



Board of Directors Meeting

December 12, 2023

Welcome and Remarks



Stephanie Smith

Chair

For Public Comment:

Please email Iesha Pompey
at ipompey@careersourceflorida.com

Consent Agenda



Stephanie Smith

Chair

Consent Agenda

For Consideration:

- 1 September 19, 2023, Meeting Minutes
- 2 October 12, 2023, Executive Committee Meeting Minutes
- 3 Approval of Casey Penn to serve as the Florida Department of Children and Families Designee
- 4 Approval of Adrienne Campbell to serve as the Florida Department of Juvenile Justice Designee
- 5 Approval of Master Credentials List for Delivery to State Board of Education
- 6 Approval of Request to Temporarily Serve as One Stop Operator for CareerSource South Florida
- 7 Approval of Request to Serve as One Stop Operator for CareerSource Palm Beach County and CareerSource Escarosa
- 8 Approval of Request to Serve as Direct Service Provider for CareerSource Escarosa

Ethics and Open Government



George Levesque

Shareholder

Gray Robinson

THE SUNSHINE LAW

- ❑ The Sunshine Law is designed to ensure public access to the decision-making process of public boards and commissions, and expressly applies to CareerSource Florida. See § 445.004(1), Florida Statutes.
- ❑ Found in § 286.011, Florida Statutes.

- ❑ Basic requirements:
 1. Meetings of public boards or commissions must be open to the public;
 2. Reasonable notice of such meetings must be given;
 3. Minutes of the meetings must be taken; and
 4. The public must be given a reasonable opportunity to be heard on a proposition that comes before the Board.

WHAT IS A MEETING?

- ❑ Any formal or informal gathering of *two or more* members of the *same board* to discuss some matter which will *foreseeably* come before that board for action.
- ❑ A writing reflecting the views of a board member and circulated among board members with each indicating his or her approval or disapproval, and upon completion of the circulation, the writing has the effect of becoming an official action of the board.
- ❑ A telephone conversation among two or more board members.
- ❑ Communication via computer or any electronic device among two or more board members.

WHAT IS OPEN TO THE PUBLIC?

- ❑ CareerSource Florida should take reasonable steps to ensure that the facilities where the meeting will be held will accommodate the anticipated turnout.
- ❑ Board members should not discuss issues before the board in a manner not generally audible to the public attending the meeting.
- ❑ The public has a right to be present and to be heard at deliberations where decisions affecting the public are being made.

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE SUNSHINE LAW

- Any action taken at a meeting not open to the public, whether intentional or unintentional, is void.
- Criminal penalties.
- Removal from office.
- Fines up to \$500.
- Award of reasonable attorney's fees against the entity found to have violated the Sunshine Law.

PUBLIC RECORDS

Florida provides a broad right of access to public records.

SOURCE OF THE RIGHT OF ACCESS

- Florida Constitution, Article I, Section 24:

Every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf, except with respect to records exempted pursuant to this section or specifically made confidential by this Constitution.

- Florida Statutes Section 119, Public Records:

It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

“PUBLIC RECORDS” DEFINED

- ❑ Florida Statutes Section 119.011(12) states:

‘Public records’ means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

- ❑ Florida Supreme Court interpretation from *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980):

All materials.

FORMS OF PUBLIC RECORDS

- ❑ All public records must be open for public inspection, regardless of whether they are in final form, unless the Legislature has exempted them for disclosure (exemptions are beyond the scope of this presentation).

- ❑ “[T]he form of the record is irrelevant; the material issue is whether the record is made or received by the public agency in connection with the transaction of official business.” Op. Att’y Gen. Fla. 04-33 (2004); Op. Att’y Gen. Fla. 03-26 (2003); Op. Att’y Gen. Fla. 90-102 (1990).

- ❑ Any agency document or record, however prepared, if circulated for review, comment, or information, is a public record regardless of whether it is an official expression of policy or marked “preliminary” or “working draft” or similar label.

FORMS OF PUBLIC RECORDS

- ❑ Includes interoffice memoranda, preliminary drafts of agency rules or proposals which have been submitted for review to anyone within or outside the agency, and working drafts of reports which have been furnished to a supervisor for review or approval.

