

AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 16, 2022
3:30 P.M.

LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504

CALL IN: 1-872-242-8932 | CONF ID: 652 202 445#

- I. Call Meeting to Order Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Consent Agenda**
 - Minutes – September 15, 2022
- VI. Items for Consideration**
 - Financial Expenditure and Budget Variances Reports (September 30, 2022)
 - Annual Review of CSE By-Laws
 - Corporate Compliance Attorney
 - Guidance for Board/Staff Involvement
 - Common Exit Policy – WIOA (June 2021)
 - Presentation of Annual Report
 - Board Governance: Board Attendance and Vacancies
- VII. Information Items**
 - Chief Executive Officer's Report
- VIII. Other Business**
- IX. Adjournment**

NEXT BOARD MEETING – JANUARY 19, 2023|LOCATION: TBD

CareerSource Escarosa

BOARD OF DIRECTORS SEPTEMBER 15, 2022 MINUTES

Members Participating: Scott Luth (Vice Chair), Doug Brown, Dianne Hatke, Jeffrey Hondorp, Michele Kelson, and Shannon Ogletree

Members Participating via virtual/teleconference: Steve Rhodes (Immediate Past Chair), Anthony Eman, and Tawana Gilbert

Members Not Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Charlin Knight, Laura Hessler, and Michael Listau

Ex-Officio Member Participating: Clara Long and Lani Burritt

Others Participating: Bill Barron, Carol Bono, Dr. Marcus McBride, and Janay Sims – CareerSource Escarosa

Scott Luth, Vice Chair, called the meeting to order at 3:31 p.m. at the Pensacola Career Center (6913 N. 9th Avenue, Pensacola, FL 32504).

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

Public Disclosures from the August 18, 2022, meeting was read by Janay Sims.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Scott Luth and seconded by Lani Burritt to approve the agenda as printed. Motion carried. (9-Yeas/0-Nays).

CONSENT AGENDA: MINUTES – AUGUST 18, 2022

The minutes were reviewed.

Action Taken: Motion by Lani Burritt and seconded by Doug Brown to approve the August 18, 2022, Board of Directors minutes. (9-Yeas/0-Nays).

ITEMS FOR CONSIDERATION

JULY 31, 2022, FINANCIAL EXPENDITURE REPORT /BUDGET AND VARIANCE REPORT

The July 31, 2022, Financial Expenditure/Budget and Variance Reports were made available to the Board. The floor was opened for questions regarding the reports. Inquiry was made regarding the Hurricane Sally grant, which has an expenditure rate of 56% and is termed to end on September 30,

2022. It was noted that CSE requested an extension on the grant, but it is uncertain whether the extension will be granted.

Action Taken: Motion by Doug Brown and seconded by Michele Kelson to approve the Financial Expenditure Report for the period ending July 31, 2022. Motion carried. (9-Years/0-Nays)

2-YEAR MODIFICATION TO CSE'S 4-YEAR PLAN

The 2-Year Modification to CSE's 4-Year Plan was made available to the Board and all its stakeholders. CSE sent notification to all its stakeholders that a presentation of the Plan will be presented on August 17, 2022, and feedback and comments will be welcomed. The notification was also public noticed in the August 10, 2020, Pensacola News Journal. Many partners attended, but no comments were received at the time of the presentation, but some received during the 14-day comment period. Comments received did not include any major requests. Modifications included changes to processes, but no additional content. It is scheduled to be reviewed for approval at the September 22, 2022, Santa Rosa County Board of Commissioners' meeting. Under Section (3) Designation of Chief Local Elected Officer ("CLEO") of the Interlocal Agreement, it designates the "CLEO" for CareerSource Escarosa. Santa Rosa County serves as the CLEO for the period of July 1, 2022 – June 30, 2023. The minutes and its approval will be forwarded to Escambia County Board of County Commissioners. Escambia County will review the Plan at its October 6, 2022, meeting. The Plan will require both County signatures. The Plan is due to DEO on October 3, 2022.

