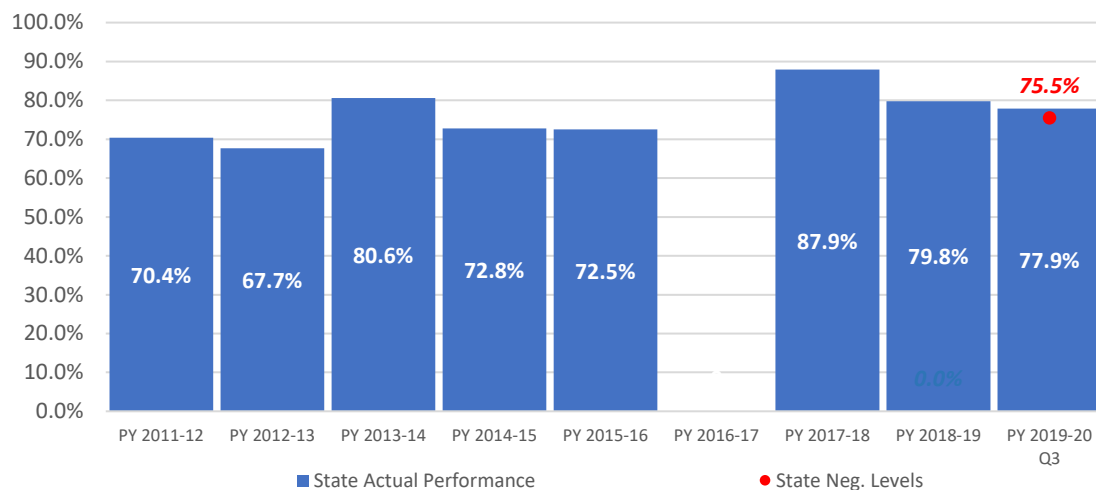
Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	75.1%	6,595
PY 2012-13	76.7%	5,667
PY 2013-14	73.4%	5,879
PY 2014-15	63.8%	4,932
PY 2015-16	62.1%	3,983
PY 2016-17	*	*
PY 2017-18	82.6%	625
PY 2018-19	81.9%	1,319
PY 2019-20 Q3	81.8%	1,158

\* PY 2016-17 WIOA Credential Attainment Rate baseline data collection period. Target not set and performance not reported due to WIA reporting requirements ending June 30, 2016.

WIOA Category:

WIOA Metric:

## Youth Credential Attainment Rate



Program Year (PY)	Actual Performance	Participants (n)
PY 2011-12	70.4%	5,205
PY 2012-13	67.7%	4,595
PY 2013-14	80.6%	5,271
PY 2014-15	72.8%	4,398
PY 2015-16	72.5%	6,345
PY 2016-17	*	*
PY 2017-18	87.9%	1,695
PY 2018-19	79.8%	3,581
PY 2019-20 Q3	77.9%	3,701

\* PY 2016-17 WIOA Credential Attainment Rate baseline data collection period. Target not set and performance not reported due to WIA reporting requirements ending June 30, 2016.

## Continuous Improvement Performance Initiative: Quarterly Performance Report

Fiscal Year 2019-2020, Quarter 1: July 1 – Sept. 30, 2019 | Employment Metric

Fiscal Year 2019-2020, Quarters 1-3: July 1, 2019 – March 31, 2020 | Training and Business Metrics

### INTRODUCTION

The CareerSource Florida Board of Directors authorized the development and implementation of the Continuous Improvement Performance Initiative and allocated \$5 million to recognize local workforce development board performance on initiative metrics for state fiscal year 2019-2020. The initiative is supported by a website, which can be accessed at <https://performance.careersourceflorida.com/CIP>.

The initiative includes three metrics with additional credit for serving individuals with barriers to employment and for providing staff-assisted, high-value services to business establishments in up to five industry sectors pre-selected by each local workforce development board. The operational definitions of the three metrics are:

- **Employment Rate 1st Quarter After Exit:** The percentage of Workforce Innovation and Opportunity Act and Wagner-Peyser participants who exited the system and had certified wages the first quarter after exit.
- **Participant Training Rate:** The percentage of Workforce Innovation and Opportunity Act participants who received training services.
- **Business Penetration:** The number of business establishments provided a staff-assisted, high-value service by a local workforce development board.