- ❑ Examples of public records subject to the public records law absent an exception:
 - Computer records
 - Email messages
 - Text messages
 - Facebook messages
 - Financial records (including bids, budgets, personal financial records)
 - Litigation records
 - Personnel records

PUBLIC RECORDS REQUEST-
WHAT TO DO IF YOU GET ONE

- *Please share the request with Keri Nucatola, Vice President of Communications & Strategic Initiatives or a member of the communications team.*
- The communications team will notify the requestor that their request has been received
- Staff will work to determine if the record(s) exist in a timely manner.
- The communications team will prepare a response, reviewed by the appropriate leadership team member, and provide it to the responder in a timely manner.
- A copy of the response will be provided to the Florida Department of Commerce.

CONSEQUENCES FOR VIOLATION OF PUBLIC RECORDS LAW

- Non-criminal infraction punishable by fine of up to \$500
- Suspension and removal or impeachment from office
- A willful and knowing violation is a first-degree misdemeanor (Imprisonment up to one year and a fine up to \$1,000)
- Award of reasonable attorney's fees if found to unlawfully refuse inspection and copying of a public record.

ETHICS LAWS

Generally consists of two types of provisions:

- 1) Prohibiting certain actions or conduct
- 2) Requiring certain disclosures

Chapter 112, Part III, Florida Statutes

- ❑ APPLICABLE TO “PUBLIC OFFICERS”
 - Defined as “... any person elected or appointed to hold office in an agency, including any person serving on an advisory body.”
 - § 112.313(1), Florida Statutes

- ❑ INCLUDES:
 - Standards of Conduct - § 112.313, Florida Statutes
 - Financial Reporting - §§ 445.004(4)(i) and 112.3145, Florida Statutes
 - Gift Law and Lobbying Expenditure Ban - § 112.3148, Florida Statutes

- ❑ PROHIBITED ACTIONS OR CONDUCT
 - Solicitation or Acceptance of Gifts
 - * Cannot solicit or accept anything of value in exchange with the understanding of influence over a vote - § 112.313(2), Florida Statutes
 - * Cannot solicit and cannot accept anything over \$100 from a lobbyist or a principal - § 112.3148(3) and (4), Florida Statutes
 - * Must report anything of value over \$100 from anyone who is not family or someone that you intend to marry - § 112.3148(8), Florida Statutes
- ❑ PROHIBITED EMPLOYMENT - § 112.313(3), Florida Statutes
- ❑ UNAUTHORIZED COMPENSATION
 - For self, spouse or minor children - § 112.313(4), Florida Statutes
- ❑ MISUSE OF PUBLIC POSITION - § 112.313(6), Florida Statutes
- ❑ DISCLOSURE OR USE OF INFORMATION - § 112.313(8), Florida Statutes

VOTING CONFLICTS OF INTEREST

If you are present at the meeting you must vote on the official actions being taken. § 286.012, Florida Statutes

EXCEPTION:

If there is a possible conflict of interest, you must abstain and comply with disclosure requirements of § 112.3143, Florida Statutes

- Conflict = inure to your own special private gain or loss or the special private gain or loss of any principal (including parent or subsidiary of a principal), business associate, or relative
- Relative – father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ETHICS LAW

- Reputational damage.
- Civil penalties.
- Criminal penalties.
- Removal from office.

Questions?

Please email Ethics Officer Christine Daye
at info@careersourceflorida.com

President's Report



Adrienne Johnston

President & CEO

New Board Members



Ryan Goertzen

Vice President, Maintenance Workforce
Development
AAR Corporation



Mayor D.C. Reeves

Mayor of Pensacola

New Team Members



Jason McCandless
Chief Operating Officer



Keri Nucatola
Vice President
External Affairs and Strategic Initiatives

Recent Policy Approved by the Board

Statewide Standardization of Tools and Services Strategic Policy:

- The policy established that statewide procurement of all technology, tools, and services for local, regional, and network-wide use shall at a minimum ensure:
 - Standardization of service delivery to create a uniform customer experience.
 - Identified efficiencies through maximizing the expenditure of funds, use of human and other resources and time directed to training and business services.
 - Improved performance, accountability, and transparency throughout the workforce development system



Updates on Funding Initiatives

- **Florida Workforce System Transformation Plan**
- **Florida Healthcare Training Initiative**
- **Hope Florida - A Pathway to Prosperity**

2024-2028 Workforce Innovation and Opportunity Act Combined State Plan

- **Transitioning from unified plan to combined plan.**
- **The Combined Plan allows for a more dynamic integration of key workforce programs to better address the unique needs of diverse populations and industries across the state.**
- **The plan facilitates a more cohesive response to the evolving needs of job seekers and employers, creating a more resilient and adaptable workforce ecosystem.**

