



2000.08.15.8D

Strategic Policy

<p>Title:</p>	<p>Revision to Certification of Local Workforce Development Areas and Local Workforce Development Boards</p>
<p>Adopted:</p>	<p>08/15/2000</p>
<p>Effective:</p>	<p>08/15/2000</p>

I. PURPOSE AND SCOPE

Pursuant to Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA), Section 107(2) and Chapter 445.007, Florida Statutes, the Governor is responsible for certifying local workforce development boards within the CareerSource Florida network.

The Governor shall certify local workforce development boards every two years based on criteria established by Florida Statutes, CareerSource Florida, which is the state workforce development board, and the Florida Department of Economic Opportunity (DEO). Criteria shall be based on execution of statewide strategic and administrative policies, compliance with local planning instructions, performance accountability measures and sustained fiscal integrity as defined in WIOA Section 106(e)(2).

This policy establishes requirements for local workforce development board composition to ensure local design and local control of workforce service delivery and targeted activities occur within an appropriately representative governing body for the local area. The certification process ensures local workforce development boards represent the specific needs of counties, municipalities, educational institutions and businesses in the local workforce development boards' geographical areas while being consistent with the statewide four-year plan. Requiring certification every two years provides each local workforce development board flexibility to adapt to economic indicators and changes to local workforce needs.

CareerSource Florida professional staff and its administrative entity, DEO, are authorized to periodically review local workforce development board membership and develop and modify

policies in consultation with the Governor and state workforce development board for compliance. This includes delegating certification responsibilities to DEO.

This policy applies to CareerSource Florida, DEO and all local workforce development boards.

II. BACKGROUND

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA requires states to strategically align their core workforce development programs to coordinate the needs of both job seekers and employers through four-year statewide plans. WIOA promotes accountability and transparency through negotiated performance goals that are publicly available, fosters regional collaboration within states through local workforce development areas and improves the American Job Center system.

CareerSource Florida is the workforce development board for the state of Florida and is comprised of members appointed by the Governor to design and implement strategies that help Floridians enter, remain and advance in the workplace so they may become more highly skilled and successful. CareerSource Florida, Inc., is the professional team that works at the direction of the state workforce development board. DEO is CareerSource Florida's administrative entity that works in consultation with CareerSource Florida and its professional team to ensure local workforce development boards carry out the functions specified for local workforce development boards under WIOA, Florida Statutes, the statewide workforce development plan and strategic and administrative policies. The efforts of the federal workforce system benefit Floridians and Florida businesses, while advancing the development of the state's business climate.

III. POLICY

Each local workforce development area in the state must establish a local workforce development board to carry out the functions specified for the local workforce development board under WIOA Section 107(d) for such area. The CareerSource Florida Board of Directors, in consultation with DEO, will ensure local workforce development boards have a membership consistent with the requirements of federal and state law and state policy and have developed a plan consistent with the state's workforce development plan.

Local workforce development areas comprised of multiple counties shall develop a process for all chief local elected officials to participate in the appointments process to ensure appropriate and equitable representation from all counties included in the area and reflect the representation in interlocal, consortium and/or other agreements. Chief Local Elected Officials (CLEOs) who are not active members of local workforce development boards are encouraged to participate in board meetings.

Business representatives appointed to the local workforce development board shall include the industry sectors of focus identified in the local area WIOA plan.

Every two years, one local workforce development board must be certified for each local workforce development area in the state based on criteria in WIOA Section 107(b), Section

445.007 of Florida Statutes, and CareerSource Florida Administrative Policy 091 – Local Workforce Development Board Composition and Certification. For a second or subsequent certification, certification must also be based on the extent to which the local workforce development area ensures workforce investment activities carried out in the local workforce development area enabled the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA Sec. 106(e)(2).

The CareerSource Florida Board of Directors, on behalf of the Governor, shall approve the certification of local workforce development boards every two years. DEO, in consultation with the CareerSource Florida professional staff, will issue instructions to the local workforce development boards for certification.

Local workforce development boards must submit certification documents to DEO including:

- Local workforce development board membership, composition and policymaking authority.
- Local workforce development board chairperson.
- Membership of standing committees including education and business consortium(s).
- Documentation supporting the recruitment, vetting and nomination process of all board candidates.
- Documentation describing the respective roles of chief local elected officials in local areas that include more than one unit of local government.
- Documentation supporting the appointment of board members.
- Documentation describing the board member vacancies, term limits, resignation and removals.
- Certification documentation required under Chapter 445.007, Florida Statutes.

Upon satisfactory review of a local workforce development board's certification documents, DEO will provide a recommendation on certification to the CareerSource Florida Board of Directors. At the appropriate time, instructions will be issued to local workforce development boards about the certification process, to include documentation requirements.

Failure of a local workforce development board to achieve certification shall result in appointment and certification of a new local workforce development board for the local workforce development area pursuant to WIOA Section 107(c)(1).

The Governor may decertify a local workforce development board in accordance with WIOA Section 107(c)(3), as further prescribed in CareerSource Florida Administrative Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards.

IV. AUTHORITY

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

[Training and Employment Guidance Letter One-Stop Operating Guidance for the Workforce Innovation and Opportunity Act No. 16-16](#)

[20 Code of Federal Regulations 678.800](#)

[34 Code of Federal Regulations 351.800](#)

[34 Code of Federal Regulations 463.800](#)

[Section 445.004, Florida Statutes](#)

[Section 445.007, Florida Statutes](#)

[CareerSource Florida Strategic Policy 2020.02.20.A.1 – Board Governance and Leadership Policy](#)

[CareerSource Florida Administrative Policy 091 – Local Workforce Development Board Composition and Certification](#)

[CareerSource Florida Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#)

[CareerSource Florida Administrative Policy 104 - Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards](#)

[CareerSource Florida Administrative Policy 110 – Local Workforce Development Area and Board Governance](#)

[Reimagining Florida’s Workforce System: A Three-Pillar Plan for Transformation](#)

V. HISTORY

Date	Description
06/07/2023	Updated to reflect changes to Chapter 445, Florida Statutes, implementation of the 2021 Reimagining Education and Career Help (REACH) Act and implementation of Florida’s Workforce System Transformation Plan; Strikes the term “chartering” and refers specifically to certification of local areas and local workforce development boards.
05/17/2017	Revised copy to plain language; changed references to regions to local workforce development boards (or local boards; changed references to Workforce Innovation Act (WIA) to Workforce Innovation and Opportunity Act (WIOA); and consolidated sections to align more closely with DEO administrative policies.
06/08/2016	<u>Administrative Policy 91, Local Workforce Development Board Composition, Certification and Decertification</u>