To date, local workforce development boards have received \$2,271,522 in performance awards, representing 79% of the total amount available during the first three quarters of the year.

### PERFORMANCE RESULTS SUMMARY – QUARTER 1 (July-Sept. 2019)

Updated with employment metric performance results (*new data in blue*)

Metric	Performance Targets Met *		Quarterly Performance Awards **		Participants	Barriers to Employment	Businesses Served (worksites)	Services to Targeted Industries
	Total	Percent	Available	Awarded	Total	Total	Total	Total
Employment Rate 1st Qtr After Exit	22	92%	\$416,655	\$379,504	30,735	31,614		
Participant Training Rate	21	88%	\$416,655	\$331,018	11,227	15,685		
Business Penetration	13	54%	\$416,655	\$232,257			9,689	8,883
Quarterly Total			\$1,249,965	\$942,779				

\* All quarterly performance targets are based on 10% improvement compared to the same quarter in the previous year.

\*\* Quarter 1 performance data for the training and business metrics were finalized in November and performance awards were paid in February. Due to the lag in certified wage data from the Department of Revenue, Quarter 1 performance data for the employment metric were finalized and awards were paid in May.

## Continuous Improvement Performance Initiative Quarterly Performance Report

Top barriers to employment identified in the Employment Rate 1<sup>st</sup> Quarter After Exit metric during Quarter 1 include: low income (8,836), eligible migrant seasonal farm workers (6,071), individuals with disabilities (4,455), and individuals age 55 and above (3,302).

Top barriers identified in the Participant Training Rate metric during Quarter 1 include: low income (8,330), single parents including single pregnant women (1,706), long-term unemployed (1,154) and ex-offenders (1,083).

Top staff-assisted, high-value services provided to business establishments in up to five targeted industries include: job orders (2,744), candidate prescreening (1,099), veteran services (701) and detailed labor market study (666).

### PERFORMANCE RESULTS SUMMARY – QUARTER 2 (Oct.-Dec. 2019)

Metric	Performance Targets Met *		Quarterly Performance Awards **		Participants	Barriers to Employment	Businesses Served (worksites)	Services to Targeted Industries
	Total	Percent	Available	Awarded	Total	Total	Total	Total
Employment Rate 1 <sup>st</sup> Qtr After Exit	-	-	-	-	-	-		
Participant Training Rate	20	83%	\$416,655	\$331,018	10,872	15,057		
Business Penetration	15	63%	\$416,655	\$302,225			10,668	9,414
YTD Quarterly Total			\$833,310	\$633,243				

\* All quarterly performance targets are based on 10% improvement compared to the same quarter in the previous year.

\*\* Quarter 2 performance data for the training and business metrics were finalized in February and performance awards were paid in April. Due to the lag in certified wage data from the Department of Revenue, Quarter 2 performance data for the employment metric is anticipated to be finalized in August.

Top barriers to employment identified in the Participant Training Rate metric during Quarter 2 include: low income (7,948), single parents including single pregnant women (1,642), long-term unemployed (1,150) and ex-offenders (982).

Top staff-assisted, high-value services provided to business establishments in up to five targeted industries include: job orders (3,054), candidate prescreening (1,262), detailed labor market study (1,137) and human resource services (598).

**Continuous Improvement Performance Initiative**  
**Quarterly Performance Report**

**PERFORMANCE RESULTS SUMMARY – QUARTER 3 (Jan.-March 2020)**

Metric	Performance Targets Met *		Quarterly Performance Awards **		Participants	Barriers to Employment	Businesses Served (worksites)	Services to Targeted Industries
	Total	Percent	Available	Awarded	Total	Total	Total	Total
Employment Rate 1 <sup>st</sup> Qtr After Exit	-	-	-	-	-	-		
Participant Training Rate	19	79%	\$416,655	\$320,639	10,598	14,560		
Business Penetration	19	79%	\$416,655	\$374,861			12,108	11,230
YTD Quarterly Total			<b>\$833,610</b>	<b>\$695,500</b>				

\* All quarterly performance targets are based on 10% improvement compared to the same quarter in the previous year.