Partners Engagement



Network Impact Data

STATE WORKFORCE PROGRAM SUPPORT

93,999

Employ Florida participants served

14,973

WIOA Adult, Dislocated Workers and youth served

\$18,876

average annual wage increase for individuals served by the WIOA Adult or Dislocated Worker programs

66%

of adults served by the WIOA Adult program obtained an industry-recognized credential

76%

of adults served by the WIOA Dislocated Worker program obtained an industry-recognized credential

61.4%

of youth served by the CareerSource Florida network obtained an industry-recognized credential

46,583

of individuals served by the CareerSource Florida network are now off public assistance

WIOA PARTICIPANT SUPPORT

366,918

Total number of services provided to Employ Florida and WIOA participants

Quarterly wages for WIOA participants increased from **\$4,416** six months prior to working with the network to **\$9,135** six months following

The top services provided to WIOA participants included:

35,586

staff-assisted job search

33,078

preparation assistance

28,331

Internet job search support/training

85.6%

of single parents (including single pregnant women) saw a quarterly wage increase

3,763

veterans served

Finance Council Report



Bill Johnson
Chair

Strategic Policy and Performance Council Report



Sophia Eccleston

Chair

Action Items



Dan McGrew

Senior Vice President

Workforce Program Development

Florida Workforce System Transformation

Three Pillars



I

Alignment and Consolidation

for local workforce development boards.

II

System-wide Improvements

for improved customer consistency and better leveraging of public funds.

III

Regional Planning

to further promote workforce system alignment with education and economic development and optimize opportunities for regional economic growth.

Apprenticeship Strategic Policy

Action Item 1



Susan Bosse

Director

Workforce Program Development

Action Item 1

For Consideration:

Approve CareerSource Florida Strategic Policy 2019.02.13.A.1 – Registered Apprenticeship Policy

Standardization of Tools and Services Administrative Policy

Action Item 2



Keantha Moore

Bureau Chief, One-Stop and Program Support

FloridaCommerce

Action Item 2

For Consideration:

Approve CareerSource Florida Administrative Policy – Statewide Standardization of Tools and Services implementing the requirements

Regional Planning Areas Identification and Requirements Administrative Policy

Action Item 3



Keantha Moore

Bureau Chief, One-Stop and Program Support

FloridaCommerce

Action Item 3

For Consideration:

Approve CareerSource Florida Administrative Policy – Regional Planning Area Identification and Requirements

Determination on Appeal of Credentials Review Committee Actions

Action Item 4



Dan McGrew

Senior Vice President

Workforce Program Development

Action Item 4

For Consideration:

- **Approve the appeal of Miami Dade College and grant postsecondary CAPE funding for the following credentials for the 2024-2025 school year:**
 - TOSA Graphics Certified User for Adobe – Graphic Design (Expert Level)
 - TOSA JavaScript (Expert Level)
 - TOSA Python (Expert Level)
 - TOSA Web Developer (Expert Level)
- **Deny the appeal of Miami Dade College and uphold the decisions of the Florida Credentials Review Committee pertaining to:**
 - TOSA WordPress (Expert Level)

Designation of Regional Planning Areas

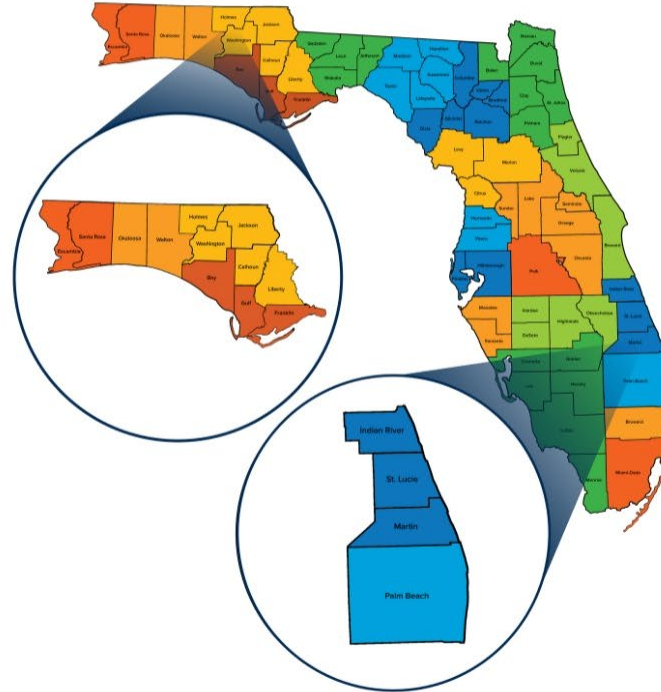


Dan McGrew

Senior Vice President

Workforce Program Development

Designation of Regional Planning Areas



Florida Workforce System Transformation Update



Garrick Wright
Program Director



Brian Woods
Managing Director
EY



Janeth Merchan
Senior Manager
EY

Introduction and Agenda

Today's Agenda:

