

Board of Directors Meeting Agenda

SEPTEMBER 11, 2024 • 8:30 – 11:30 A.M., ET
RENAISSANCE ORLANDO AT SEAWORLD | ORLANDO
MEETING ROOM: CRYSTAL BALLROOM D&E

Chair's Welcome and Remarks

Stephanie Smith

Consent Agenda

1. May 20, 2024, Executive Committee Meeting Minutes
2. June 18, 2024, Board of Directors Meeting Minutes
3. Individual Training Account Waiver Requests
4. Direct Provider of Workforce Services
5. Local Workforce Development Board Composition and Certification
6. Subsequent Local Area Designation
7. New Local Area Designation

President's Report

Adrienne Johnston

Joint Council Meeting Report

Sophia Eccleston
Chair

Action Items

Adam Briggs

1. Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards
2. CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy
3. Local Workforce Development Board Conflict of Interest and Contracting Policy
4. Local Targeted Occupations List Requirements
5. Sector Strategies Strategic Policy

2024-2025 Communications Planning

Keri Nucatola

Regional Planning Areas and System-wide Improvements

Garrick Wright

FloridaCommerce Report

J. Alex Kelly
Secretary, FloridaCommerce

Local Partners Report

Marcus McBride, Ph.D.
President, Florida Workforce Development Association
CEO, CareerSource Escarosa

Open Discussion/Public Comment

Closing Remarks

Stephanie Smith

Information Items

UPCOMING MEETINGS

- **Finance Council Meeting**, December 10, 10:00-11:00 a.m., virtual
- **Strategic Policy and Performance Council Meeting**, December 10, 1:00-2:30 p.m., virtual
- **Board of Directors Meeting**, December 11, 8:30-11:30 a.m., virtual



Consent Item 1

MAY 2024 EXECUTIVE COMMITTEE 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.

FOR CONSIDERATION

- **Approval of May 20, 2024, Meeting Minutes, to include any modifications or changes noted by the board.**

**CareerSource Florida
Executive Committee Meeting Minutes
May 20, 2024**

I. CALL TO ORDER

Chair Stephanie Smith called the meeting to order at 3:30 p.m. ET.

II. ROLL CALL

The following members were present:

Stephanie Smith
Robert Doyle
Sophia Eccleston
Alex Kelly/Lindsay Volpe
Robert Salonen
Meredith Stanfield

III. ACTION ITEM

1. Determination on Appeal of Credentials Review Committee Actions

Chair Smith called for a vote to approve the Action Item.

Motion: Sophia Eccleston

Second: Lindsay Volpe

There were no members of the public wishing to comment on Action Item 1.

The action item passed unanimously.

IV. OPEN DISCUSSION/PUBLIC COMMENT

There were no additional comments from the Committee or the public.

V. CHAIR'S CLOSING REMARKS

Chair Smith closed by thanking Committee members for their time and reminded them of upcoming CareerSource Florida meetings.

VI. BOARD SECRETARY CERTIFICATION

In accordance with Article VII, Section 7.3, I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Florida, have been

reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

Adrienne Johnston
Board Secretary

Date

Additional meeting dialogue is recorded and available online at this link:
[CareerSource Florida May 2024 Executive Committee Meeting.](#)

Approved _____
Disapproved _____

Consent Item 2

June 18, 2024, BOARD OF DIRECTORS 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.

FOR CONSIDERATION

- **Approval of June 18, 2024, Board of Directors Meeting Minutes, to include any modifications or changes noted by the board.**

**CareerSource Florida
Board of Directors Meeting Minutes
June 18, 2024**

I. Call to Order

Chair Stephanie Smith called the Board of Directors meeting to order at 8:30 a.m. on June 18, 2024.

II. Roll Call

CareerSource Florida Board Relations Director Madison Frazee conducted a roll call. The following members were present:

Stephanie Smith
John Adams
Jennifer O’Flannery Anderson
Erik Arroyo
Kiley Damone
Robert Doyle
Sophia Eccleston
Ryan Goertzen
Adrienne Campbell
Casey Penn
Tim Hinson
Austin Hosford
Alex Kelly
Allison Kinney
Joe Marino
Bailey Mateer
Kevin McDonald
Kevin O’Farrell
Mel Ponder
Laurie Sallarulo
Robert Salonen
Brian Sartain
Les Sims
Scott Singer
Meridith Stanfield
Dana Trabulsy
Clay Yarborough

III. Chair’s Opening Remarks

Chair Smith highlighted the meeting agenda and recapped the council meetings and activities from the day before. She went over housekeeping items before moving into the Consent Agenda.

IV. Consent Agenda

Chair Smith presented the consent agenda.

1. Approval of February 28, 2024, Meeting Minutes
2. Approval of Master Credentials List for Delivery to State Board of Education
3. Approval of Request for Designation as Direct Provider of Workforce Services

Chair Smith called for a vote to approve the consent agenda.

Motion: Jennifer Anderson

Second: Erik Arroyo

The consent agenda passed unanimously. There were no public comments.

V. President's Report

CareerSource President and CEO Adrienne Johnston started off her report by providing a fiscal year-end overview before diving into priorities and activities the CareerSource Florida team has been focused on the last few months.

She touched on 2024 legislative updates, highlighting the Temporary Assistance for Needy Families (TANF) feasibility study, the Hope Florida – A Pathway to Prosperity program, progress on the Florida Workforce System Transformation Plan as well as the Credentials Review Committee and Master Credentials List.

Johnston concluded her report with recent partner engagements before asking members of the board if they had any questions for her.

VI. Strategic Policy and Performance Council Report

Strategic Policy and Performance Council Chair Sophia Eccleston provided an update on the Strategic Policy and Performance Council meeting from the day before, highlighting its agenda items, approved action items for the full board's review and discussion points.

VII. Finance Council Report

Finance Council Chair Kevin McDonald provided an update on the Finance Council meeting from the day before, noting he is honored to serve as the newly appointed Finance Council Chair.

He provided an overview of the meeting's agenda items, including approval of the fiscal year 2024-2025 CareerSource Florida network funding.

VIII. Action Items

CareerSource Florida Senior Director of Workforce Program Development Adam Briggs presented the first five action items recommended for approval at the Strategic Policy and Performance Council meeting held the previous day.

- 1. Approve CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process.**

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

Motion: Jennifer Anderson

Second: Alex Kelly

The action item passed unanimously. There were no public comments.

2. Approve CareerSource Florida Strategic Policy 2024.06.18.A.2– State Workforce Development Board Emergency Response Strategy.

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

Motion: Alex Kelly

Second: Kevin McDonald

The action item passed unanimously. There were no public comments.

3. Approve CareerSource Florida Comprehensive Employment, Education, and Training Strategic Policy.

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

Motion: Alex Kelly

Second: Kevin McDonald

The action item passed unanimously. There were no public comments.

4. Certify the local workforce development boards that have met the required standards as follows:

**CareerSource Okaloosa Walton
CareerSource Central Florida
CareerSource Chipola
CareerSource Pasco Hernando
CareerSource Gulf Coast
CareerSource Heartland
CareerSource Capital Region
CareerSource Palm Beach County
CareerSource Northeast Florida
CareerSource Broward
CareerSource Citrus Levy Marion**

Approve the request to waive the requirement for private education representation on the following local workforce development board due to no private education provider in the local area and subsequently certify the local workforce development board.

CareerSource North Florida

Conditionally approve for 12 months the following local workforce development board certifications contingent upon approval signatures or appointment of private education providers to the local workforce development boards.

CareerSource South Florida

**CareerSource Southwest Florida
CareerSource North Central Florida**

**CareerSource Hillsborough Pinellas
CareerSource Escarosa
CareerSource Polk
CareerSource Suncoast
CareerSource Research Coast
CareerSource Brevard Flagler Volusia**

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

Motion: Alex Kelly
Second: Erik Arroyo

The action item passed unanimously. There were no public comments.

- 5. Approve new local area designation request for the following local workforce development board starting July 1, 2024, through June 30, 2026.**

CareerSource North Florida

Conditionally approve new local area designation requests for the following local workforce development boards starting July 1, 2024, through June 30, 2026, contingent upon any additional information or approval signatures required.

**CareerSource Capital Region
CareerSource South Florida
CareerSource Southwest Florida
CareerSource North Central Florida
CareerSource Brevard Flagler Volusia
CareerSource Hillsborough Pinellas**

Approve subsequent local area designation requests for the following local workforce development boards starting July 1, 2024, through June 30, 2026.

**CareerSource Escarosa
CareerSource Pasco Hernando
CareerSource Okaloosa Walton
CareerSource Polk
CareerSource Chipola
CareerSource Suncoast
CareerSource Gulf Coast
CareerSource Heartland
CareerSource Northeast Florida
CareerSource Palm Beach County
CareerSource Citrus Levy Marion
CareerSource Broward**

Conditionally approve subsequent local area designation requests for the following local workforce development boards starting July 1, 2024,

through June 30, 2026, contingent upon any additional information or approval signatures required.

**CareerSource Central Florida
CareerSource Research Coast**

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

Motion: Sophia Eccleston

Second: Erik Arroyo

The action item passed unanimously. There were no public comments.

CareerSource Florida Senior Attorney Brent McNeal presented Action Item 6 for the board's consideration.

- 6. Board members with a conflict of interest relating to a CareerSource Florida contract or agreement must disclose the conflict and abstain from voting on the contract.**

Approve the above-listed contract by a two-thirds vote when a quorum has been established.