\*\* Quarter 3 performance data for the training and business metrics were finalized in February and performance awards were paid in April. Due to the lag in certified wage data from the Department of Revenue, Quarter 3 performance data for the employment metric is anticipated to be finalized in November.

Top barriers to employment identified in the Participant Training Rate metric during Quarter 3 include: low income (7,763), single parents including single pregnant women (1,623), long-term unemployed (1,140) and ex-offenders (907).

Top staff-assisted, high-value services provided to business establishments in up to five targeted industries include: job orders (3,454), candidate prescreening (1,742), detailed labor market study (1,051) and veteran services (849).

# ADVERTISING OUTREACH AND INTEGRATED COMMUNICATIONS HIGHLIGHTS

JULY 2019 – MARCH 2020

# INTRODUCTION

On behalf of CareerSource Florida, Moore, Inc. uses an integrated communications approach to advance the organization's mission. A key component of these efforts is advertising outreach campaigns designed to reach, inform and engage businesses and career seekers.

The following are highlights from the statewide outreach campaigns as of the third quarter of the 2019-2020 fiscal year, and a look at some of the high-impact integrated communications tactics that successfully reached our audiences, including:

- Apprentice Florida
- General Business Services
- Business Services – Training Grants
- General Career Services
- Career Services – Veterans
- Help is Here

# APPRENTICE FLORIDA

**Launched:** July 2019

## **Highlights:**

- 35,659,548 advertising impressions
- 28,522 website sessions
- 547,350 media impressions



## **Tactics:**

- Advertising Outreach
  - Channels: display, print, billboard
- Campaign Development
- Message Development
- Special Events
- Media and Public Relations
- Organic Social Media
- Video
- Website



# GENERAL BUSINESS SERVICES

**Launched:** December 2019

## **Highlights:**

- 3,237,475 advertising impressions
- 2,805 website sessions



## **Tactics:**

- Advertising Outreach
  - Channels: TuneIn, print, display, native, Connected TV
- Campaign Development
- Message Development
- Organic Social Media



# BUSINESS SERVICES – TRAINING GRANTS

**Launched:** December 2019

## **Highlights:**

- 26,177,523 advertising impressions
- 25,822 website sessions
- 406 leads

## **Tactics:**

- Advertising Outreach
  - Channels: print, native, video, display, AdWords, LinkedIn
- Campaign Development
- Message Development
- Collateral Development
- Landing Page Development
- Organic Social Media
- Video



# CAREER SERVICES – VETERANS

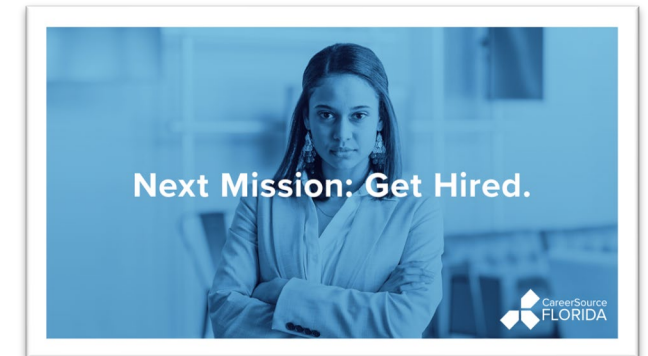
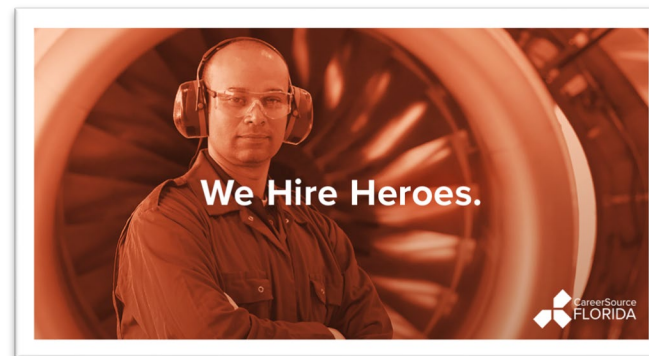
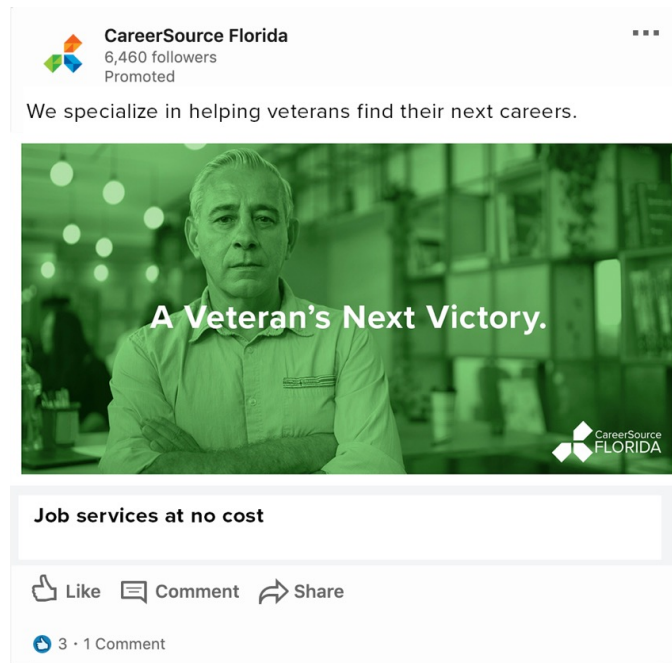
**Launched:** July 2019