- Introduction
- Phase 3 Pillar Overview
- Progress to Date: Pillar I, II, and III
- Next Steps

Phase 3: Pillar Overview

Pillar I: Alignment and Consolidation

Completed by June 30, 2024:

- New governance determined and in place across impacted boards including appointment of new board of directors.
- Finalized interlocal agreements, consortiums, and 501(c)(3) completed for realigned or consolidated boards.
- Designate Fiscal Agent and Administrative Entity.
- Operational transition completed for all impacted boards, or well underway.

Pillar II: System-Wide Improvements

Completed by June 30, 2024:

- Significant improvements applied operationally and in practice across the system.
- Backlog and plan of action for additional improvements.

Pillar III: Regional Planning

Completed by June 30, 2024:

- At least two regional planning areas identified, structured, and compliant with regional planning requirements.
- Plan in place for remaining regional planning areas to be created.

Key Objectives

- Reduce local workforce development boards from 24 to 21.**
- Implement system-wide improvements and consistent compliance models across LWDBs.**
- Create new regional planning areas, consisting of at least two contiguous LWDBs, that comply with Workforce Innovation Opportunity Act.**

Pillar I: Progress to Date



Monthly Elective Training on Developing a RACI

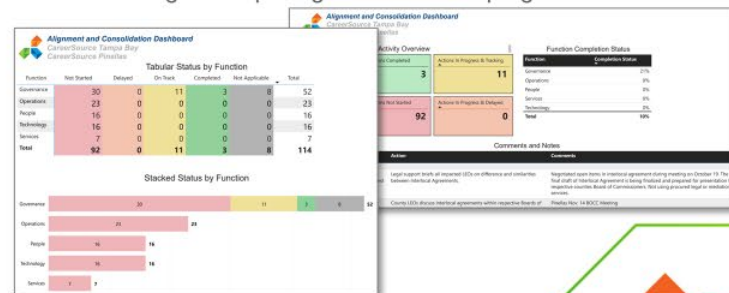
On October 26, 2023, 24 members of the CareerSource network attended a virtual training on how to develop a RACI (Responsible, Accountable, Consulted, Informed) Matrix. The RACI Matrix is a tool to depict the current state of aligning and transforming boards and envision their future state, as well as highlight key decision makers.

RACI Matrix Excel Template

RACI Matrix Instructions Sheet

Alignment and Consolidation Dashboard

The Alignment and Consolidation Dashboard compiles inputs from the Alignment and Consolidation Checklist to gauge the readiness for the transformation and to identify areas for support. The tool is used during the biweekly check-ins with each aligning and transforming board pairing to understand progress.



Tampa Bay & Pinellas Alignment and Consolidation Dashboard



Pillar II: Technology Assessment Key Takeaways

As part of Pillar II, CareerSource Florida and EY team conducted a high-level technology assessment to determine where the state may be able to provide technology support to ease financial burden on local workforce development boards.



Participation and Budget

Participation

- **88%** of the LWDBs participated in the assessment.
- **Over 250** unique systems were identified across the **22** boards that participated in the assessment.

Budget

- The average FY24 IT budget based on 15 LWDB responses is **\$240,000**.
- IT Budget is **4%** of total budget on average.
- Collectively, boards budgeted **over \$4.7M** for IT in FY24

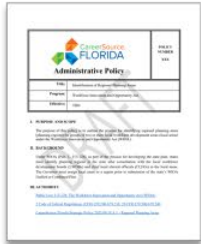
Next steps: Receive additional data from local workforce development boards and explore the potential for additional in-depth and targeted technology assessment.

Pillar III: Progress to Date



State level activity

EY worked with CareerSource Florida and FloridaCommerce to develop the "Identification of Regional Planning Areas" admin policy to guide local workforce development boards that wish to request designation as an official Regional Planning Area (RPA). The admin policy requires LWDBs work together to submit supporting documentation evidencing relationships between the two areas.



