

Alignment and Transformation Update for Chief Local Elected Officials

October 25, 2023

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OPENING REMARKS

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President and CEO

REVIEWING EXPECTATIONS – 21 LOCAL WORKFORCE DEVELOPMENT BOARDS



Alignment and Transformation

- *Reduce local workforce development areas and boards from 24 to 21.*
- *Develop local governance and operational models for aligning and consolidating local workforce development areas and boards.*
- *Ensure employment services to job seekers and employers are uninterrupted by changes.*

Completed by June 30, 2024:

- ☐ New governance determined and in place across aligned and consolidated local workforce development boards (LWDBs), including appointment of new board of directors.
- ☐ Finalized interlocal agreements, consortiums, and 501(c)(3) or other administrative structures.
- ☐ Designated and established fiscal agent and administrative entity.
- ☐ Operational transition completed for all aligning or consolidated boards, or mostly underway.

PROGRESS TO DATE

Since the prior Chief Local Elected Official webinar in July, CareerSource Florida held several interviews with aligning and consolidating areas. These conversations informed the development of tools, resources, and engagement strategies to support meeting the June 30, 2024, goal for alignment and consolidation.



JULY – GOVERNANCE & WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REQUIREMENTS



- Review current state governance and operations across all aligning and consolidating LWDBs. Research foundational board/area governance and WIOA policies.



AUGUST – GOVERNANCE AND OPERATIONS INTERVIEWS



- Meet with aligning and consolidating LWDBs to gain operational insights and perspectives.
- Engage Florida Department of Commerce and U.S. Department of Labor to align on practices and requirements.
- Identify imminent timelines for state / federal governance and compliance.
- Prepare Draft Alignment and Consolidation Checklist.



SEPTEMBER – ENGAGEMENT PLAN DEVELOPMENT



- Release Alignment and Consolidation Checklist and Dashboard.
- Establish engagement plan to empower local workforce development area (LWDA) progress and decision making.



OCTOBER – ENGAGEMENT PLAN LAUNCH



- Confirm CareerSource Florida and LWDA requirements and timeframes for completion.
- LWDAs begin execution of checklist and engagement strategy.

Below are highlights of the resources that have been developed to support local workforce development areas meet transformation goals. CareerSource Florida will update resources and processes to be current with known information and to be flexible with areas in their needs.

Alignment and Consolidation Checklist

Guidance and consideration for establishing new governance, following state policy, determining an operational future state.

State Funding Support

Funding for Mediation Services, Program Management, Org Design, etc.

Transformation Engagement Cadences

Cadences for the Transition Council, Trainings,
Biweekly Board Check Ins, and Monthly Chief
Local Elected Officials Meetings

ALIGNMENT AND CONSOLIDATION CHECKLIST

The Alignment and Consolidation Checklist denotes steps and decisions points for consideration and planning. Sections cover:

- **Preparing and finalizing interlocal agreements**
- **State Workforce Board / FloridaCommerce related approvals and activities**
- **New board appointment and action**
- **Operational planning (HR, IT, Budget, etc.)**

The checklist will be a **living document** – as additional necessary steps are identified or processes are finalized, we will update the checklists.

Chief Executives are encouraged to **use the checklist as a workbook**, denoting internal timelines and comments to help action track.

Progress towards alignment and consolidation using the checklist will be **monitored during check-in calls**.

Alignment and Consolidation Checklist

Overview

This checklist is a living document that can be used to guide local workforce development board (LWDB) Chief Executives as well as Chief Local Elected Officials (CLEO) for local workforce development areas (LWDA) in navigating either the county alignment or LWDA consolidation process.

This checklist will evolve over time as additional requirements and best practices are captured throughout the

Directions

Transaction Type

Alignment 'A'

Consolidation 'C'