Action Taken: Motion by Dianne Hatke and seconded by Doug Brown to accept the 2-Year Modifications to CSE's 4-Year Plan. Motion carried. (9-Years/0-Nays)

ANNUAL REVIEW OF CSE BY-LAWS

CSE's By-Laws states that the document will be reviewed annually by a committee of the Board of Directors. Steve Rhodes was named to chair the committee and Doug Brown offered to serve on the committee. Scott Luth/Marcus McBride will serve as alternates on the committee.

CONTRACT BETWEEN CSE AND BIS FOR IT MANAGED SUPPORT AND SERVICES

CSE will move forward with the contract terms as accepted by Business Information Services (BIS). A contract will be executed soon.

PY 2022-2023 NEGOTIATED PERFORMANCE LEVELS

The PY2022-2023 Local Performance Level Negotiation Response from DEO was made available to the Board. CSE has fared well and exceeded its performance with a 90% percentile. DEO presents an annual performance review to the Board annually.

CSE TEAM BUDGETED INCREASE

Dr. McBride presented guidance information for awarding merit incentives to staff. CSE staff received an increase to salary, totaling 9% (6% and 3%) during PY 2021-2022. This year's budget allows for up to a 6% merit increase. Disbursement of the merit increases will be made available next week if Board approved. This will be a one-time incentive that's based on merit performance. Performance of metrics dictates the merit award. There was discussion and inquiry regarding funding sources and merit increases going forward.

Action Taken: Motion by Doug Brown and seconded by Shannon Ogletree to accept the recommendation as presented – a one-time merit incentive based on CSE’s performance metric and at the ranges presented. Motion carried. (9-Yeas/0-Nays)

CEO EVALUATION

The CEO’s self-evaluation was not complete at this time.

EXECUTIVE COMPENSATION

CSE’s budget allows for a 10% merit incentive for senior staff (CEO, CFO, and COO). This incentive is at the discretion of the Board. The CFO position is vacant; therefore, would only apply to the CEO and COO.

Action Taken: Motion by Doug Brown and seconded by Dianne Hatke to approve a 10% merit incentive for CSE’s senior staff – CEO and COO. Motion carried. (9-Yeas/0-Nays)

BOARD GOVERNANCE: BOARD ATTENDANCE AND VACANCIES

Information on Board Governance was made available to the Board.

Ms. Lani Burritt, Ex-Officio representing Santa Rosa County Board of Commissioner was welcomed to the CSE Board. All present/participating in the meeting was asked to introduce themselves.

CSE continues to focus on filling vacant seats on the Board of Directors.

OTHER BUSINESS

None to report.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER’S REPORT

Dr. McBride reported on the following:

- The FWDA meeting regarding board realignment and its impact on customers and providers.
- Update on HB1507
- CSE’s new hire and position vacancies
- Hurricane Sally grant ending date – September 2023
- Potential Grants: Non-Custodial Parent and Navigator

Mr. Luth attended the FWDA meeting in Orlando, FL and reported on information presented at the meeting – Board structure and anticipated legislation to be passed.

There being no further business, the meeting adjourned at 4:36 p.m.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa

