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Workforce Policy

Title:	State Workforce Development Board Roles and Responsibilities
Type:	Governance
Effective:	06/04/2020
Revised:	05/21/2025

I. PURPOSE AND SCOPE

The state workforce development board (SWDB), known as the CareerSource Florida Board of Directors, is established pursuant to Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), Title I, Section 101 and section 445.004, Florida Statutes (F.S.). Charged with assisting the Governor with state workforce policy and investments, the SWDB establishes and directs the vision for the state workforce system, known as the CareerSource Florida network, to align with strategic partners within workforce investment, education, and economic development systems. The SWDB has all the powers and authority not explicitly prohibited by statute which are necessary and convenient to carry out and effectuate its purposes, as determined by state and federal law and the Governor, as well as its functions, duties, and responsibilities.

The CareerSource Florida network comprises the SWDB, CareerSource, Inc. (CareerSource Florida), the Florida Department of Commerce (FloridaCommerce), Florida’s local workforce development boards (LWDBs), chief local elected officials, and local career centers. FloridaCommerce serves as the administrative entity for state workforce programs in accordance with s. 20.60 and [Chapter 445, F.S.](#) CareerSource Florida works at the direction of the SWDB in consultation with FloridaCommerce as required by Chapter 445, F.S. This policy delineates the roles and responsibilities of the SWDB within the CareerSource Florida network, including consultation among the entities as set forth in law.

II. POLICIES AND PROCEDURES

Roles of the SWDB

The SWDB, consistent with [20 CFR 679.100](#), is responsible for assisting the state in aligning and enhancing the capacity and performance of the workforce development system and achieving the state’s strategic and operational vision and goals as outlined in the State’s

approved WIOA Plan. Consistent with state and federal laws, the SWDB fulfills the following critical roles:

1. **Communicate the Vision** and goals for the state's workforce development system through its work on the State's WIOA plan, workforce policies, technical assistance, and strategic investments.
2. **Keep Florida's Workforce System Accountable** through its focus on data-driven decision making and partnership in workforce monitoring and accountability efforts.
3. **Leverage Strategic Partnerships** to cultivate local, regional, and state capacity building that increases economic opportunity.

Primary Responsibilities of the State Workforce Development Board

The primary responsibilities of the SWDB are set forth in s. 445.004(6)(a)-(i), F.S., 20 CFR 679.100 and 679.130. The SWDB focuses on these responsibilities within its critical roles to effectively lead the vision and strategies of the state's workforce system.

1. Communicate the Vision.

Core duties associated with this role include the following:

WIOA State Plan: As directed in [s. 445.003\(2\), Florida Statutes](#), the SWDB develops, implements, and modifies the WIOA State Plan, consistent with the requirements of WIOA. As described in the WIOA State Plan, Section IV, Coordination with State Plan Programs, CareerSource Florida convenes meetings of core, required one-stop partner programs and other partners on behalf of the SWDB.

Policies, Templates, and Technical Assistance: The SWDB, develops, reviews, and revises workforce policies that provide policy directions to the LWDBs. On behalf of the SWDB, CareerSource Florida will also collaborate with FloridaCommerce in the production and review of technical assistance on the operation of federal programs and the expenditure of federal funds by the SWDB or any LWDB.

The SWDB, as the principal workforce policy organization of the state, is responsible for all policy directions to LWDBs. Consistent with [s. 20.60, F.S.](#), FloridaCommerce, Division of Workforce Services, is responsible for administering plans and policies of the SWDB.

All workforce policies that impact the strategies, operations, or funding of the SWDB, local workforce development boards, and local workforce development regions are reviewed, created and revised according to the SWDB's published Policy Development Framework. Policies are presented to the CareerSource Florida Strategic Policy and Performance Council, which may recommend or reject policies for approval, revision, or sunset. The Workforce Program Development unit of CareerSource Florida reports progress and makes recommendations to the SWDB.

The CareerSource Florida Board of Directors or the CareerSource Florida Executive Committee acting as the Board of Directors are the only entities that may approve Florida workforce development policies, by action or consent.

Additionally, the SWDB requires the use of state established templates for contracts to ensure all contract mechanisms follow certain standards established by the SWDB.

Strategic Investments: At the Governor's direction, the SWDB allocates discretionary funds to support initiatives, including training grants and set-aside, otherwise known as the Governor's Reserve Funds. These initiatives support the workforce system of the state, build on evidence-based practices to serve job seekers facing barriers to employment, meet the needs of Florida's businesses, and promote strategic and cross-sector partnerships. CareerSource Florida reports progress and makes recommendations to the SWDB.

Workforce and Economic Conditions: Analyze economic trends, projections, and comparisons that may impact workforce system strategies.

2. Keep Florida's Workforce System Accountable.

Core duties associated with this role include the following:

Ethics: As set forth in the CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy, members of the SWDB are subject to the Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes.

Florida Workforce Network Performance: The SWDB monitors and reviews LWDB local and regional plans and performance. This includes evaluating trends in LWDB letter grades published on the [CareerSource Florida Analytics web page](#), required federal and state indicators, as well as any other indicators identified by the SWDB, to ensure workforce system accountability.

As part of their responsibility to monitor the network performance of the workforce system, CareerSource Florida and FloridaCommerce jointly review LWDB waiver requests associated with federal and state requirements and presents recommendations to the SWDB related to these requests.