Chair Smith reiterated that anyone affiliated with HCA Healthcare or MD Now Urgent Care must abstain from voting on this action item.

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

Motion: Erik Arroyo

Second: Laurie Sallarulo

The action item passed unanimously. There were no public comments.

CareerSource Florida Chief Financial Officer Walter Copeland presented Action Item 7 for the board's consideration.

- 7. Approval to establish the Program Year 2024 WIOA state-level projects.**

Approval of the allocation methodology as proposed for the distribution of TANF funding for Fiscal Year 2024/25.

Approval of the Program Year 2024 Wagner-Peyser 7(b) state-level activities.

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

Motion: Jennifer Anderson

Second: Kevin McDonald

The action item passed unanimously. There were no public comments.

Executive Director of Veterans Florida and CareerSource Florida board member Joe Marino presented Action Item 8 for the board's consideration.

8. Direct CareerSource Florida to establish criteria for recognizing high performing local workforce development boards as Purple Star Workforce Development Boards.

Approve provisional designation of the following local workforce development boards as Purple Star Workforce Development Boards:

**CareerSource Escarosa
CareerSource Okaloosa Walton
CareerSource Flagler Volusia
CareerSource Central Florida
CareerSource Palm Beach County**

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

Motion: Les Sims

Second: Tim Hinson

The action item passed unanimously. There were no public comments.

IX. Florida Workforce System Transformation Update

CareerSource Florida Program Director Garrick Wright and EY Managing Director Brian Woods provided an update on phase three of the Florida Workforce System Transformation Plan.

Wright noted that alignment and consolidation of local boards, system-wide improvements and regional planning is to be completed by June 30, 2024.

Woods provided progress and takeaways from phase three before looking towards what fiscal year 2024-2025 holds.

X. FloridaCommerce Report

Secretary of FloridaCommerce Alex Kelly provided an update on the 2024 legislative session, discussing the Governor's focus on Florida's budget before reflecting on the past year and what milestones the Florida Department of Commerce has achieved.

Kelly concluded his report by noting the department has officially activated the long-term recovery program for Hurricane Ian, which is now open and available. Floridians can learn more at ian.rebuildflorida.gov.

XI. Local Partners Report

Florida Workforce Development Association President and CareerSource Escarosa CEO Marcus McBride provided a report on the behalf of the local workforce development board partners.

McBride shared two success stories from his region, noting the skills, training and credentials they are able to lead people to in order to be successful in the workforce.

McBride expressed his appreciation to the board and state partners for the work they do to make creative policies and meet the needs of Floridians before concluding his report.

XII. Open Discussion/Public Comment

Chair Smith opened up the floor for public comment.

There were no public comments.

XIII. Chair's Closing Remarks

Chair Smith thanked the board for their attention and contributions during the meeting. She reminded them of her Chair's Challenge, encouraging board members to visit the local board in their area and visit those when they can as they travel throughout the state.

She noted upcoming meetings before adjourning the meeting.

The meeting was adjourned at 10:31 a.m.

Additional meeting dialogue is recorded and available online at [this link](#).

Consent Item 3

REQUESTS TO WAIVE INDIVIDUAL TRAINING ACCOUNT (ITA) EXPENDITURE REQUIREMENTS

CareerSource Florida, the state workforce development board leads collaboration among the state's workforce development system, with a shared goal to accelerate employment opportunities that build economic prosperity for Floridians. CareerSource Florida works to ensure all Floridians have access to the best workforce training and education available.

Public Law 113-128, The Workforce Innovation and Opportunity Act (WIOA) emphasizes training services including occupational skills training, on-the-job training, incumbent worker training, programs that combined worker workplace training with related instruction, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, transitional jobs, job readiness training, adult education and literacy activities, and customized training. Individual Training Accounts (ITA) are used for individuals who seek training services from eligible providers of training services. Local workforce development boards (LWDB) coordinate funding for individual training accounts.

Section 445.003(3)(a)1, Florida Statutes (F.S.) requires that at least 50 percent of the Title I WIOA Adult and Dislocated Worker funds that are passed through to LWDBs be allocated to ITAs. [The Allowable Programmatic Training and ITA Costs Crosswalk for WIOA Adult and Dislocated Worker Programs](#) developed by the FloridaCommerce Bureau of Financial Management provides details on what expenditures may be allocated and expended on ITAs.

In 2012, the Florida Department of Commerce developed an administrative policy to provide guidance to LWDBs on costs allowable for the 50% expenditure requirement. In 2018, this Individual Training Account Expenditure Requirements and Waiver Request Process policy was issued. The policy described required activities and allowable costs for ITA expenditures and allowed an automatic waiver each local area could claim for the fiscal year based on calculations provided to each local area by FloridaCommerce's Bureau of Financial Management. In addition, the policy provided guidance for boards to request permission to allocate and expend less funding on individual training accounts. This allowed boards greater flexibility to allocate funds.

To ensure local boards are focused on education, employment, and training, CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process is amended affirming the state

workforce development board's guiding principles to develop and implement strategies that support Floridians who need new skills and develop guidance that enables all workforce development partners, including LWDBs, to facilitate access to education, training and meaningful employment for job seekers, while also aiding business in identifying, developing, and retaining employees through high-impact support.

CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process requires LWDBs to allocate and expend a minimum of 50 percent of the WIOA Adult and Dislocated Worker formula funds that they expect to expend each fiscal year (July-June) to satisfy the state ITA requirement. The percentage allocated for state ITA expenditures must be calculated using the carry-forward (estimated or actual when available) plus the portion of any new allocation budgeted for the current year. The required minimum allocation of 50 percent (or waiver percentage) of funds to be expended in the fiscal year must be reflected in the local board's budget that is submitted to FloridaCommerce.

On June 18, 2024, the CareerSource Florida Board of Directors approved revisions to CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process. The policy describes requirements for allocating and reporting state ITA Funds and the process for local workforce development boards to require a state ITA expenditure requirement waiver.

FloridaCommerce and CareerSource Florida received applications for requests to waive part of the Individual Training Account Expenditure Requirement to below the required 50% from eight (8) local workforce development boards. In accordance with Administrative Policy 074, all requests included the required documentation and approval from the Chief Local Elected Officials and was received by the deadline of September 1, 2024.

FloridaCommerce and CareerSource Florida received one (1) request for an extension to file a request to waive part of the required 50% Individual Training Account Expenditure Requirement from one local workforce development board contingent upon receipt of all required documentation and approval signatures.

All applications for waivers are reviewed by FloridaCommerce's Bureaus of One-Stop and Program Support and Financial Management for completeness. FloridaCommerce consulted with CareerSource Florida to determine if waiver approval should be recommended to the CareerSource Florida Board of Directors.

FloridaCommerce and CareerSource Florida recommend approval of the waivers as described below.

FOR CONSIDERATION

- **Approve (LWDB 2) CareerSource Okaloosa Walton's ITA Waiver Request in the amount of 30%.**

- **Approve (LWDB 3) CareerSource Chipola's ITA Waiver Request in the amount of 25%.**
- **Approve (LWDB 5) CareerSource Capital Region's ITA Waiver Request in the amount of 25%.**
- **Approve (LWDB 8) CareerSource Northeast Florida's ITA Waiver Request in the amount of 40%.**
- **Approve (LWDB 20) CareerSource Research Coast's ITA Waiver Request in the amount of 35%.**
- **Approve (LWDB 21) CareerSource Palm Beach County's ITA Waiver Request in the amount of 30%.**
- **Approve (LWDB 23) CareerSource South Florida's ITA Waiver Request in the amount of 40%.**
- **Approve (LWDB 27) CareerSource Brevard Flagler Volusia's ITA Waiver Request in the amount of 35%.**
- **Conditionally approve (LWDB 28) CareerSource Hillsborough Pinellas' ITA Waiver Request in the amount of 35%, contingent upon receipt of all required documentation and approval from chief local elected officials.**

Approved _____
Disapproved _____

Consent Item 4

REQUEST FOR DESIGNATION AS DIRECT PROVIDER OF WORKFORCE SERVICES

The Workforce Innovation and Opportunity Act (WIOA) allows local workforce development boards (LWDBs) to serve as direct providers of basic and individualized career services, with the agreement of the chief elected official in the local area, LWDB, and the Governor. Section 445.007(6), Florida Statutes, allows for LWDBs to be designated as direct providers of intake, assessment, eligibility determinations or other direct provider services, except training services. Further, it requires the state workforce development board to establish the criteria by which an LWDB may request permission to operate under this section and the criteria by which such permission may be granted. This includes but is not limited to reduction in the cost of providing the permitted services and the requirement that such permission shall be granted for a period not to exceed three years for any single request submitted by the LWDB.

The following local board requests approval for designation as a direct provider of workforce services.

- CareerSource Hillsborough Pinellas

CareerSource Hillsborough Pinellas provided the required documentation as described in CareerSource Florida Administrative Policy 083: Direct Provider of Workforce Services. The Florida Department of Commerce has reviewed the submitted documentation.

CareerSource Florida and FloridaCommerce recommend approval of the local workforce development board's request for designation as direct provider of workforce services.