Identification of regional planning areas admin policy



Supporting documentation request for regional planning areas



Signed intent to request designation letters from 6 LWDB board chairs for 2 RPAs

Local workforce development board activity

Two pilot RPAs have been identified. The first is in the Northwest part of the state inclusive of CareerSource Escarosa, CareerSource Okaloosa Walton, CareerSource Chipola, and CareerSource Gulf Coast. The second is on the Atlantic coast and includes CareerSource Research Coast and CareerSource Palm Beach County. These two initial RPAs plan to submit official designation requests in February for the board's approval.



Next steps

Pillar I

Continue to host check-ins for aligning and transforming boards and their elected officials.

Continue to facilitate monthly elective trainings for aligning and transforming boards.

Pillar II

Socialize OJT and ITA templates & collect state and LWDB feedback on MOU/IFA template.

Continue to pursue ongoing initiatives within SWI Inventory and determine upcoming initiatives.

Pillar III

Develop official RPA designation requests for February board meeting.

Develop RPA instructions with FloridaCommerce to be released in the Spring.

Q&A

2024-2028 Workforce Innovation and Opportunity Act Combined State Plan



Dan McGrew

Senior Vice President

Workforce Program Development

2024-2028 WIOA Combined State Plan

Background

- **WIOA requires states to submit a Unified or Combined Plan to USDOL and DOE that outlines its workforce development system's four-year strategy.**
- **CareerSource Florida submitted a Unified Plan in 2016 and 2020 with required 2-year modifications in 2018 and 2022.**
- **A Unified Plan includes the 6 WIOA Core Partners:**
 - Adult
 - Dislocated Worker
 - Youth
 - Adult Education
 - Vocational Rehabilitation
 - Wagner-Peyser

2024-2028 WIOA Combined State Plan

Background

- In 2021, the REACH Act redefined the workforce development system in Florida requiring stronger collaboration among workforce partners – Department of Education, Department of Commerce, Department of Children and Families, CareerSource Florida and others.

Rationale for Combined WIOA State Plan

- A combined WIOA plan unites core and combined partners around strategic goals.
- The goal of combined planning is to promote greater communication, enhanced transparency, and stronger communication across all workforce partners to serve job seekers and businesses.

Eligible Combined Planning Partners

- Career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- **Temporary Assistance for Needy Families Program**
- **Employment and Training programs under the Supplemental Nutrition Assistance Program**
- **Work programs authorized under section 6(o) of the Food and Nutrition Act of 2008**
- **Trade Adjustment Assistance for Workers programs**
- **Jobs for Veterans State Grants Program**
- **Unemployment Insurance programs**
- **Senior Community Service Employment Program**
- Employment and training activities carried out by the Department of Housing and Urban Development
- **Community Services Block Grant**
- Reintegration of Ex-Offenders program (programs authorized under section 212 of the Second Chance act of 2007)

Vision (Subsection (b))

Florida seeks to be number one in workforce education and talent development by 2030 fulfilling a commitment to building economic prosperity for all Floridians and creating an environment that fuels business growth.

- Florida defines the larger workforce development ecosystem to include businesses, education and economic development entities, along with providers of human services.
- Florida's workforce development system is market-driven and results-oriented focused on providing customer-centered, high-quality, and labor market relevant services to Florida businesses and job seekers.
- Florida aligns goals and strategies across all partners to ensure that resources are maximized toward positively impacting services to Florida businesses and job seekers.

Goals (Subsection (b))

Florida's goals for preparing an educated and skilled workforce that meets the needs of Florida businesses include:

- Developing a comprehensive education, employment and training ecosystem that includes contributions from industry stakeholders and core and combined partners that streamlines access to high quality workforce services that increases prosperity for employers and workers.
- Working collaboratively with core and combined partners to expand Florida's labor force to meet employer demand while identifying and addressing barriers for opportunity populations.
- Reducing duplication of services and maximizing efficient use of human and financial resources to serve Florida businesses and job seekers through aligning and expanding partnerships to identify opportunities to leverage and braid funding and coordinate programming to improve outcomes and accountability.
- Reducing welfare dependency and increasing economic self-sufficiency for Floridians by focusing on community collaboration between workforce, education, industry, and other partners to break down community silos and maximize the effectiveness of workforce development efforts.
- Diversifying Florida's industry sectors of focus through enhanced and focused engagement with business and education stakeholders to build skilled talent pipelines and enhance Florida's productivity and competitiveness.

