

STATE WORKFORCE DEVELOPMENT BOARD ROLES AND RESPONSIBILITIES POLICY DEVELOPMENT TRACKER

A. GENERAL INFORMATION

Policy Name:	State Workforce Development Board Roles and Responsibilities
Policy Type:	Governance
Policy Rationale:	Delineates the roles and responsibilities of the State Workforce Development Board (SWDB) within the workforce system
Date to Publish:	May 22, 2025

B. PROJECT SUMMARY

The State Workforce Development Board (SWDB) is established under the Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes to assist the Governor with state workforce policy and investments. The SWDB's key roles include developing and implementing the WIOA State Plan, reviewing workforce policies, allocating discretionary funds for strategic initiatives, monitoring economic trends and workforce performance, and leveraging strategic partnerships to enhance career development and training.

The SWDB's responsibilities align with WIOA by ensuring the state's workforce development system is accountable, data-driven, and strategically aligned with economic and educational partners. The board's efforts to communicate the vision, maintain accountability, and foster strategic partnerships are consistent with WIOA's goals of creating a comprehensive, high-quality workforce development system that meets the needs of job seekers and employers.

This governance policy helps ensure the SWDB's activities support WIOA's objectives by promoting effective governance, strategic investments, and continuous improvement in workforce development, ensuring that Florida's workforce system is responsive to the evolving needs of the economy and its workforce.

C. OVERVIEW OF CHANGES

1. Terminology Adjustments and structural changes update language for clarity and consistency and reorganized sections to improve readability and coherence.
2. Policy Updates: Policy and legal references are updated to align with current procedures, regulations and strategic directions.
3. Revisions include adding details specific to State Workforce Development Board (SWDB) requirements consistent with relevant state and federal law (section 20.60, F.S., 20 CFR 679.100 and 679.130) including:
 - a. requirements specific to workforce policy development, dissemination and revision;
 - b. requirements specific to contract template development and dissemination;

- c. requirements specific to collaboration with FloridaCommerce on technical assistance, training and monitoring of LWDBs;
 - d. ethics requirements; and
 - e. other listed items the SWDB must review, approve, or consider.
- 4. Details added specific to the SWDB's requirements related to processes surrounding the Master Credential List.

E. LEGAL REFERENCES AND APPLICABLE GUIDANCE

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

[20 CFR 676](#)

[20 CFR 678.705](#)

[20 CFR § 679.100, Subpart A – State Workforce Development Board](#)

[20 CFR 679.130](#)

[Section 14.36, Florida Statute](#)

[Section 20.60, Florida Statute](#)

[Chapter 445, Florida Statutes](#)

[Florida Credentials Review Committee Overview of Duties](#)