FOR CONSIDERATION

- **Authorize CareerSource Hillsborough Pinellas' request to be designated as a Direct Provider of Workforce Services retroactively starting July 1, 2024, through June 30, 2026.**

Approved _____
Disapproved _____

Consent Item 5

LOCAL BOARD COMPOSITION AND CERTIFICATION

Once every two years, one local workforce development board (LWDB) must be certified for each local area in the state, based on the local board membership requirements described in Workforce Innovation and Opportunity Act (WIOA) sec. 107(b) and 20 CFR 679.320. Section 445.004(11), Florida Statutes, requires the state board, in consultation with the Florida Department of Commerce, to ensure that LWDBs have membership consistent with the requirements of federal and state law. For a second or subsequent certification, the certification must also be based on the extent to which the local area ensures workforce investment activities carried out in the local area enabled the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).

FloridaCommerce reviewed and confirmed that two local boards submitted local board rosters. Each roster was reviewed against the federal requirements as well as [CareerSource Florida's Administrative Policy 091: Local Workforce Development Board Composition and Certification](#).

FloridaCommerce recommends certification of the local workforce development boards that have met the required standards.

FOR CONSIDERATION

- **Certify the local workforce development boards that have met the required standards as follows:**
 - **CareerSource Suncoast**
 - **CareerSource Research Coast**

Approved _____
Disapproved _____

Consent Item 6

REQUEST FOR SUBSEQUENT DESIGNATION OF LOCAL AREAS

The Workforce Innovation and Opportunity Act (WIOA) requires that every two years after local workforce development boards are initially designated, the chief elected officials and local workforce development boards in local areas submit a request for subsequent designation of the local area. The Governor shall approve the request for subsequent designation of a local area if for the two most recent program years, the local area performed successfully; sustained fiscal integrity; and, in the case of a local areas in a planning region, met the regional planning requirements described in WIOA Section 106(c)(1).

- **Performed Successfully** means the local area met or exceeded the levels of performance the Governor negotiated with the local workforce development board and chief elected official for core indicators of performance, and the local area has not failed any individual measure for the last two consecutive program years for which data are available in accordance with state-established definition, provided in the WIOA State Plan, of met or exceeded performance.

For subsequent designation determinations, a finding of whether a local area performed successfully must be based on all six of the WIOA indicators of performance as described at 20 CFR 677.155(a)(1)(i) – (vi), for the two most recently completed program years.

Note: Sufficient data is not yet available to determine “performed successfully” for this cycle of Local Area Designation. Therefore, performance data to determine “performed successfully” was not used for this year’s determinations. Program Year 2025 will be the first year to hold the LWDBs accountable. The Florida Department of Commerce (FloridaCommerce) will continue to monitor the LWDBs’ performance as the agency prepares for future subsequent local area designations.

- **Sustained Fiscal Integrity** means that the USDOL Secretary has not made a formal determination that the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirement of the provision

involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

FloridaCommerce reviewed the local workforce development boards' submission to request subsequent designation of a local area as described in Public Law 113-128, Chapter 2, Sections 106-107 – Workforce Development Areas.

FOR CONSIDERATION

- **Approve subsequent local area designation requests for the following local workforce development boards starting October 1, 2024, through June 30, 2026.**
 - **CareerSource Central Florida**
 - **CareerSource Research Coast**

Approved _____
Disapproved _____

Consent Item 7

REQUEST FOR NEW DESIGNATION OF LOCAL AREAS

Under the Workforce Innovation and Opportunity Act (Pub. L. 113-128), the Governor must designate local workforce development areas after consultation with the state workforce board, chief local elected officials and local workforce development boards (LWDBs). The purpose of the local workforce development area is to serve as the jurisdiction for the administration of workforce development activities using Adult, Dislocated Worker and Youth funds allocated by the Florida Department of Commerce (FloridaCommerce) and to coordinate efforts related to the other core programs at a community level.

The Governor may approve a request at any time for designation as a local workforce development area (LWDA) from any unit of local government, including a combination of such units, if the state board recommends designation after determining that the area:

- Is consistent with the local labor market area;
- Has a common economic development area; and
- Has the federal and non-federal resources available to the proposed LWDA, including appropriate education and training institutions, to administer activities under the WIOA youth, adult, and dislocated worker formula programs.

FloridaCommerce reviewed the local workforce development boards' submission to request new designation of a local area as described in Public Law 113-128, Chapter 2, Sections 106-107 and [Administrative Policy 094 – Local Workforce Development Area Designation](#).

FOR CONSIDERATION

- **Approve new local area designation requests for the following local workforce development boards starting October 1, 2024, through June 30, 2026.**
 - CareerSource Capital Region
 - CareerSource Brevard Flagler Volusia
 - CareerSource South Florida

- **CareerSource Southwest Florida**
- **CareerSource Hillsborough Pinellas**

Approved _____
Disapproved _____

Action Item 1

CAREERSOURCE FLORIDA ADMINISTRATIVE POLICY SANCTIONS FOR LOCAL WORKFORCE DEVELOPMENT BOARDS' FAILURE TO MEET FEDERAL AND STATE STANDARDS

The Workforce Innovation and Opportunity Act (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, Section 116, Performance Accountability System describes performance accountability measures that apply across the WIOA core programs in achieving positive outcomes for individuals served by those programs. CareerSource Florida, the Governor's designated organization, is responsible for developing workforce policy. CareerSource Florida collaborates with the Florida Department of Commerce (FloridaCommerce) to provide strategic and administrative guidance to local workforce development boards.

In 2020, CareerSource Florida Administrative Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards was approved by the CareerSource Florida Board of Directors to ensure all local workforce development boards, as subrecipients of authorized funds administered by FloridaCommerce to the local workforce development boards, are accountable for failing to correct identified performance, programmatic and financial deficiencies. Correcting any deficiencies maintains credibility in administration of programs, reduces risk of compliance findings, and reduces the potential for a recapture and Reobligation of funds by FloridaCommerce or the recapture and reduction of funds by the United States Department of Labor (USDOL) or other federal or state funders. To reduce performance, programmatic or financial deficiencies, and to increase programmatic integrity at the local level, any subrecipient not meeting the regulator or statutory standards shall be subject to specific conditions, remedies, and sanctions consistent with applicable federal laws, regulations, and guidance.

Administrative Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards is revised to identify specific key program objectives and measurable performance outcomes. These include:

- Verification that CLEOs, LWDB board chairs and members, and leadership are provided with information on CareerSource Florida's policies and

strategies, on funding provided to the LWDB, and on LWDB performance outcomes.

- Verification that staff and career centers are provided information and training applicable to their job duties, including on federal and state guidance and strategic and administrative policies.
- LWDBs shall implement clear processes to locally monitor and ensure proper use and expenditure of funds.
- LWDB staff shall identify needs, implement training, and attend policy-related training conducted by CareerSource Florida and/or FloridaCommerce as necessary.
- LWDBs shall develop and implement policies and strategies to meet performance indicators to avoid potential sanctions.

Administrative Policy 104 identifies circumstances under which local workforce development boards may face corrective actions imposed by the FloridaCommerce and sanctions for failure to fulfill the specific conditions placed on the local board.

These revisions to policy reflect updates to federal guidance, state law and Workforce System Transformation recommended by the CareerSource Florida Board of Directors and approved by the Governor.

FOR CONSIDERATION

- **Approve revised Administrative Policy 104 – Sanctions for Local Workforce Development Bords’ Failure to Meet Federal and State Standards.**



**POLICY
NUMBER
104**

Administrative Policy

Title:	Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards
Program:	Workforce Innovation and Opportunity Act
Adopted:	02/20/2020

I. PURPOSE AND SCOPE

This policy informs Local Workforce Development Boards (LWDBs) utilizing Workforce Innovation and Opportunity Act (WIOA) Title I and other funds authorized by the State Workforce Development Board (CareerSource Florida) about potential sanctions and remedies that may be imposed for failing to meet performance measures or violating federal and state laws, regulations, standards, or the terms of the agreements between LWDBs and the Florida Department of Commerce (FloridaCommerce).

II. KEY PROGRAM OBJECTIVES

- Increase awareness and develop training, as needed for Chief Local Elected Officials (CLEOs), local workforce development board members, leadership, and staff of local workforce development boards and career centers about board responsibilities and potential sanctions and remedies for failing to meet performance measures or violating federal and state laws, regulations, standards, or the terms of agreements between LWDBs and FloridaCommerce.
- Employ sound management practices and controls for the proper expenditure of funds passed to LWDBs and administered through FloridaCommerce.
- Develop strategies and policies to meet performance indicators and avoid potential repercussions in the form of sanctions.

III. MEASURABLE PERFORMANCE OUTCOMES

- A. Verification that CLEOs, Board Chairs, LWDB members, and career center staff are provided with information on CareerSource Florida's policies and strategies, on funding provided to the LWDB, and on LWDB performance outcomes.
- B. Verification that staff and career centers are provided information and training applicable to their job duties, including on federal and state guidance and strategic and administrative policies.

- C. LWDBs shall implement clear processes to locally monitor and ensure proper use and expenditure of funds.
- D. LWDB staff shall identify needs, implement training, and attend policy-related training conducted by CareerSource Florida and/or FloridaCommerce as necessary.
- E. LWDBs shall develop and implement policies and strategies to meet performance indicators to avoid potential sanctions.

IV. BACKGROUND

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, Section 116, Performance Accountability System describes performance accountability measures that apply across the WIOA core programs in achieving positive outcomes for individuals served by those programs.

