



2020.06.04.A.2

Strategic Policy

Title:	State Workforce Development Board Roles and Responsibilities
Adopted:	06/04/2020
Effective:	06/04/2020

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 21st 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 113128, 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](#)