<i>NFA ID</i>	<i>Grant</i>	<i>Program Name</i>	<i>End Date</i>	<i>Total Funds Released</i>	<i>Life-to-Date Funds Expended</i>	<i>Available Funds Remaining</i>	<i>Percentage</i>
039508	WNS20	Hurricane Sally	9/30/2022	\$848,852.31	\$683,894.89	\$164,957.42	81%
039997	UCR21	Reemployment Services and Eligibility Assessments	9/30/2022	\$50,000.00	\$41,648.49	\$8,351.51	83%
040050	WIY22	WIOA - Youth	6/30/2023	\$929,041.00	\$648,592.41	\$280,448.59	70%
040161	WIA22	WIOA - Adult	6/30/2023	\$757,453.00	\$618,191.32	\$139,261.68	82%
040185	WID22	WIOA - Dislocated Worker	6/30/2023	\$642,537.00	\$84,986.93	\$557,550.07	13%
040424	WPA22	Wagner Peyser	9/30/2022	\$236,067.00	\$202,013.06	\$34,053.94	86%
040534	FWFLP	State Funds	9/30/2022	\$61,036.00	\$61,036.00	\$0.00	100%
040794	TAC20	Trade Adjustment Assistance	9/30/2022	\$3,410.85	\$2,669.77	\$741.08	78%
040812	TAT20	Trade Adjustment Assistance	9/30/2022	\$14,330.67	\$7,444.45	\$6,886.22	52%
040840	WIS22	WIOA - State Level	9/30/2023	\$551,078.00	\$80,366.34	\$470,711.66	15%
040896	WIS22	WIOA - State Level	9/30/2023	\$1,037,828.00	\$22,926.02	\$1,014,901.98	2%
041042	DVP22	Disabled Veterans	12/31/2023	\$53,526.00	\$42,229.82	\$11,296.18	79%
041064	LVR22	Local Veterans	12/31/2023	\$37,475.00	\$37,174.35	\$1,967.65	99%
041363	WIY23	WIOA - Youth	6/30/2024	\$435,388.00	\$0.00	\$870,776.00	0%
041485	WTS22	Welfare Transition Program	11/30/2022	\$343,272.00	\$115,345.22	\$227,926.78	34%
041509	WIA23	WIOA - Adult	6/30/2024	\$175,871.00	\$0.00	\$703,484.00	0%
041533	WID23	WIOA - Dislocated Worker	6/30/2024	\$0.00	\$0.00	\$715,657.00	0%
041588	WPA23	Wagner Peyser	9/30/2023	\$200,000.00	\$0.00	\$238,938.00	0%
041612	WPB23	Wagner Peyser	6/30/2023	\$81,417.00	\$10,615.18	\$70,801.82	13%
041649	WIR23	WIOA - State Level	6/30/2023	\$128,993.00	\$19,869.37	\$109,123.63	15%
041672	WPB23	Wagner Peyser	6/30/2023	\$62,500.00	\$0.00	\$62,500.00	0%
041821	FSH22	Supplemental Nutrition Assistance Program	9/30/2022	\$101,772.00	\$99,688.51	\$2,083.49	98%

**BY-LAWS
OF
WORKFORCE ESCAROSA, INC.
A FLORIDA NOT-FOR-PROFIT CORPORATION**

ARTICLE I. **IDENTIFYING INFORMATION**

Section 1. Name

The name of this organization shall be Workforce Escarosa, Inc., doing business as CareerSource Escarosa, (a not-for-profit corporation), hereinafter referred to as Escarosa.

Section 2. Area of Service

The area to be served by Escarosa and all programs under its jurisdiction shall be Escambia and Santa Rosa County, in the State of Florida, which composes Florida Workforce Development Region One (1) as designated by the Governor of the State of Florida.

Section 3. Location

Escarosa shall maintain offices within the geographical confines of Escambia and Santa Rosa County, Florida.

ARTICLE II. **STATEMENT OF PURPOSE**

The purpose of Escarosa shall be to:

1. Provide policy, fiscal and program guidance for all workforce development activities under Federal, State and local initiatives, as appropriate.
2. Carry out all other functions as specified in Federal, State or local law or ordinance.
3. Seek out, apply for and administer other independent grants for the furtherance of the Board's mission.

ARTICLE III. **BOARD MEMBERSHIP AND COMPOSITION**

Section 1. Representation. The Board's membership shall be generally representative of the population of the service area. The membership shall be based on the diversity of the economic and demographic composition of the counties to assure equitable representation.

Section 2. Categories of Membership. The categories of membership shall be defined by the State of Florida through CareerSource Florida, Inc. Board of Directors, as

approved by the Governor. Members are expected to be the Chief Executive, Chief Operations Officer, Agency Head, owner of business (private sector) or other executive with substantial management or policy responsibility. Over fifty percent (50%) of the membership shall be from the private sector.