Training and Employment Guidance Letter No. 11-19, Change 1 was issued May 10, 2023. Through this updated guidance, the U.S. Departments of Labor and Education:

- Revised their approach to using the statistical adjustment model for the purpose of assessing state performance.
- Clarified the implementation of potential financial sanctions for consecutive performance failures occurring across multiple State Plan periods; and
- Clarified that states can be sanctioned up to 10 percent of the Governor’s Reserve Allotment if there is consecutive performance failure and a failure to report for the same program year.

This guidance also continues to delineate the process for negotiating levels of performance, as required by section 116(b)(3)(A)(iv) of WIOA and explains the two instances in which a state may be sanctioned, namely for performance failure or failure to report (Sec. 116(f) of WIOA).

CareerSource Florida seeks to ensure that all LWDBs, as subrecipients of authorized funds administered by FloridaCommerce to the LWDBs, are accountable for failing to correct identified performance, programmatic, and financial deficiencies. Correcting deficiencies maintains credibility in program administration, reduces risk of compliance findings, and reduces the potential for recapture and reobligation of funds by FloridaCommerce, the United States Department of Labor (USDOL) or other federal or state entities.

To reduce performance, programmatic, or financial deficiencies, and to increase programmatic integrity at the local level, any subrecipient not meeting the regulatory or statutory standards shall be subject to specific conditions, remedies, and sanctions consistent with applicable federal laws, regulations, and guidance.

V. POLICY AND PROCEDURES

The CareerSource Florida Board of Directors seeks to ensure all LWDBs maintain credibility and accountability for meeting performance, programmatic and financial requirements. Any LWDB not meeting the regulatory or statutory standards shall be subject to specific conditions and sanctions consistent with applicable federal laws, regulations, and guidance.

A. Deficiencies

In the following circumstances, corrective actions may be imposed on LWDBs:

1. Failure by the LWDB to execute a Grantee-Subgrantee Agreement between FloridaCommerce and the LWDB within the timeframe prescribed by FloridaCommerce).
2. Failure by the LWDB's board members, staff, fiscal agent, or administrative entity to appropriately oversee the delivery of services and ensure the effective and efficient use of funds.
3. Failure to:
 - a. Carry out the required functions of a LWDB as set forth in WIOA sec. 107(d).
 - b. Achieve certification.
 - c. Meet the adjusted levels of performance as set forth in WIOA sec. 116.
 - d. Sustain program and fiscal integrity.
 - e. Properly use federal or state funds resulting in disallowed costs.
 - f. Act in a manner necessary to prevent waste, fraud, or abuse of federal or state funds.
 - g. Submit timely and accurate required financial and performance reports.
 - h. Take corrective actions to resolve findings of non-compliance identified during programmatic, fiscal, or investigative monitoring or audit reviews conducted by the USDOL, FloridaCommerce or other legally authorized entity.
 - i. Resolve or address sanctions within the timeframe determined by the authorized monitoring or reviewing authority.
 - j. Resolve or address all independent audit findings or questioned costs.
 - k. Submit required annual Single Audits or financial statement audits.
 - l. Comply with administrative and service contract requirements.
 - m. Retain and produce required service delivery, program participant and/or financial records.
 - n. Address and resolve reported threats to health and safety of program participants or staff, which may include investigating complaints, taking appropriate corrective actions, or making referrals to the appropriate authorities.

B. Actions

The CareerSource Florida Board of Directors and FloridaCommerce may impose the following actions in response to deficiencies noted in Section A, above.

1. **Corrective Notice** – FloridaCommerce will at a minimum provide notice to the CLEO and the Board Chair that corrective action to secure prompt compliance is required. The notice may include additional performance, programmatic, or financial reviews, or additional technical assistance activities. The notice will include a timeline for required implementation and provide the opportunity for the LWDB to resolve any deficiencies.
2. **Specific Conditions** – Failure by the LWDB to fully resolve the deficiencies stated in the corrective notice may result in:
 - a. Placing the LWDB on cost-reimbursement status.
 - b. Requiring invoices and supporting documentation to be submitted to justify and support expenditures prior to approving future draw requests.
 - c. Establishing additional prior approval as deemed necessary by FloridaCommerce.
 - d. Any additional action which the Governor, CareerSource Florida Board of Directors, or FloridaCommerce may determine as effective or necessary to correct the deficiency.
 - e. Full fiscal review of expenditures related to funds passed to the LWDB through FloridaCommerce.
 - f. Full programmatic review of participant eligibility and compliance with federal and state laws, regulations, and guidance.
 - g. Recapture and reallocation of funds.

3. **Sanctions** – Failure by the LWDB to fully resolve the deficiencies stated in the corrective notice or failure to fulfill the specific conditions placed on the LWDB may result in:
 - a. Disallowing all or part of the cost or activity determined to be in non-compliance.
 - b. Temporarily withholding reimbursement.
 - c. Reduce infrastructure funding allotment.
 - d. Reduction or otherwise adjustment of the LWDB’s funding (by disqualification from distributions of incentive monies, reallocated formula funding and/or state-level reserve funds).
 - e. Suspension or termination, in whole or in part, of the federal or state award.

4. Failure by the LWDB to fully cure the deficiencies stated in the corrective notice or failure to fulfill the specific conditions or sanctions placed on the LWDB may result in:
 - a. Issuance of a notice of intent to revoke approval of all or part of the local plan affected.
 - b. Imposing a reorganization plan which may include:
 - i. Decertifying the LWDB and requiring that a new board be appointed and certified for the local area.
 - ii. Prohibiting the use of eligible providers and one-stop partners.
 - iii. Selecting an alternative entity as defined in WIOA Section 107 to administer the program for the local area involved.
 - iv. Merging the local area into one or more other local areas, after consultation with CLEO(s) in the local area; or
 - v. Making such other changes necessary to secure compliance.
 - c. Initiation of suspension or debarment proceedings.
 - d. Any other penalty or action deemed appropriate by the Governor, CareerSource Florida, or FloridaCommerce.

C. Appeal Processes

A local area that has been found in substantial violation of WIOA and has received notification that either all or part of the local plan will be revoked or that a reorganization will occur may appeal such sanctions to the Secretary of Labor, USDOL under 20 CFR 683.650. The appeal must be filed no later than 30 days after receipt of written notification of the revoked plan or imposed reorganization. A copy of the appeal must be simultaneously provided to the CareerSource Florida Board of Directors and the Governor. The sanctions do not become effective until the time for appeal has expired or USDOL has issued a decision. USDOL will notify the Governor and the appellant in writing of the Secretary’s decision within 45 days after receipt of the appeal.

A local area that has failed to meet local performance indicators for three consecutive program years and has received the Governor’s notice of intent to impose a reorganization plan may appeal to the Governor to rescind or revise such plan no later than 30 days after receiving written notice of the reorganization plan. The Governor must make a final decision within 30 days after receipt of the appeal. The local area may appeal the final decision of the Governor to USDOL under 20 CFR 677.225 no later than 30 days after receiving the Governor’s final decision. Any appeal of the Governor’s final decision must be appealed jointly by the LWDB and the Chief Elected Official. USDOL will make its final decision within 30 days after receipt of the appeal. The decision by the Governor on the appeal becomes effective at the time it is issued and remains effective unless USDOL rescinds or revises the reorganization plan.

VI. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act, Sections 107, 116, 124, 184](#)

[20 Code of Federal Regulations \(CFR\) Parts 677.220 and 225; 683.650; 683.720](#)

[2 CFR Parts 200.207; 200.338](#)

[Training and Employment Guidance Letter 11-19, Change 1 – Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act \(WIOA\) Core Programs](#)

[Sections 445.004 and 445.007](#), Florida Statutes.

VII. REVISION HISTORY

Date	Description
TBD	Updated to reflect changes in law and Workforce System Transformation recommended by the CareerSource Florida Board of Directors and approved by the Governor.
02/20/2020	Approved by CareerSource Florida Board of Directors.
02/20/2020	Issued by Florida Department of Commerce. This administrative policy supersedes and replaces AWI FG 00-014, Workforce Investment Act Sanction Process, issued on 10/04/2000.

Approved _____
Disapproved _____

Action Item 2

CAREERSOURCE FLORIDA BOARD OF DIRECTORS CONFLICT OF INTEREST DISCLOSURE POLICY

Section 445.004, Florida Statutes, establishes CareerSource Florida, the Florida Workforce Development Board and its membership. The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers. Workforce development board members and their designees are subject to the Code of Ethics for Public Officers and Employees.

The CareerSource Florida Board of Directors promotes an ethical and transparent structure and requires board members to disclose conflicts of interest that may arise from their service on the board. In 2017, the CareerSource Florida Board of Directors approved CareerSource Florida Strategic Policy 2018.05.17.C.2 – CareerSource Florida Board of Directors Conflict of Interest Disclosure.

This policy benefits CareerSource Florida board appointees by giving them the opportunity to disclose conflicts of interest and ensure the integrity of business before the board. This policy sends a strong message to those doing business with CareerSource Florida about the importance of ethics in operations and transparency in public meetings. This policy relates to the CareerSource Florida Board of Directors and the CareerSource Florida ethics officer, who helps board members identify and disclose potential conflicts of interest.

This policy is revised to provide points of contact for board members with questions about potential conflicts of interest.

FOR CONSIDERATION

- **Approve revisions to CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy**



2017.05.17.C.2

Title:	CareerSource Florida Board of Directors Conflict of Interest Disclosure
Adopted:	05/17/2017
Effective:	12/09/2021

I. PURPOSE AND SCOPE

The CareerSource Florida Board of Directors is the state of Florida’s workforce development board. The board promotes an ethical and transparent structure and requires board members to disclose conflicts of interest that may arise from their service on the board.