Transaction Type	Status	Action	Timeline	Resources
1 Formal Notification of Upcoming Changes to Interlocal Agreements and Existing Consortiums			August - September 30 2023	
1	A	Not Started	Transitioning County Local Elected Official (LEO) provides written notice of amendment / modification of Interlocal Agreement to withdraw and re-align from current Consortium to Consortium members.	
2	A	In Progress	Current Chief Local Elected Official (CLEO) of the local workforce development area receiving the transitioning county provides written request to Consortium to amend / modify existing Interlocal Agreement to include transitioning county.	
3	A	Completed	Current CLEO of receiving local workforce development area (LWDA) socialize intent to include new county to their respective LWDB Board of Directors; to be reiterated and documented in the minutes for the next local workforce development board (LWDB) meeting.	
4	A		Current CLEO of transitioning county's current LWDA socializes intent to withdraw the transitioning county from their respective LWDB to LWDB Board of Directors; to be reiterated and documented in the minutes for the next LWDB meeting.	
5	C		Current CLEOs of consolidating local workforce development areas jointly provide written notice of impending creation of new Interlocal Agreement and subsequent nullification of prior Interlocal Agreements to Consortium.	
6	C		Current CLEOs review and prepare for existing consortium dissolution if and as documented in existing interlocal agreements	
7	C		Current CLEOs extend notice of consolidation to respective LWDB Board of Directors; to be iterated and documented in the following LWDB meeting minutes.	
2 Prepare for Interlocal / County Consortium Agreements Related Discussions and Decisions			September - October 31 2023	
1	A&C		Current Chief Executives socialize current Interlocal Agreements with all impacted LEOs.	
2	A&C		LEOs acquire legal and mediation support services for future negotiation and legal drafting of Interlocal Agreements.	
3	C		Legal support reviews current Interlocal Agreements to outline differences and similarities in roles, responsibilities, CLEO designation, and authority for LWDB appointment.	
4	A&C		Current Chief Executives convene impacted LEOs and consortium legal support to discuss Interlocal Agreement.	
5	C		Legal support briefs all impacted LEOs on difference and similarities between Interlocal Agreements.	
6	A&C		Current Chief Executives to socialize state policy requirements for interlocal agreements.	Policy: LWDA & LWDB Governance
7	A&C		County LEOs discuss interlocal agreements within respective Boards of County Commissioner Meetings to align on future state goals for new/updated board: service expectations, consortium representation, and board representation, and CLEO designation.	Governance and Administrative Entity Options
			County LEOs discuss new administrative entity within respective Boards of County Commissioner Meetings: name of	

CHIEF LOCAL ELECTED OFFICIALS' ROLE FOR TRANSFORMATION

Chief Local Elected Officials are the crucial decision makers responsible for:

- Finalizing consortium governance and foundation.
- Determining the model of the administrative entity.
- Requesting formal designation of a new area to the State Board.
- Appointing members to the local board.

These early decisions need to be made **quickly and collaboratively** to inform operational activities downstream and meet the June 30, 2024, deadline.

We're encouraging interlocal agreements be finalized by December 1, 2023, for consolidating areas.

GOING FORWARD:

TRANSFORMATION ENGAGEMENT CADENCES

CareerSource Florida has established the following cadences for areas that are aligning and consolidating to **proactively connect with local area leaders, collaborate on problem-solving, and understand progress.**

Engagement Type	Participants	Description	Cadence
LWDB Check-Ins	Chief Executives, optionally Chief Local Elected Officials and county staff	Check-ins with the boards to review progress to date for alignment or consolidation, answer questions, and provide in-person support and assistance.	Bi-weekly for each area (alternating in person and virtual)
Monthly Elective Trainings	Chief Executives and/or Staff	Training and Technical Assistance – Topics TBD	Monthly
Transition Council Monthly Meetings	Chief Executives and/or Staff	Forum for those Chief Executives to support one another by creating a space to ask questions and share best practices.	Monthly
Monthly Chief Local Elected Official Meetings	Chief Local Elected Officials and/or their Designees	Check-ins with Chief Local Elected Officials to review progress to date for alignment or transformation, answer questions, and provide in-person support and assistance.	Monthly for each area

CareerSource Florida would like to **begin meeting with you monthly by area** to ensure a direct line of dialogue and connection from county communities to the state.

ASKS AND NEXT STEPS

Continue to Collaborate



Please continue collaborating with your county colleagues to quickly **finalize interlocal agreements and determine the model of the administrative entity.**

Prepare to Engage



Please be prepared to **provide availability and meet with our team monthly.** Identify the following by the end of the week:

- A recurring monthly timeslot that works for you.
- Any additional participants who should be included in the conversation (Chief Local Elected Officials' designees, Board of County Commissioners, etc.).

QUESTIONS?

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