Pursuant to Public Law No. 113-128, Title I, sec. 107(b) and Florida Statutes, Title XXXI, Chapter 445.007(1), the Board shall include members from the following categories:

A. Business

A majority of the local board members must represent businesses in the local area as individuals who:

- a. Are owners of a business, chief executive or chief operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- b. Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and
- c. Are appointed from individuals nominated by local business organizations and business trade associations.

A small business shall be defined as a private, for-profit enterprise employing fewer than 250 people.

B. Labor/Apprenticeships

Not less than 20 percent of the members must be representatives of the workforce within the local area who:

- a. Include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of employees will be included.
- b. Include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no such joint program exists in the area, at least one representative of an apprenticeship program in the area, if such a program exists.
- c. May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations

that serve out-of-school youth.

C. Education

Each local board must include representatives of entities administering education and training activities in the local area who:

- a. Include a representative of eligible providers administering adult education and literacy activities under Title II of the Workforce Innovation and Opportunity Act.
- b. Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- c. Include a private education provider, if a public education or training provider is represented on the board. The CareerSource Florida Board of Directors may waive this requirement if requested by a Local Workforce Development Board if it is demonstrated that such representative does not exist in the local area.
- d. May include representatives of local educational agencies and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

D. Governmental/Economic/Community Development

Each local board must include representatives of economic and community development as well as governmental entities serving the local area who:

- a. Represent economic and community development entities serving the local area.
- b. Represent Vocational Rehabilitation serving the local area.
- c. May represent agencies or entities serving the local area relating to transportation, housing, and public assistance.
- d. May represent philanthropic organizations serving the local area.

E. Other Entity Representation

Each local board may include other individuals or representatives of entities determined by the Chief Local Elected Official in the local areas to be appropriate.

Members of the local board may be appointed as representatives of more than one entity if the individual meets all the criteria for representation.

Section 3. Appointment of Board Members. The Chief Local Elected Official in the local area is authorized to appoint the members of the local board who meet the

criteria in accordance with WIOA sec. 107(b)(2). The Chief Local Elected Officials may not delegate the responsibility of appointing members to the local board to the executive director or to staff. When a local area includes more than one unit of local government, the Chief Local Elected Officials of such units may execute an agreement that specifies the respective roles of the individual Chief Local Elected Officials regarding:

- a. The selection, appointment, removal or reappointment of the members of the local board from the individuals nominated or recommended to be such members; and
- b. Carrying out any other responsibilities assigned to such officials in accordance with the Workforce Innovation and Opportunity Act.

If after a reasonable effort the Chief Local Elected Officials are unable to reach agreement, the Governor may appoint the members of the local board from individuals so nominated or recommended.

Upon appointment to the local board, members must be educated about and acknowledge state and local conflict-of-interest policies.

Local boards must adopt and abide by a conflict-of-interest policy that ensures compliance with federal and state laws, rules and regulations and applicable state policies.

Private sector recommendations for appointments shall be made from among nominees solicited from general purpose business organizations in the counties (e. g. Chambers of Commerce, FloridaWest, Santa Rosa Economic Development Council).

All Labor representatives shall be nominated by local labor federations.

Non-private sector recommendations for appointment shall be made from among nominees solicited from interested organizations within the counties.

Appointments to replace members or to fill vacancies shall be made in the same manner as the initial appointments.

Section 4. Board Member Recruiting, Vetting and Nomination. The Local Workforce Development Board, in consultation with the Chief Local Elected Officials, must develop and implement written processes and procedures for recruiting, vetting and nominating Local Workforce Development Board members. The qualifications of Local Workforce Development Board members must be documented, align with the requirements of the Workforce Innovation and Opportunity Act, and be compliant with all federal and state laws, rules and regulations, and applicable state policies. Documentation supporting the recruitment, vetting and nomination process,

including names of nominating organizations and names of all candidates and their qualifications, must be retained for not less than five (5) years.