This policy benefits CareerSource Florida board appointees by giving them the opportunity to disclose conflicts of interest and ensure the integrity of business before the board. This policy sends a strong message to those doing business with CareerSource Florida about the importance of ethics in operations and transparency in public meetings. This policy relates to the CareerSource Florida Board of Directors and the CareerSource Florida ethics officer, who helps board members identify and disclose potential conflicts of interest.

II. BACKGROUND

Section 445.004, Florida Statutes, establishes CareerSource Florida, the Florida Workforce Development Board and its membership. The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers. Workforce development board members and their designees are subject to the Code of Ethics for Public Officers and Employees.

III. POLICY AND PROCEDURES

CareerSource Florida contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Florida contracts with board members, or with entities with which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

CareerSource Florida Board members who may have a conflict of interest relating to a CareerSource Florida contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members must disclose conflicts of interest in writing or by electronic form to CareerSource Florida and its chief ethics officer prior to any board meeting in which business involving these interests will be discussed. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract.

CareerSource Florida board members are in a conflict of interest whenever they themselves, or members of their immediate family, place of employment, business partners or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the CareerSource Florida Board of Directors. Board members who may have a conflict of interest related to a CareerSource Florida contract or agreement are compelled to disclose the conflict and abstain from voting on decisions impacting the contract or agreement.

A conflict of interest may be real, potential, or perceived; the same duty to disclose applies to each. Full disclosure does not remove a conflict of interest. If a board member is not certain whether he or she is in a conflict-of-interest position, he/she may consult the CareerSource Florida ethics officer, who serves as the ethics and public records officer for the board.

All board members shall sign a hard copy or electronic acknowledgement of this policy to be filed with CareerSource Florida upon appointment to the CareerSource Florida Board of Directors or immediately prior to roll call at their first meeting of the CareerSource Florida Board of Directors or any of its councils.

CareerSource Florida staff will provide ethics training to board members and will make training materials available through the [Workforce Training Institute](#). In the event new or incumbent board members have questions about ethics responsibilities and their obligations in disclosing conflicts of interest they are encouraged to contact CareerSource Florida's chief ethics officer or Senior Attorney.

In the event of a conflict between the language or defined terms in this policy and the language in Chapters 112 and 445, Florida Statutes, the statutory language controls.

IV. AUTHORITY

[Article I, Section 24, Florida Constitution](#)

[Chapter 112, Florida Statutes](#)

V. HISTORY

Date	Description
TBD	Revised to provide points of contact for board member questions about potential conflicts of interest.
12/09/2021	Updated to reflect changes to Chapter 445, Florida Statutes, and access to online conflict of interest disclosure form.
05/17/2017	Policy drafted by the CareerSource Florida Policy and Performance unit for review by the CareerSource Florida Strategic Policy & Performance Council and the Board of Directors at the May 17, 2017, board meeting.

VI. ATTACHMENTS

[CareerSource Florida Conflict of Interest Acknowledgement Form](#)

Approved _____
Disapproved _____

Action Item 3

CAREERSOURCE FLORIDA ADMINISTRATIVE POLICY LOCAL WORKFORCE DEVELOPMENT BOARD CONFLICT OF INTEREST AND CONTRACTING

Recognizing that membership of local boards comprises key providers and leaders from the business, workforce, and education communities, and other community-based organizations, WIOA allows local boards to contract with local board members and members of standing committees for the provision of WIOA-funded services as long as processes are in place that prevent or resolve a conflict of interest.

To increase transparency for board actions where a conflict of interest may exist between a local workforce development board, its board members and/or board employees, in 2010, the CareerSource Florida Board of Directors approved a Conflict – of Interest Contracting Policy to ensure local board compliance with sections 112.3143 and 445.007(11), F.S. This policy adopted procedures for approving contracts in which a conflict of interest may exist, and established criteria and procedures used to address potential conflicts of interest.

In 2017, CareerSource Florida Strategic Policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy superseded Strategic Policy 2010.08.12.A.1.

The Reimagining Education and Career Help (REACH) Act was signed into law and effective July 1, 2021. The REACH Act created several strategic opportunities to enhance and expand services provided through Florida’s workforce development system by promoting, encouraging and taking steps towards unification of partner programs and agency coordination. The REACH Act also strengthened oversight, accountability and transparency measures for the system. Additionally, the REACH Act contained operational and administrative requirements for related party contracts.

Effective July 1, 2021, the REACH Act superseded CareerSource Florida Strategic Policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy and served as the authority for related party contract requirements. By law, the process for reviewing related party contracts was transferred from CareerSource Florida to its administrative entity, the Florida Department of Commerce (FloridaCommerce).

This policy sets forth the criteria and procedures to be used to prevent or eliminate potential conflicts of interest in compliance with Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), and sections 112.3143 and 445.007(11), Florida Statutes.

Section 112.3143(4), Florida Statutes, provides that no appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

CareerSource Florida and FloridaCommerce consulted with local board staff to ensure the seamless transition of CareerSource Florida's role in this process and the development of administrative policy for Related Party Contracts submitted for approval by FloridaCommerce.

FOR CONSIDERATION

- **Sunset CareerSource Florida Strategic Policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy**
- **Approve CareerSource Florida Administrative Policy – Local Workforce Development Board Conflict of Interest and Contracting Policy and delegate authority to administer all processes related to the review of related party contracts over \$10,000.00 to the Florida Department of Commerce.**



Administrative Policy

**POLICY
NUMBER**

TBD

Title:	Local Workforce Development Board Conflict of Interest and Contracting Policy
Program:	Workforce Innovation and Opportunity Act
Effective:	TBD

I. PURPOSE AND SCOPE

This policy sets forth requirements for ensuring transparency and accountability for local workforce development board actions where a conflict of interest may exist between a board member and a related party, and the procedural requirements for approving contracts in which a potential conflict may exist.

II. KEY PROGRAM OBJECTIVES

- Ensure local board members are informed and aware of their statutory obligations to declare conflicts of interest prior to and before local boards enter into contracts specified in section 445.007(11)(a), Florida Statutes (F.S.).
- Ensure local boards obtain the prior approval of the Florida Department of Commerce (FloridaCommerce) before executing such contracts.
- Ensure local boards follow the voting requirements in section 445.007(11)(a), F.S., related to such contracts.

III. BACKGROUND

Recognizing that local board membership is comprised of key providers and leaders from the business, workforce, self-sufficiency, and education communities, WIOA allows a local boards to contract with its members and members of its standing committees for the provision of WIOA-funded services as long as processes are in place that prevent or resolve a conflict of interest. This policy sets forth the criteria and procedures to be used to prevent

or eliminate potential conflicts of interest in compliance with WIOA, and sections 112.3143 and 445.007(11), Florida Statutes (F.S.).

Section 112.3143(4), F.S., provides that no appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

To increase transparency for state and local board actions where a conflict of interest may exist between a local workforce development board, its board members and/or board employees, the CareerSource Florida Board of Directors approved a Conflict of Interest Policy to ensure local board compliance with sections 112.3143 and 445.007(11), F.S. This policy adopted procedures for approving contracts in which a conflict of interest may exist, and established criteria and procedures used to address potential conflicts of interest.

Signed into law July 1, 2021, the Reimagining Education and Career Help (REACH) Act strengthens oversight, accountability, and transparency measures for the workforce system. The REACH Act contains governance directives and administrative requirements that impact local boards including transferring administrative oversight for Related Party Contracts to FloridaCommerce.

CareerSource Florida and FloridaCommerce consulted with local board staff to ensure the seamless transition of CareerSource Florida's role in this process and the development of administrative policy for Related Party Contracts submitted for approval by FloridaCommerce.

IV. POLICIES AND PROCEDURES

Outlined below are procedures and requirements to prevent or eliminate potential conflicts of interest in accordance with WIOA and state law.

A. Requirements Before Entering a Related Party Contract

Federal procurement regulations provide that no employee, officer, or agent of a local board may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.¹ A local board must comply with the requirements of this policy and section 445.007(11), F.S., before contracting with a member of the local board; a relative of a local board member; an organization or individual represented on the local board; a relative of an employee of the local board, or an employee of the local board. Such contracts, along with supporting documentation, must be submitted to FloridaCommerce for review and **may not be executed without the prior approval of FloridaCommerce**, except as set forth

¹ 2 C.F.R. § 200.318(c)(1).

below.

All conflicts of interest must be disclosed to the local board in compliance with the procedures in section 112.3143(4), F.S., prior to any vote on a Related Party Contract. Such disclosure, indicating the nature of the conflict, must be made in written form filed with the board prior to the meeting in which consideration of the matter will take place.

The written document must immediately be provided to the other members of the board and must be read publicly at the next board meeting and incorporated into the meeting minutes. If the conflict is unknown prior to a board meeting and becomes known at the meeting, the disclosure must be made orally during the meeting and written documentation disclosing the nature of the conflict must be filed with the board within 15 days after the oral disclosure. A contract subject to these requirements may not be included on the board's consent agenda.

After establishment of a quorum, the Related Party Contract must be approved by two-thirds vote of the board. The board member who may benefit from the contract, or whose organization or relative may benefit from the contract, must abstain from the vote.

A Related Party Contract under \$10,000 is not required to have the prior approval of FloridaCommerce but must be approved by a two-thirds vote of a quorum of the local board and must be reported to FloridaCommerce and CareerSource Florida within 30 days after approval.

