

**Finance Council Meeting Agenda**  
SEPT. 18, 2023 • 1:30 – 2:30 P.M. ET  
ROSEN SHINGLE CREEK  
9939 UNIVERSAL BLVD., ORLANDO  
MEETING ROOM: GATLIN B

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**Chair's Welcome and Remarks**

**Bill Johnson**

**Consent Item**

- June 6, 2023, Meeting Minutes

**Florida Workforce System Transformation**

**Andrew Collins**  
*Chief Operating and Financial Officer*  
**Garrick Wright**  
*Program Director*

**CareerSource Florida IT Operations Update**

**Nathan Roberts**  
*Management Information Systems Director*

**CareerSource Florida Grants Management Update**

**Malissa Counts**  
*Grants Manager*

**CareerSource Florida Financial Operations Update**

**Josh Booth**  
*Accounting Director*

**Open Discussion/Public Comment**

**Chair's Closing Remarks**

**Bill Johnson**

**UPCOMING MEETINGS**

Board of Directors  
Sept. 19, 2023

Executive Committee Meeting  
October 2023 (Virtual)

Board of Directors and Council Meetings  
Dec. 11-12, 2023 (Virtual)

collaborate.  
innovate.  
lead.



# Consent Item 1

## June 6, 2023, 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.

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### FOR CONSIDERATION

- Approval of June 6, 2023, Meeting Minutes, to include any modifications or changes noted by the council.

**CareerSource Florida  
Finance Council Meeting Minutes  
June 6, 2023**

**I. Call to Order**

Chair Bill Johnson called the Finance Council meeting to order at 2:35 p.m. on June 6, 2023.

**II. Roll Call**

Chair Johnson introduced Executive Assistant Kay Clement and invited her to conduct a roll call. The following members were present:

Bill Johnson  
John Adams  
Jennnifer O’Flannery Anderson  
Kevin McDonald  
Kimberly Richey  
Les Sims  
Meridith Stanfield  
Emmanual Tormes

Chair Johnson introduced Chancellor Kimberly Richey, Education Commissioner Manny Diaz’s designee, and invited her to share a brief introduction.

**III. Consent Item**

1. Meeting Minutes

Chair Johnson called for a vote to approve the consent item.

**Motion:** Kevin McDonald

**Second:** Les Sims

The consent item passed unanimously.

**IV. Florida Workforce System Transformation**

CareerSource Florida Chief Operating and Financial Officer Andrew Collins shared an update on the Florida Workforce System Transformation Plan, outlining the three pillars: (Pillar I) alignment and consolidation, (Pillar II) system-wide improvements and (Pillar III) regional planning. On May 17, Governor Ron DeSantis affirmed the alignment and consolidation plan recommendation. Project vendor Ernst & Young (EY) has been selected by CareerSource Florida to support implementation of the plan.

**V. CareerSource Florida Financial Operations Update**

CareerSource Florida Accounting Director Josh Booth presented an overview of CareerSource Florida’s financial operations and the projected 2023-2024 fiscal year budget revenues and expenditures.

He gave an outline of the annual financial cycle sharing quarterly budget goals, tracking procedures and decision-making processes in detail. He talked about the importance of the year-end financial statement, which serves as a snapshot of CareerSource Florida's financial position and performance. The Board of Directors reviews the statements to ensure accuracy, transparency and compliance with accounting standards.

## **VI. Individual Training Account (ITA) Waiver Discussion**

Chair Johnson invited Collins to give a presentation on Individual Training Account Waivers. Collins covered training costs and waivers requested by local workforce development boards to address various levels of demand for training statewide.

CareerSource Research Coast President and CEO Coast Brian Bauer addressed the council to speak about the importance of maintaining flexibility with ITA waivers. He stated the waiver offers additional resources beyond the standard ITA agreement, enabling CareerSource Research Coast to achieve performance objectives while supporting a customer's career advancement by ensuring they have the necessary course materials to complete training successfully.

CareerSource Chipola Executive Director Richard Williams addressed the council to explain why his board is not meeting its ITA expenditure percentage. He said customers are discouraged by the amount of paperwork, federal restrictions, and overall wait time involved in the process.

## **VII. Action Items**

Florida Department of Economic Opportunity Chief Financial Officer Allyce Moriak and Collins presented the action items. Collins said the CareerSource Florida professional team has consulted with DEO's Bureau of One Stop and Program support and select local workforce development board staff to assist in revising an existing strategic policy, the Deobligation and Reallocation of federal Workforce Innovation and Opportunity Act (WIOA) Funds.

The policy requires all local workforce development boards to complete an annual review of funding obligations under the federal WIOA. This review ensures that the state-level balances meet the WIOA grant requirements and that the local workforce development boards have enough funds to effectively use the federal grant statewide.

