

CareerSource Florida  
Board of Directors Meeting  
June 4, 2020  
**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  
CAREER SOURCE 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  
Brittany Birken  
Steve Capehart  
Tim Center  
Rose Conry  
Duane De Freese  
Robert Doyle  
Arnie Girnun  
Elisha Gonzalez  
Eric Hall

Bill Johnson  
Rep. Chris Latvala  
Ken Lawson  
Henry Mack  
Tony McGee  
Sen. Bill Montford  
Bryan Nelson  
Todd Rebol  
Stephanie Smith

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 Girnun

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 predicated 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.

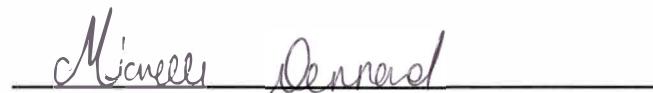
## **CHAIRMAN'S CLOSING REMARKS**

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.

 \_\_\_\_\_ 6/4/2020

Michelle Dennard  
Board Secretary

Date