B. Required Documents

For each Related Party Contract that is approved by two-thirds vote of a quorum of the board, the board must submit the following to FloridaCommerce at worfor@commerce.fl.gov:

- a. A board membership roster listing all members of record at the time of the vote and documentation of each listed member's attendance and vote (approving, denying, abstaining) on the Related Party Contract for any board meeting, committee meeting, and subcommittee meeting.
- b. A draft copy of the contract and amendments, as applicable.
- c. Documentation supporting the method of procurement of the Related Party Contract.
- d. A copy of the board meeting and committee minutes that document the discussion and approval of the Related Party Contract.; and

- e. Duly executed originals of Exhibits C and D from the Grantee Subgrantee Agreement:
- i. Exhibit C – Contract Information Form
 - ii. Exhibit D – Disclosure and Certification of Conflict of Interest in a Contract.

C. Related Party Contract Review and Approval Process

Upon submission of the required documentation, FloridaCommerce will review all Related Party Contracts with a value greater than or equal to \$10,000. In considering whether to approve a contract under this policy and section 445.007(11), F.S., FloridaCommerce will review and consider all documentation provided by the local board, including:

- the performance of the entity with which the local board is proposing to contract, if applicable.
- the nature, size, and makeup of the business community served by the local board, including whether the entity with which the local board is proposing to contract is the only provider of the desired goods or services within the area served by the local board.

FloridaCommerce will notify the local board of approval or disapproval within five business days of receipt of all required documentation.

D. Public Disclosures and Transparency

Local boards must comply with public disclosure and transparency requirements in 445.007(11), F.S. All approved Related Party Contracts must be published on the local board's website within 10 days after approval by the local board or FloridaCommerce, whichever is later, and must remain published on the board's website for at least one year after termination of the contract.

V. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act, Section 107\(h\)](#)

[Section 112.3143, Florida Statutes \(F.S.\)](#)

[Section 445.007\(11\), F.S.](#)

[2 Code of Federal Regulations \(CFR\) Part 200](#)

[20 CFR 683.200\(c\)\(5\)](#)

VI. DEFINITIONS

1. **Conflict or conflict of interest** means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest. § 112.312(8), F.S.
2. **Contract** – a relationship, transaction, expenditure, or written agreement which results in or could result in an expenditure of state or federal funds, to which a local board is one of the parties. It includes the proposed contract, initial contract and all amendments, and renewals and extensions thereto. This term does not include:
 - a. Retail purchases in the ordinary course of business.
 - b. The purchase of utility services for use by the local board.
 - c. Staff employment contracts (other than the contracts with members of a local board or relatives of board members or board employees); or
 - d. Membership fees and sponsorships to professional organizations.
3. **Related Party** –
 - a. Local board member(s).
 - b. Board employee(s).
 - c. Relatives (as defined in s. 112.3143(1)(c), F.S.), of any local board member or employee.
 - d. Any organization represented by or employing a local board member, their relative, or a board employee or their relative; or
 - e. Any organization, the board of directors of which a local board member, their relative, or a board employee or their relative holds a board position.
 - f. Any vendor with which a Board member has a relationship.
4. **Related Party Contract** – a contract between a local board and one of its own members, an organization represented by one of its own members, a board member's relatives, an employee of the local board or the employee's relative, or any entity in which board members, their relatives, or board employees or their relatives has any relationship with the contracting vendor.
5. **Relative** – as defined in s. 112.3143(1)(c) – any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.
6. **Special Private Gain or Loss** – as defined in s. 112.3143(d) – an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:
 - a. The size of the class affected by the vote.
 - b. The nature of the interests involved.
 - c. The degree to which the interests of all members of the class are affected by the vote.

- d. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal, and, if so, the nature or degree of the economic benefit or harm must also be considered.

VII. REVISION HISTORY

Date	Description
TBD	Updated to comply with 2020 and 2021 legislative updates to Chapter 445.007(11), F.S. which shifted prior approval responsibilities solely to the Department of Economic Opportunity; requires contracts exceeding \$10,000.00 to undergo the Department's prior approval process.
01/07/2021	Issued by the Florida Department of Economic Opportunity.
12/03/2020	Revised and approved by CareerSource Florida Board of Directors.
02/20/2020	Revised and approved by CareerSource Florida Board of Directors.
06/08/2016	Issued by the Florida Department of Economic Opportunity. This administrative policy superseded and replaced FG-OSPS-073, Regional Workforce Board Composition, Certification and Decertification, issued June 29, 2013.
2012	Updated to comply with the Legislature's adoption of Chapter 2012-29, Laws of Florida .
2011	Created to prohibit a contract between a board, its members, other persons, or entities that may benefit financially from a contract. However, four exemptions were granted to allow the boards to provide statutorily required services.

VIII. ATTACHMENTS

FloridaCommerce-Local Workforce Development Board Grantee-Subgrantee Agreement

IX. RESOURCES

[Exhibit Forms C & D](#)

Approved _____
Disapproved _____

Action Item 4

CAREERSOURCE FLORIDA ADMINISTRATIVE POLICY LOCAL TARGETED OCCUPATIONS LIST REQUIREMENTS

The CareerSource Florida Board of Directors equips local workforce development boards (LWDBs) and local workforce development regions with policy guidance and resources to support businesses and job seekers on a journey toward economic empowerment. CareerSource Florida, the Governor’s designated organization responsible for workforce policy and development, designs, implements, and invests in strategies that foster collaboration and cooperation among workforce, education, and industry partners to help Floridians enter, remain, and succeed in the workforce. These strategies help Floridians and Florida businesses and advance the development of the state’s business climate.

In November 2013, the CareerSource Florida Board of Directors approved a Local Targeted Occupations List (TOL) process and transferred the identification and selection of occupations relevant to local areas. In 2014, the Florida Department of Commerce adopted Administrative Policy 82 – Local TOL Requirements to describe the TOL requirements and process to promote greater strategic business and industry involvement in resource allocation, target training funds for workers needing improved employment and earning opportunities, and to better and more expeditiously serve employers in industry sectors lacking skilled workers. The TOL is required to develop strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for their area, LWDBs can direct training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities.

This policy allows TOLs to be compiled by each local board for its local area. The TOL process enhances collaboration between each local board, local regions, and business and education stakeholders, resulting in a skilled workforce responsive to industry talent needs.

Administrative Policy 82 is updated to reflect changes to Florida Statutes and references to labor market demand information provided by the Labor Market Statistics Center within the Florida Department of Commerce and the Labor Market Estimating Conference. References are removed to Department of Economic Opportunity Final Guidance: FG OSPS-82 and non-essential historical information.

This single policy is designed to replace CareerSource Florida Strategic Policy 2013.11.07.A.1 – Local Area Targeted Occupations List Process and CareerSource Florida Administrative Policy 92 – Local Targeted Occupations List Requirements.

FOR CONSIDERATION

- **Approve sunsetting CareerSource Florida Strategic Policy 2013.11.07.A.1 – Local Area Targeted Occupations List Process and revisions to CareerSource Florida Administrative Policy 92 – Local Targeted Occupations List Requirements.**



**POLICY
NUMBER
82**

Administrative Policy

Title:	Local Targeted Occupations List Requirements		
Program:	Workforce Innovation and Opportunity Act		
Adopted:	February 4, 2014	Revised:	TBD

I. PURPOSE AND SCOPE

The CareerSource Florida Board of Directors designs, implements and invests in strategies that foster collaboration and cooperation among workforce, education and industry partners to help Floridians enter, remain and succeed in the workforce.

Targeted occupation lists identify high-demand, high-wage jobs that are critical to the state's economy. These lists help guide workforce development efforts, ensuring that training and educational resources are directed towards occupations that offer the best opportunities for employment and career advancement. They also assist job seekers in choosing training programs that align with market needs, thereby enhancing their chances of securing stable and well-paying jobs.

This policy provides Local Workforce Development Boards (LWDBs) and Local Workforce Development Regions the Local Targeted Occupations List requirements and process.

II. KEY PROGRAM OBJECTIVES

- Align with target industries and infrastructure industries' training needs as identified by local demand.
- Increase the number of individuals in training that leads to job placement.
- Provide opportunities for workers and students to obtain credentials of value including apprenticeship certificates, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate in applied science degrees, associate degrees in science, Bachelor of Applied Science degrees and Bachelor of Science degrees as identified by the Florida Credentials Review Committee.
- Enhance transparent access to information on training (including levels of training subsidies)
- Improve business *and* job seeker customer satisfaction – as measured through surveys.

- Align public and private sector efforts to address skills gaps and meet the talent needs of employers.
- Direct workforce development resources, such as training and educational programs, towards high growth, high wage sector jobs.
- Guide job seekers towards careers with strong employment prospects and potential for career advancement.

III. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires each state workforce development board to assist the Governor in developing and implementing a state workforce development plan. Florida's WIOA state plan describes Florida's strategy for supporting the publicly funded workforce system. The strategic policies of Florida's state workforce development board provide direction to ensure that publicly funded workforce development programs are administered consistent with the state plan and are compliant with WIOA.

On November 7, 2013, the CareerSource Florida Board of Directors approved a Local Targeted Occupations List (TOL) process and transferred the identification and selection of occupations relevant to local area. This process was adopted to promote greater strategic business and industry involvement in resource allocation, target training funds for workers needing improved employment and earning opportunities, and to better and more expeditiously serve employers in industry sectors lacking skilled workers.