Finance and Programmatic Evaluation: Establish financial and budget priorities, monitor and review resulting findings and trends. CareerSource Florida, on behalf of the SWDB also assists in the monitoring of the use of discretionary funds to support strategic initiatives, including training grants and set-aside initiatives, as described above. FloridaCommerce, as the administrative entity for WIOA Title I funds, provides fiscal and programmatic guidance to the SWDB, CareerSource Florida, and all LWDBs to hold both the state and LWDBs strictly accountable for adherence to policies and subject to regular and periodic monitoring by FloridaCommerce.

Workforce Technology and Infrastructure Support: The SWDB develops strategies and provides resources for projects designed to leverage technology, designated information systems, and innovation to strengthen effective and efficient service delivery.

3. Leverage Strategic Partnerships.

Core duties associated with this role include the following:

Strategic Outreach and Education: The SWDB designs and implements strategies to assist Floridians in all phases of career development, target underserved populations, employers in targeted industry sectors, small businesses, industry associations, education partners, and other stakeholders in connecting with employment, training, and support services available through the CareerSource Florida network.

Strategic Training: Training priorities for the CareerSource Florida Network are established

by the SWDB for SWDB members, local elected officials, LWDBs, strategic partners and CareerSource Florida team members. Additionally, CareerSource Florida, on behalf of the SWDB, collaborates in the production and review of LWDB training to ensure alignment with the strategic objectives of the SWDB.

Sharing Best Practices: The SWDB provides opportunities for the CareerSource Florida network, strategic partners, and other experts to highlight and share best practices to increase performance, alignment, and consistency through the workforce system.

4. Other SWDB Responsibilities

In accordance with the state and federal laws identified below, the SWDB, must review, approve, or consider the following:

Item	Authority
Workforce Policies	20 CFR 679.130; s. 445.004, F.S.
Contract Templates	s. 445.004, F.S.
WIOA plans, progress, reports, and modifications	20 CFR 679.130 (a) and (c); 20 CFR 676.143; 20 CFR 676.145
Strategies regarding staff training	20 CFR 679.130(c)(7)
Guidance regarding One-Stop Infrastructure Funding	20 CFR 678.705
Development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities	20 CFR 679.130(i); s. 445.004, F.S.
Updates on state and federal performance and accountability measures for LWDBs and regional planning areas	20 CFR 679.130(d)
Development of and revisions to uniform performance accountability measures that apply across the core workforce programs in collaboration with appropriate state agencies, LWDBs, and public and private providers	20 CFR 679.130
Updates specific to the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act	20 CFR 679.130(k)
Waiver requests from LWDBs regarding Individual Training Accounts	s. 445.003(3)(a)1, F.S.
Identification of or adjustments to planning regions	20 CFR 679.130(c)(5)
Design or adjustments to the workforce development strategies for the state	20 CFR 679.100(d); 20 CFR 679.130 (c)(3); s. 445.004, F.S.
Master Credentials List	s. 445.004, F.S.
LWDB waiver requests for WIOA and Wagner Peyser requirements	20 CFR 679.410; 20 CFR 679.610; 20 CFR 679.620

SWDB Leadership

In accordance with s. 445.002, F.S., the SWDB is the board of directors of CareerSource Florida, Inc. The SWDB hires the President and CEO of CareerSource Florida, who serves at the pleasure of the Governor. The SWDB is chaired by a member designated by the Governor and is required by law to establish an executive committee consisting of the chair and least six additional members selected by the chair. Both the executive committee and the President/CEO of CareerSource have such authority as the SWDB delegates to them, except that the SWDB may not delegate to the executive committee authority to take action that requires approval by a majority of the entire board.

Credentials Review Committee

Pursuant to [s. 445.004\(4\), F.S.](#), the SWDB shall appoint a Credentials Review Committee (CRC) to identify nondegree credentials and degree credentials of value for approval by the SWDB and inclusion in a Master Credentials List.

The CRC acts as an advisory committee or similar group created by CareerSource Florida, Inc. The CRC, its leadership, and CareerSource Florida do not have any direct or implied authority to withhold or direct funds appropriated by the U.S. Congress or the Florida Legislature for distribution by the partner entities who make up the membership of the committee.

The CRC is governed by Florida law and a charter developed and approved by the CRC. All information pertaining to the CRC must be made available and be easily accessible to the public on all relevant state agency websites. The Workforce Program Development unit of CareerSource Florida reports progress and makes recommendations to the Reimagining Education and Career Help or REACH office within the Office of the Governor, the CRC, and the SWDB.

Florida Workforce Training Institute

The SWDB coordinates with FloridaCommerce to ensure the system of training made available to LWDBs and partners is aligned, measurable, clear, and designed to support and improve the workforce system. Consistent with this and [s. 445.008, F.S.](#), the SWDB may create the Workforce Training Institute, which shall be a comprehensive program of workforce training courses for workforce and education professionals with information on the state workforce system's responsibilities under WIOA and state law.

III. AUTHORITY

[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](#)

IV. HISTORY

Date	Description
05/21/2025	Revised to include terminology adjustments and structural changes that update language for clarity and consistency; reorganized sections to improve readability and coherence. Policy and legal references updated to align with current procedures, regulations, and strategic directions. Details specific to SWDB requirements consistent with relevant state and federal law added. Details added specific to SWDB requirements related to processes surrounding the Master Credentials List.
12/09/2021	Updated to reflect changes to Florida Statutes and implementation of the 2021 Reimagining Education and Career Help (REACH) Act
06/04/2020	Approved by CareerSource Florida Board of Directors.