Additional Performance Goals

- Increase state labor force participation to 63%.
- 60% of Floridians age 25-64 will have a high value credential by 2030 (SAIL to 60).
- Median wages greater than or equal to 75% of the median hourly wage in Florida.
- 10% increase in the number employed 2nd quarter after exit and employment rates of:
 - Youth: 83%
 - 55+: 35%
 - Receiving SNAP or TANF: 65%
 - Individuals without HS Diploma or ESL: 40%
 - Individuals with Disabilities: 49.3%
- Total of 10,000 new registered apprentices per year and 900 registered apprenticeships and 200 preapprenticeships by 2030.
- Increase percentage of 12th grade secondary CTE concentrators to 25% of total enrollment.
- Build the talent pipeline for targeted new and emerging industries of focus by assisting 1,000 individuals earn credentials that directly supports each sector.

FloridaCommerce Report



Lindsay Volpe

Deputy Secretary, Workforce Services

FloridaCommerce



CareerSource Florida Board Meeting

Lindsay Volpe, Deputy Secretary
Division of Workforce Services

Economic Update

- Florida's Unemployment Rate
 - 2.8% in October 2023
 - 36th consecutive month below national unemployment rate of 3.9%
- Labor force grew by 334,000 jobs over the year, a 3.1% increase.
 - Total number of private sector jobs grew by 252,900 (3.0% increase)
- Unemployment rate leaders by county
 - Miami-Dade 1.6%
 - Monroe 2.0%
 - Gulf 2.7%
- Highest private sector job gains by metro area
 - All 24 metro areas in Florida experienced job gains
 - Miami-Miami Beach-Kendall MD
 - Tampa-Saint Petersburg-Clearwater MSA
 - Jacksonville MSA



Economic and Talent Pipeline Update

#1 in talent attraction (Lightcast)

#1 in higher education (US News & World Report)

#1 for entrepreneurship (The Digital Project Manager)

#1 in new business formations since 2019, 2.7 million new businesses

#1 in closing K-12 achievement gaps (2022 NAEP)

#3 in K-12 student achievement (Education Week's Quality Counts)

#4 best tax climate

Newly elevated #10 in manufacturing

14th largest global economy (GDP)

Closing in on 140 million visitors annually

AAA credit rating (Fitch and Moody's)

October 2023 Florida labor force up 0.2%, nation down 0.1%

Florida unemployment 2.8% lower than the nation's 3.9% for 36 consecutive months

1 million net gain in workforce since February 2020

Leading nation in growth in GDP, venture capital, manufacturing



Florida's Redefining Economic and Workforce Success



Strong Economic Growth

- Strong Tax Climate
- Strong Credit Rating

Historic Economic Growth

- Kept Businesses & Schools Open
- Historic Investments in Workforce Ed.
- Historic Investments in Infrastructure & Environmental Resiliency
- Historic Conservative Mgt. of State Revenues, Bonding & Credit Rating

Align Investments to Attract

Long-Term Private Investment into Ecosystems/Clusters

- Invest in Targeted Ecosystems/Clusters
- Invest in Aligned R&D, Infrastructure & Workforce Ed
- ***Create and Elevate Great Verticals (“Best Bets”)***



FloridaCommerce Strategic Investments

- Governor DeSantis awarded more than **\$28 million** to expand Florida semiconductor and chip manufacturing industries through Job Growth Grant Fund
- Governor DeSantis awarded more than **\$4 Million** to Cape Coral through Job Growth Grant Fund for infrastructure improvements
- Governor DeSantis announced more than **\$375,000** to Chipola College through Job Growth Grant Fund for workforce training equipment
- Governor DeSantis awarded more than **\$4.2 million** to Santa Rosa County for infrastructure improvements supporting the aerospace and defense sector
- FloridaCommerce announced more than **\$4 million** available to support military communities



Workforce Systems Update

FL WINS

- Closed the procurement for a Project Management Office vendor
- Released a competitive solicitation for a comprehensive solution

Reemployment Assistance Modernization

- Completed the two-year modernization roadmap to provide a secure, sustainable, and stable system
- 2024 focus is to complete user improvements, including a new customer interface



Questions & Answers



Local Partners Report



Marcus McBride, Ph.D.

**President, Florida Workforce Development
Association**

CEO, CareerSource Escarosa

Open Discussion | Public Comment



Closing Remarks



Stephanie Smith
Chair

Upcoming Meetings

- **Joint Informational Council Meetings | January 31, 2024, Virtual**
- **Board of Directors and Council Meetings | February 27-28, 2024, Tallahassee**