The TOL is required for LWDBs' use of local formula funds to develop strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for their area, LWDBs can direct training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities.

This policy allows TOLs to be compiled by each LWDB for its local area. The TOL process enhances collaboration between each LWDB and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

IV. MEASURABLE PERFORMANCE OUTCOMES

Local workforce development boards shall develop local strategies and policies for using targeted occupations lists and describe these strategies in local WIOA Plans.

V. POLICIES AND PROCEDURES

The Florida Department of Commerce (FloridaCommerce), Bureau of Workforce Statistics and Economic Research (WSER) publishes, on an annual basis, Florida's statewide demand occupations list and 21 local area demand occupations lists of high growth/high wage occupations. The LWDBs use the lists, along with other resources, to develop their own Local TOLs.

To develop their TOLs, LWDBs should:

- Use the statewide and Regional Demand Occupations Lists (RDOL) published by WSER as a starting point.
- Solicit the input of business and industry representatives in their area, including education and industry consortiums established by [CareerSource Florida Strategic Policy 2023.09.19.A.2 – Education and Industry Consortiums](#), about the need to add occupations to or remove occupations from the local TOL.
- Since registered apprenticeship programs (RAPs) are directly linked to demonstrated hiring needs and automatically qualify as eligible training providers under WIOA, RAPs should be recognized as in-demand occupations in the local labor market, as determined by the Employment and Training Administration (ETA).
- Use additional labor market resources and business intelligence including products provided by the Labor Market Estimating Conference, the Florida Credentials Review Committee, the Florida Council of 100, and others available to develop local TOLs.
- Add additional occupations to their lists beyond what is on the WSER list, as needed, based on local demand.

Application of TOL to Different Forms of WIOA Training

The requirements in this Administrative Policy do not apply to on-the-job training (OJT), customized training, transitional jobs, incumbent worker training, and entrepreneurship training. Additionally, pursuant to [TEGL 13-16, Change 1](#), the requirements of this Administrative Policy do not apply to Registered Apprenticeship Programs, as such are considered to always provide training in an in-demand occupation.

Local Workforce Development Board Local Plan

Each LWDB shall incorporate and describe the following in its local plan, and policies and procedures:

- The strategies the LWDB will employ in establishing its local policies to build a skilled workforce around the targeted occupational and industry areas, including the level(s) of training subsidy issued to participants through Individual Training Accounts (ITAs).
- The occupations being targeted and how they align with Florida’s targeted and infrastructure industries and their local economic development priorities.
- How employers and industry associations will provide active feedback in the development of the TOL and how the local area will work with employers on any changes to the local list.
- How the occupational areas in the local area align with each of the educational programs. LWDBs must identify the appropriate Standard Occupational Classification (SOC) code for each occupational area, using the Classification of Instructional Program (CIP) to SOC [crosswalk](#). The SOC code will be assigned based on the program title and occupational title as reflected in the crosswalk. If there are gaps or misalignments between occupational areas and available training programs, the local area must identify appropriate sector strategy solutions.
- How the targeted occupational areas will support the LWDB’s employment and earnings projected outcomes.

Additional Requirements

- Local policies must provide priority for training that is linked to job openings for businesses in Florida’s targeted and infrastructure industries and local economic development priorities.
- All training is limited to two years in duration and must lead to the attainment of industry-recognized certificate or certification, an associate degree or a bachelor’s degree. The two-year duration is not required to be consecutive.
- LWDBs must make available to the public information regarding the process implemented in producing the TOL. LWDBs shall publish their updated TOLs on their websites and submit to DEO a link to their updated TOLs by June 30th of each year.
- LWDBs must update their TOL when occupations are added or deleted, or when there is a change in demand for occupations.

Flexibilities for Special Initiatives

As they receive funding for special initiatives funded through WIOA state set-aside funds or other funding sources, LWDBs shall adopt policies and processes that take into consideration special needs for training that falls outside of their targeted occupation list.

VI. AUTHORITIES

WIOA Public Law 113-128 Sections [3\(23\)\(B\)](#) and [134\(c\)\(3\)\(G\)\(iii\)](#)

Florida Statutes, Section [1003.492 \(2\)\(b\)](#); and Section [445.004\(6\)](#)

Action Item 1 [WFI BOD 11-07-2013 Agenda Packet](#)

VII. DEFINITIONS

- Classification of Instructional Program (CIP) – is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
- Standard Occupational Classification (SOC) – is a listing of all occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

VIII. REVISION HISTORY

Date	Description
TBD	Updated to reflect changes to Florida Statutes and references to labor market information provided by the Labor Market Statistics Center within the Florida Department of Commerce and the Labor Market Estimating Conference. Removed reference to DEO Final Guidance FG OSPS-82
6/18/2018	CareerSource Florida Administrative Policy 082 – Local Targeted Occupations List Requirements
05/17/2017	Revised copy in plain language; incorporated language from

	Department of Economic Opportunity (DEO), Final Guidance (FG OSPS-82), in the Purpose and Scope section; Changed tenses to reflect forward looking policy; modified numbered list in Objectives; Changed references to regions to local workforce development boards (or local board); changed regional to local areas; consolidated sections to align more closely with FloridaCommerce administrative policies.
02/05/2014	Final Guidance: FG OSPS-82

Approved _____
Disapproved _____

Action Item 5

REVISIONS TO CAREERSOURCE FLORIDA SECTOR STRATEGIES STRATEGIC POLICY

The CareerSource Florida Board of Directors equips local workforce development boards (LWDBs) and local workforce development regions with policy guidance and resources to support businesses and job seekers on a journey toward economic empowerment. CareerSource Florida, the Governor's designated organization responsible for workforce policy and development, designs, implements, and invests in strategies that foster collaboration and cooperation among workforce, education, and industry partners to help Floridians enter, remain, and succeed in the workforce. These strategies help Floridians and Florida businesses and advance the development of the state's business climate.

The Workforce Innovation and Opportunity Act (WIOA) aligns workforce development, education, and economic development programs with regional strategies to meet employer needs and provide high-quality career opportunities for job seekers and workers. Achieving this vision depends on developing and implementing industry sector strategies. WIOA provides a clear definition for sector or industry partnerships, requires the development or convening of industry or sector partnerships at the regional level, and mandates that strategies for convening sector partnerships be a clear part of a state's vision for achieving key workforce and economic development outcomes.

In 2018, the CareerSource Florida Board of Directors approved CareerSource Florida Strategic Policy 2018.02.14.A.2 – Sector Strategies and a Sector Strategies Toolkit that requires local workforce development boards to develop sector strategies that are: following strategic framework:

- Driven by high-quality data
- Founded on a shared, regional vision
- Directed by industry
- Lead to strategic alignment
- Transform how services (job seeker, worker and employer) are delivered; and are,
- Focused on approaches that are measured, improved and sustained

Local workforce development boards are required to include their approach to establishing, implementing and sustaining effective sector strategies aligned to local industry sectors of focus in their WIOA local workforce development plans.

CareerSource Florida Strategic Policy 2018.02.14.A.2 – Sector Strategies is revised to incorporate changes required by the Reimagining Education and Career help (REACH) Act and 2023 Legislation signed into law.

FOR CONSIDERATION

- **Approve revisions to CareerSource Florida Strategic Policy 2018.02.14.A.2 – Sector Strategies**



2018.02.14.A.2

Strategic Policy

Title:	Sector Strategies
Adopted:	February 14, 2018
Effective:	
Program:	Workforce Innovation and Opportunity Act (WIOA)

I. PURPOSE AND SCOPE

Sector strategies are regional, industry-focused approaches that align public and private resources to build a skilled workforce, meeting employer talent needs and defining career pathways for workers. Evidence shows these strategies improve career opportunities for job seekers and enhance industry competitiveness. Effective sector strategies depend on strong partnerships among businesses, workforce development, education, training, economic development, labor, and community organizations.

The Workforce Innovation and Opportunity Act (WIOA) prioritizes sector strategies to meet employer needs while also developing career pathways for individuals.

This policy applies to CareerSource Florida, The Florida Department of Commerce and all local workforce development boards.

II. KEY PROGRAM OBJECTIVES

- **Align Workforce Solutions with Industry Needs:** Develop and implement customized workforce strategies that directly address the specific challenges and needs of target industries.

- **Foster Strong Partnerships:** Create and sustain collaborative relationships between businesses, workforce agencies, educational institutions, community and economic development partners to drive shared goals.
- **Leverage Data for Informed Decision-Making:** Utilize comprehensive data analysis to understand industry trends, identify workforce gaps, and develop targeted solutions.
- **Ensure Accountability and Continuous Improvement:** Establish clear metrics, track progress, and regularly evaluate strategies to ensure they remain relevant and impactful for both businesses and workers.
- **Sustain and Scale Efforts:** Develop sustainable plans and processes to maintain the effectiveness of sector strategies over time, with the flexibility to scale and adapt as industry needs evolve.

III. MEASURABLE PERFORMANCE OUTCOMES

Program outcomes include all core WIOA performance measures, including employment after exit, average wages, credential attainment, and measurable skills gains.

IV. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, envisions a quality-focused, employer-driven, and customer-centered workforce system tailored to regional economies. In collaboration with partners, WIOA aligns workforce development, education, and economic development programs with regional strategies to meet employer needs and provide high-quality career opportunities for job seekers and workers. Achieving this vision depends on developing and implementing industry sector strategies.