## **Highlights:**

- 2,732,285 advertising impressions
- 4,810 website sessions
- 1,086 leads

## **Tactics:**

- Advertising Outreach
  - Channels: Facebook, Twitter, Reddit, LinkedIn
- Campaign Development
- Message Development
- Landing Page Development
- Organic Social Media



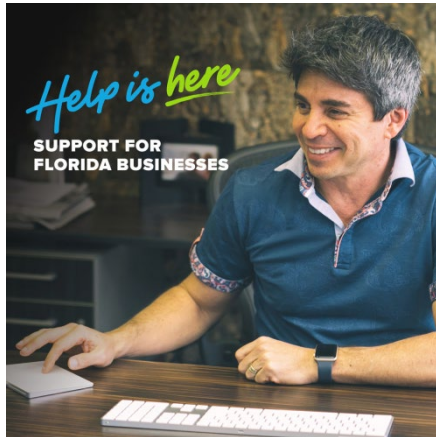
# HELP IS HERE

CareerSource Florida's Help is Here campaign is a response to the new and evolving needs of businesses and career seekers as we help our state recover from the effects of COVID-19. We are pleased to share successes achieved in the first seven weeks of the campaign:

**Launched:** April 2020

## Highlights:

- 6,284,830 advertising impressions
- 103,464 website sessions
- 6,000,000 media impressions



## Tactics:

- Advertising Outreach
  - Channels: display, print, billboard
- Campaign Development
- Message Development
- Media and Public Relations
- Organic Social Media
- Website

