



2020.06.04.A.2

Strategic Policy

Title:	State Workforce Development Board Roles and Responsibilities
Adopted:	06/04/2020
Effective:	12/09/2021

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, 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 WIOA State Plan.
- **Career Pathways:** Identify and provide resources for opportunities for all job seekers to gain additional education, training and upskilling for career advancement.
- **Strategic Investments:** Invest WIOA funding to chart new and expanded pathways to employment, education, training and support services for Floridians who need additional workforce-readiness help on their path to self-sufficiency and economic prosperity. At the Governor's direction, allocate discretionary funds to support initiatives that close achievement and attainment gaps for Floridians, build on evidence-based practices to serve job seekers facing barriers to employment, and promote strategic and cross-sector partnerships.
- **Policy Review and Approval:** Led by a board of directors, CareerSource Florida serves as the principal workforce policy organization for the state and focuses on strategic policy and aligning federal, state and local workforce development priorities.

Through its Statewide Workforce Development Board Policymaking Authority and Delegation Policy, the CareerSource Florida Board of Directors adopted a Policy Development Framework to 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 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 workforce development board, local elected officials, local workforce development boards, strategic partners and professional team members.
- **Best Practices Showcase:** Provide opportunities for the CareerSource Florida network, strategic partners, and other experts to highlight and share best practices 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 workforce development 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 Florida 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.

Credentials Review Committee

Pursuant to Chapter 445.004(4), Florida Statutes, the state workforce development board shall appoint a Credentials Review Committee (“Committee”) to identify nondegree credentials and degree credentials of value for approval by the state workforce development board and inclusion in a Master Credentials List.

The Credentials Review Committee acts as an advisory committee or similar group created by CareerSource Florida, Inc. The Credentials Review Committee, its leadership and CareerSource Florida do not have any direct or implied authority to withhold or direct funds appropriated by the U.S. Congress or the Florida Legislature for distribution by the partner entities who make up the membership of the committee.

The Credentials Review Committee is governed by Florida Statute and a charter developed and approved by the committee. All information pertaining to the Credentials Review Committee must be made available and be easily accessible to the public on all relevant state agency websites.

Florida Workforce Training Institute

CareerSource Florida developed the Workforce Training Institute to provide a repository of online courses for workforce and education professionals with information on the state workforce system’s responsibilities under the federal Workforce Innovation and Opportunity Act and state law. This Internet-based initiative of the state workforce development board is designed to meet the unique needs of the workforce system and is made available to stakeholders and other professionals integral to the workforce system, including advisors and counselors in educational institutions.

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.

Chapter 14.36, Florida Statutes, the Reimagining Education and Career Help (REACH) Act addresses the evolving needs of Florida’s economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and equity and access to a more integrated workforce and education system for all Floridians.

Pursuant to Chapter 445.004(4), Florida Statutes, the Florida state workforce development board shall appoint a Credentials Review Committee (“Committee”) to identify nondegree credentials and degree credentials of value for approval by the state workforce development board and inclusion in the Master Credentials List. Such credentials must include registered apprenticeship programs, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate degrees, baccalaureate degrees, and graduate degrees.

Chapter 445.008, Florida Statutes state that the state workforce development board may create the Workforce Training Institute, which shall be a comprehensive program of workforce training courses.

III. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)

[20 CFR § 679.100, Subpart A – State Workforce Development Board](#)

[Chapter 14.36, Florida Statutes](#)

[Chapter 445, Florida Statutes](#)

[Chapter 20.60, Florida Statutes](#)

[CareerSource Florida Strategic Policy 2021.06.09.A.1: Statewide Workforce Development Board Policymaking Authority and Delegation](#)

[CareerSource Florida Strategic and Administrative Policy Development Framework](#)

[Chapter 445.008, Florida Statutes](#)

[Florida Credentials Review Committee Overview of Duties](#)

IV. HISTORY

Date	Description
12/09/2021	Updated to reflect changes to Florida Statutes and implementation of the 2021 Reimagining Education and Career Help (REACH) Act
06/04/2020	Approved by CareerSource Florida Board of Directors.