CareerSource Florida is the principal workforce policy organization for the state, designing and implementing strategies to help individuals enter, remain in, and advance within the workplace, benefiting businesses and enhancing the state's business climate. Florida's statewide WIOA Workforce Development Plan and local plans must include the use of sector strategies and the development of career pathways. In 2019, Florida's Governor signed Executive Order Number 19-31, charting a course for Florida to become Number 1 in Workforce Education by 2030, ensuring students are prepared for Jobs of the Future, particularly in health services, education, transportation, trade, utilities, computing, and jobs requiring certification or licensing.

In 2023, the Governor signed the Reimagining Education and Career Help (REACH) Act into law, to enhance access, alignment and accountability across Florida's workforce development system. In 2023, the Governor signed Senate Bill 240, which requires the Labor Market Estimating Conference and the Labor Market Statistics Center within the Florida Department of Commerce to develop official information with respect to supply and demand in Florida's statewide and regional labor markets to determine the state's near-term and long-term planning and budgeting system.

Florida Statute 445.007 requires each local workforce development board to create an education and industry consortium, providing quarterly reports to assist in decision-

making on programs, services, and partnerships, and making this information available to the public and workforce system partners for developing sector strategies and career pathways.

V. POLICY AND PROCEDURES

Sector Strategies

WIOA provides a clear definition for sector or industry partnerships, requires the development or convening of industry or sector partnerships at the regional level, and mandates that strategies for convening sector partnerships be a clear part of a state's vision for achieving key workforce and economic development outcomes.

Sector partnerships must be founded on a shared regional vision which helps to set a standard, drive change, and keep partners focused. Partners commit to aligning their policies, processes, and investment of resources to collaboratively meet the needs of the targeted sectors. Boards should identify existing collaboratives or partnerships which already engage employers from the targeted industries. These partnerships include companies that share human resource challenges, as well as economic development organizations, training providers, education partners, local chambers, business and industry associations, education and industry consortiums, and other stakeholder groups.

Engaging with employers in a meaningful way should be the priority, allowing employers to take the lead in sharing their workforce challenges and needs. Boards should be intentional in collaborating with partners and make every effort to be aware of the ever-changing economic development priorities in their regions. Boards can ensure alignment with economic development priorities in their region by gathering intel from their education and industry consortiums and playing an active role in city, county and regional economic development organizations, connecting with local and regional chambers of commerce, meeting with Small Business Development Center partners, and other community partners with talent development focused initiatives.

Local workforce development boards shall develop sector strategies, as outlined in the following strategic framework:

- Driven by high-quality data.
- Founded on a shared, regional vision.
- Directed by industry.
- Leading to strategic alignment
- Transforming how services (job seeker, worker and employer) are delivered.
- Focused on approaches that are measured, improved and sustained.

Local workforce development boards are required to include their approach to establishing, implementing and sustaining effective sector strategies aligned to local industry sectors of focus in their WIOA local workforce development plans. This approach should include specific economic development, education, business association, small business, and education and industry consortium partners and outline the LWDB's role in each partnership.

Local efforts to implement this strategic policy should align with the sectors identified in each area's WIOA local plan, other relevant strategic and administrative policies (such as

the Education and Industry Consortium, Registered Apprenticeship and Work-based Training policies), and the [Comprehensive Employment, Education, and Training](#) policy. Local areas should conduct self-assessments of their sector strategy implementation and evaluate the local use and impact of the toolkit developed to support these strategies.

Career Pathways

Florida’s workforce development system plays a vital role in developing and expanding career pathways, helping individuals secure employment and advance in specific industries or occupational sectors by connecting regional education, training, and support services. This ensures businesses have access to a reliable talent pipeline. To support this, CareerSource Florida developed resources and tools, including PowerPoint templates, guides, webinars, and informational maps, available in the Sector Strategies Toolkit to aid local and regional areas in creating and expanding career pathways, incorporating work-based learning, and aligning with regional plans and resources.

VI. AUTHORITIES

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

[Chapter 445.004, Florida Statutes](#)

[Chapter 445.007, Florida Statutes](#)

[Chapter 2023-81, Laws of Florida](#)

[Section 216.136, Florida Statutes](#)

[Executive Order 19-31](#)

VII. HISTORY

Date	Description
TBD	Updated to incorporate changes required by the Reimagining Education and Career Help (REACH) Act and 2023 Legislation signed into law.
12/09/2021	Updated to reflect changes to Florida Statutes and implementation of the 2021 Reimagining Education and Career Help (REACH) Act
02/14/2018	Approved by CareerSource Florida Board of Directors.

IX. RESOURCES

[Sector Strategies Toolkit](#)

Information Items





Administrative Policies Summary

September 10 – 11, 2024

Consistent with the agreement between FloridaCommerce and CareerSource Florida, Inc., CareerSource Florida provides administrative support for the state workforce development board.

As described in [Strategic Policy 2021.06.09.A.1: Statewide Workforce Development Board Policymaking Authority and Delegation](#), CareerSource Florida administrative policies and operational guidance are developed by FloridaCommerce's Bureau of One-Stop and Program Support in consultation with CareerSource Florida's Workforce Program Development team using best practices from the [Policy Development Framework](#).

Administrative policies and operational guidance include business rules, requirements, processes, and responsibilities that expand, explain, or further specify federal and state legislative policies as well as board-approved strategic policies.

CareerSource Florida has determined that the policies below related specifically to operational procedures for the Welfare Transition program do not require approval by the state workforce development board:

- **Transitional Services (Administrative)**

This policy provides LWDBs with requirements for providing to participants transitional services that give support to clients as they actively seek, accept, and maintain employment. These services are not an entitlement but provide available support for up to two years to help individuals and families gain the skills and resources they need to make a successful transition from public assistance to self-sufficiency.

During the 2024 Legislative Session, House Bill 1267 (HB 1267) was passed and included additional requirements related to transitional services. This policy is implemented to comply with Florida law.

- **Hardship Extension (Administrative)**

This administrative policy outlines the requirements and procedures to the LWDBs for providing hardship extensions to Temporary Cash Assistance (TCA) recipients.

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, also known as the 1996 Welfare Reform Act, became law effective August 22, 1996. The PRWORA changed cash assistance from an open-ended entitlement program to a time-limited cash assistance program, created the federal Temporary Assistance to Needy Families (TANF) Program, which replaced the Aid to Families with Dependent Children, and established work requirements of recipients in exchange for TCA. The state of Florida imposed a cumulative lifetime limit of 48 months for receipt of cash assistance rather than the 60 months allowed by PRWORA.

During the 2024 Legislative Session, HB 1267 was passed requiring additional actions tied to participants approaching the statutory time limitation for TCA. The bill requires that staff conduct exit surveys at the points of contact required when a participant

becomes, or is anticipated to become, ineligible for TCA, and to utilize a financial tool such as the Career Ladder Identifier and Financial Forecaster (CLIFF) to demonstrate future financial impacts from the participant's change in income and benefits over time. to demonstrate future financial impacts of the participant's change in income and benefits over time.

- **Up-Front Diversion (Administrative)**

This policy outlines requirements and procedures to LWDBs for providing up-front diversion to applicants of Temporary Cash Assistance, including those who require assistance with recurring needs such as shelter, utility payments, food, and monthly expenses. Many applicants do not need ongoing TCA, but, due to an unexpected circumstance or emergency, require some immediate assistance to secure or retain employment or child support. These immediate obligations may include a shelter or utility payment, a car repair to enable continued employment, or other services that will alleviate the applicant's emergency financial need and allow the person to focus on obtaining or continuing employment. These needs may be met through up-front diversion, which is available only to applicants as an alternative to ongoing TCA.

HB 1267 amended Florida Law to require LWDBs to administer an intake survey required as part of the screening process for up-front diversion.

- **Work Requirement Penalties and Pre-Penalty Counseling (Administrative)**

This policy provides the LWDBs with instructions to manage pre-penalty counseling and work penalties process(es) for Welfare Transition (WT) participants.

The federal Temporary Assistance to Needy Families (TANF) Program, which replaced the Aid to Families with Dependent Children and established work requirements of recipients in exchange for Temporary Cash Assistance (TCA). Families receiving TCA must participate in work activities or comply with their Individual Responsibility Plan (IRP) or Alternative Requirement Plans (ARP) as a condition of receiving TCA, unless they are exempt. Specific work activities must be done for the minimum number of hours assigned by the LWDB. Work activities include but are not limited to unsubsidized employment; subsidized private-sector employment or public-sector employment; work experience; on-the-job training (OJT); and community service programs.

The Department of Children and Families (DCF) imposes penalties, also known as sanctions, to Welfare Transition participants for noncompliance with work activities and failure to comply with the IRP and/or ARP. The request for penalties is made to DCF by the LWDB when an individual in a family receiving TCA fails to engage in required work activities.

Speaker Bio

Marcus McBride



Marcus L. McBride joined the CareerSource Escarosa team in June 2020 as the chief executive officer. He is a passionate leader who brings a wealth of knowledge from his experience in the public and private sector. McBride holds a Ph.D. in Educational Psychology and Research Methods; Master of Arts in Educational Psychology; and a Bachelor of Science in Human Development and Family Studies, all from the University of Alabama.

Over the past 19 years, McBride has held various roles leading collective efforts to empower others to reach their highest potential. Prior to his current role, he most recently served as director of education and training for Goodwill Industries of the Southern Rivers.