Moriak said deobligation and reobligation of funds is intended to make the most out of taxpayer dollars by ensuring they are being used effectively statewide.

### **1. Recapture and Reallocation of Workforce Innovation and Opportunity Act (WIOA) Funds Strategic Policy Revision**

Chair Johnson called for a vote to approve the action item.

**Motion:** John Adams

**Second:** Kevin McDonald

The action item passed unanimously.

Collins shared an update on the 2023-2024 CareerSource Florida network fiscal year and provided an overview of the proposed workforce system budget of \$220 million, a decrease of 8.5 percent from the previous year. The funding includes allocations for grant programs such as WIOA, Temporary Assistance for Needy Families, Quick Response Training, and the Wagner-Peyser Act.

Collins also discussed the board's discretionary funds, known as Governor's Reserve funds, and high-impact projects planned for the upcoming year. One of the projects is the Hope Florida - A Pathway to Prosperity initiative, launched by the Department of Children and Families (DCF) in 2020. The goal of the board's investment is to enhance collaboration between CareerSource Florida and DCF to provide employment, training and supportive services to help Floridians become self-sufficient.

Chair Johnson asked about funds directed towards the healthcare nursing shortage. Collins mentioned the Florida Healthcare Training Initiative is being recommended as a pilot program this year funded by Governor's Reserve funds.

## **2. Fiscal Year 2023-2024 CareerSource Florida Network Funding**

Chair Johnson called for a vote to approve the action item.

**Motion:** John Adams

**Second:** Les Sims

The action item passed unanimously.

## **VIII. Open Discussion/Public Comment**

Chair Johnson asked if any board members or members of the public wished to comment.

There were no comments.

## **IX. Chair's Closing Remarks**

Chair Johnson adjourned the meeting at 3:55 p.m.

# FLORIDA WORKFORCE SYSTEM TRANSFORMATION PLAN OVERVIEW

The Florida Workforce System Transformation Plan streamlines and modernizes the state's workforce system, enhancing alignment and accountability, serving job seekers and businesses more effectively, and improving outcomes for Floridians.

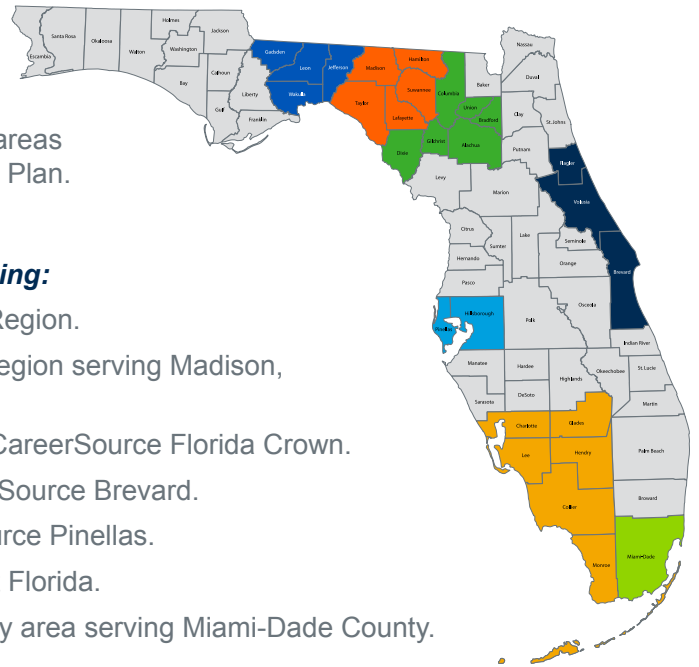
Empowered by the state's landmark Reimagining Education and Career Help (REACH) Act, the plan is focused around three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. Implementation currently underway will increase collaboration among economic, educational, and governmental agencies; enhance services to customers to be consistent across the state; use resources more effectively and strengthen the state's economy by supporting regional economies.

## BACKGROUND

A reduction in the number of local workforce development boards was required by the REACH Act to minimize duplication, improve consistency and maximize resources to enhance outcomes for businesses and individuals, emphasizing a customer-focused approach. Extensive feedback and research during an Alignment Evaluation phase in 2022 - 2023 resulted in the CareerSource Florida Board of Directors' approval of two additional transformation strategies – System-wide Improvements and Regional Planning.

## PILLAR I – ALIGNMENT AND CONSOLIDATION

In May 2023, the Governor affirmed the recommendation provided by the CareerSource Florida Board of Directors to realign and consolidate 10 local workforce development areas as outlined in the Florida Workforce System Transformation Plan. These changes will affect 27 counties.