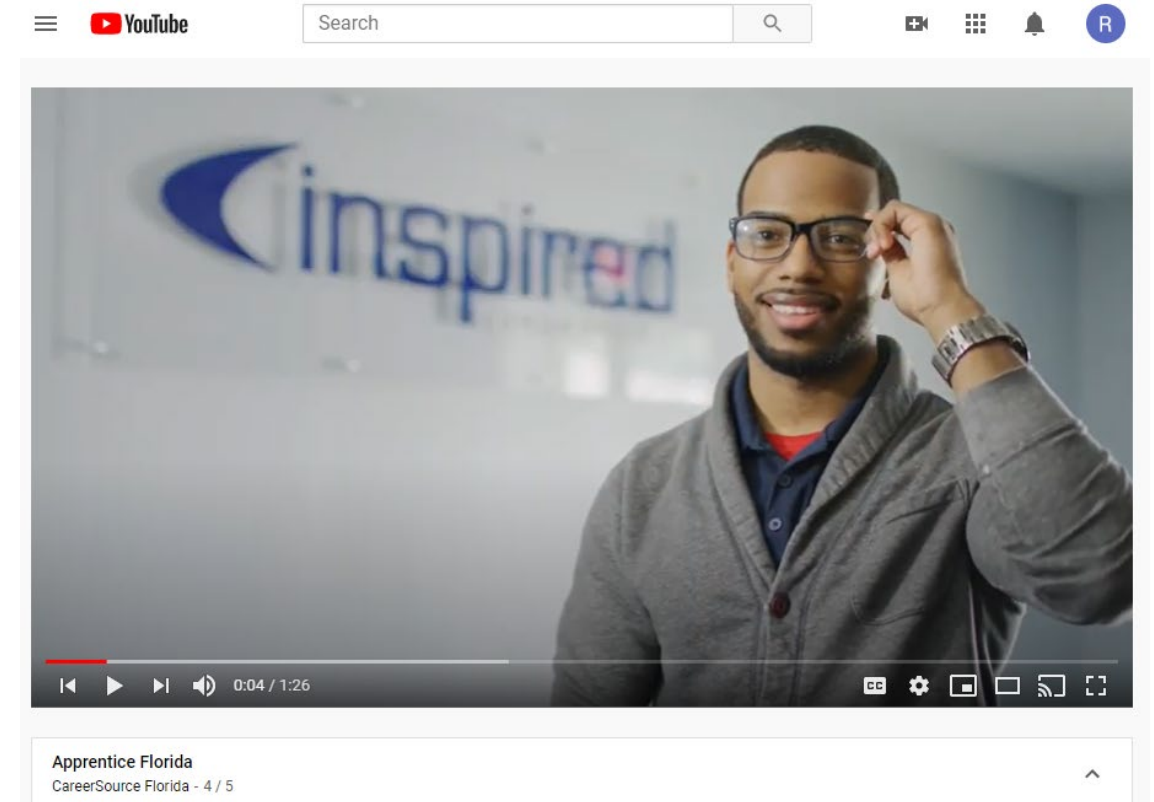
*Help is here*



# 2019-2020 VIDEO HIGHLIGHTS

# VIDEO HIGHLIGHTS – PLEASE CLICK THE LINKS TO VIEW

- Apprentice Florida
  - [Brand video](#)
  - [Inspired Technologies](#)
  - [The Hartford](#)
  - [Homestead Senior High School](#)
- [Training Grants](#)
- [Help is Here](#)





# COOPERATIVE OUTREACH CAMPAIGN HIGHLIGHTS

SUPPORTING CAREERSOURCE FLORIDA'S 24  
LOCAL WORKFORCE DEVELOPMENT BOARD  
PARTNERS



# CHIPOLA WORKS!

Moore developed the Chipola Works! campaign to showcase job and career opportunities in the five-county region of CareerSource Chipola, aimed at overcoming misperceptions that there are few well-paying jobs available.



# CHIPOLA WORKS!

The following are highlights from the Chipola Works! campaign as of March 31, 2020, and a look at some of the high-impact integrated communications tactics that successfully reached our audiences:

- 6,160 landing page visits
- 128 form submissions
- 2 minutes avg. time spent on page
- In just one month, Facebook impressions increased by more than the total population of the entire five-county region
- CareerSource Chipola leaders also have seen significant growth in overall awareness of the organization and interest in the programs, with increased traffic to career centers

# CAREERSOURCE GULF COAST MILITARY SPOUSE OUTREACH

Serving a heavy military and veteran population due to its proximity to Tyndall AFB, CareerSource Gulf Coast needed assistance in raising awareness about job placement services for military spouses. Moore developed a digital media outreach campaign to reach this population and increase inquiries to the board.

- 1.3 million impressions
- 1,312 visits to a customized landing page
- 56 conversions
- .06% click-through rate  
(20.8% above industry benchmark)



# CAREERSOURCE TAMPA BAY VISION 2020 CONFERENCE

Moore led the promotion of CareerSource Tampa Bay's first-ever Vision 2020 conference. The goals of the campaign were to garner 250 attendees and attract event sponsors.

A combination of programmatic display and Facebook advertising was used to increase awareness and drive traffic to the event page. The ads generated more than 3.5 million impressions and 229 registration clicks during the three-week campaign, which aided in the event selling out while using only 85% of the allocated budget.

1.3 million impressions.



# CAREERSOURCE ESCAROSA INDUSTRY VIDEOS

To drive more interest in business services and key industries such as healthcare, CareerSource Escarosa looked to Moore to develop a video series that could be used across communications channels to communicate local opportunities.