### *Alignment and consolidation actions include the following:*

- ▶ Realign Jefferson County with CareerSource Capital Region.
- ▶ Realign CareerSource North Florida as a five-county region serving Madison, Taylor, Lafayette, Hamilton and Suwannee counties.
- ▶ Consolidate CareerSource North Central Florida and CareerSource Florida Crown.
- ▶ Consolidate CareerSource Flagler Volusia and CareerSource Brevard.
- ▶ Consolidate CareerSource Tampa Bay and CareerSource Pinellas.
- ▶ Realign Monroe County with CareerSource Southwest Florida.
- ▶ Realign CareerSource South Florida as a single-county area serving Miami-Dade County.

By June 30, 2024, significant local actions will have been taken to ensure Florida has transitioned to 21 local workforce development areas and boards. This will include:

- New local governance determined and in place across impacted boards.
- Interlocal agreements, consortiums, and new organizational structures that may reflect 501(c)(3) filings to establish nonprofits or other administrative structures such as governmental entities.
- Operational transitions underway for all impacted boards.

## **PILLAR II – SYSTEM-WIDE IMPROVEMENTS**

The Florida Workforce System Transformation Plan provides an unprecedented opportunity to combine strategic local workforce development board alignment changes with statewide and state-level improvements in policy and operations.

These system-wide improvements will enhance consistency and coordination between local workforce development boards and state workforce partners, including CareerSource Florida, the Florida Department of Commerce and the Florida Department of Education. Consistency system-wide will help streamline experiences for job seekers, workers, and businesses, allowing a more agile workforce system to better adapt to changing marketplace and consumer expectations.

By June 30, 2024, significant improvements in policies, processes, technology and tools will have been made and will be ongoing in alignment with the workforce system's commitment to continuous improvement. These enhancements, applied operationally across Florida's workforce development system, include, but are not limited to, standardized contracts and processes as well as cost savings achieved through leveraging state buying power.

## **PILLAR III – REGIONAL PLANNING**

The Workforce Innovation and Opportunity Act encourages the development of regional plans to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers. The goal of regional planning is to develop, align and integrate strategies and resources to support regional economic growth.

As part of Florida Workforce System Transformation Plan implementation, regional planning areas will be developed to include a minimum of two contiguous local workforce development areas, ensuring increased collaboration and productivity.

The Regional Planning Area Policy will be presented to the state workforce development board for approval in September 2023, with the request for initial regional planning area designation submitted to the state workforce development board for approval and recommendation to the Governor in December 2023. By June 30, 2024, at least two regional planning areas will be identified, structured, and compliant with regional planning requirements.

# FLORIDA WORKFORCE SYSTEM TRANSFORMATION

The [Florida Workforce System Transformation Plan](#) is the first major modernization effort for the state workforce system in nearly 30 years. The plan streamlines and modernizes the state's workforce system, enhancing alignment and accountability, serving job seekers and businesses more effectively, and improving outcomes for Floridians.

Empowered by the state's landmark Reimagining Education and Career Help (REACH) Act, the plan is focused around three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. Implementation currently underway will increase collaboration among economic, educational, and governmental agencies; enhance services to customers to be consistent across the state; use resources more effectively; and strengthen the state's economy by supporting regional economies.

## ROLE OF LOCAL ELECTED OFFICIALS

CareerSource Florida is committed to providing comprehensive assistance to elected leaders in creating positive outcomes for job seekers and businesses. Goals include:

- ▶ Creating a Workforce Innovation and Opportunity Act (WIOA) compliant governance structure for the receipt and administration of federal funds.
- ▶ Reducing administrative redundancies.
- ▶ Equitable and appropriate representation of counties, regardless of population size.
- ▶ Stronger community bonds that create additional partnerships and resources.
- ▶ Greater opportunities for job seekers and businesses in both small and large counties.

County leaders in areas being realigned or consolidated will lead the process of creating new local workforce development boards with support from CareerSource Florida and its contractor, Ernst & Young (EY), and the Florida Department of Commerce (FloridaCommerce). EY will work one-on-one to help develop a strategy and approach, and create solutions tailored to each area.

## ROLE OF LOCAL WORKFORCE DEVELOPMENT BOARDS

Local workforce development boards will be integral to the workforce system transformation process in the newly aligned areas. Goals for the newly established local boards include:

- ▶ Establishing service strategies for the newly designated areas that ensure positive outcomes for job seekers and businesses.
- ▶ Identifying best practices that can be scaled across the newly designated area.
- ▶ Administering the federal grants designated for the new area.

With support from CareerSource Florida, its contractor, EY, and FloridaCommerce, local workforce development boards will work with local elected officials to consolidate or realign local workforce development areas where needed, assist in identifying and implementing system-wide improvements and create regional planning areas while maintaining a strong, localized approach to service delivery.



For more information, please visit [careersourceflorida.com/reachact](https://careersourceflorida.com/reachact).