In addition to criteria as outline in CareerSource Florida Administrative Policy Number 091, the members of the board shall represent diverse geographic areas within the local area. The importance of minority and gender representation must be considered when making appointments to the local board.

Private sector membership is “balanced” by counties. The Chief Executive Officer will contact the general purpose business organization (FloridaWest or Santa Rosa Economic Development Council) from the county where a vacancy will occur/has occurred of the vacancy. The general purpose business organization will contact business leaders in their county (in targeted membership sectors) to solicit nominations. As part of the recruitment/nomination process, a Board Profile Sheet will be completed by each nominee. The general purpose business organization will use the Board Profile Sheet in their process for consideration and selection of a nominee. The general purpose business organization will submit their recommended nominee(s) to the Chief Local Elected Official for appointment consideration.

Public sector membership will generally be “agency based” and therefore requests for nominees are directed to the agency head for either self-nomination or a designee. These nominations will be submitted to the Chief Local Elected Official for appointment.

Section 4. Disclosure of Financial Interest. Each member of the Board who is not otherwise required to file a full and public disclosure of financial interests pursuant to sec. 8, Article. II of the State Constitution or sec. 112.3144 shall file a statement of financial interests pursuant to sec. 112.3145.

ARTICLE IV. MEETINGS OF DIRECTORS

Section 1. Meetings. The Board shall meet every other month or as called by the Chair, but in no event shall the Board meet less than **four (4)** times per year.

Deleted: three (3)

Special meetings of the Directors shall be held when directed by the Chair, or, in his/her absence, the Vice Chair or, in the absence of both the Chair and Vice Chair, upon the call of the Secretary/Treasurer of the Corporation.

Section 2. Place. Meetings of Directors of this Corporation may be held within either Escambia or Santa Rosa County.

Section 3. Notice. A notice of each meeting of Directors shall be provided at least five (5) calendar days prior to the scheduled meeting to each Director at his/her

address which may include e-mail addresses, as the case may be, as such appears on the records of the Corporation at the time any such notice is mailed. The notice shall state the purpose of the meeting, date, time, and place it is to be held. All meetings of the Board and its committees shall be open to the public.

Section 4. Voting. Each Director shall be entitled to one vote upon each motion or issue placed before a meeting for decision or resolution by the vote of the Directors. All action items brought before the board require a simple majority vote. No proxy votes shall be allowed. Items regarding related party contracts require a two-thirds (2/3rds) majority vote of members present when a quorum has been established. All contracts with current board members must be in compliance with the CareerSource Florida, Inc., contracting policy.

Section 5. Quorum. ~~Fifty percent (50%)~~ plus one of the Directors entitled to vote shall constitute a quorum at any Directors' meeting. Members participating by webinar/teleconferencing/virtual/online shall be counted present and shall be included in the count to determine a quorum. Members participating by webinar/teleconferencing/virtual/online shall be entitled to vote as members who are physically present at the meeting. If less than a quorum exists, the Chair may continue the meeting for information and discussion only; or adjourn the meeting at his/her discretion with no action taken by members present.

Deleted: Forty percent (40%)

Section 6. Attendance. The Chair is authorized to request a replacement appointment for any member of the Board of Directors who has had unexcused absences for three or more consecutive meetings of the Board. The Chair shall make the final determination whether non-attendance is excused or unexcused for all absences of members.

ARTICLE V. TRAINING NEEDED FOR BOARD MEMBERS

Members appointed to the LWDB are required to participate in orientation and annual training to ensure they understand the purpose of their participation on the LWDB. The purpose of orientation and training is to provide LWDB members with information that empowers them to effectively serve as a board member. The LWDB is expected to take all reasonable steps necessary to encourage attendance by the CLEO at board member orientation and training.

Section 1. New LWDB Member Training. All new board members, within six months of appointment, will complete a new board member orientation. The board shall develop board member orientation for board members, which will cover at a minimum:

- a) Overview of WIOA;
- b) Overview of the workforce development system and structure;
- c) The state's workforce development system goals and strategies;

- d) The purpose of the LWDB;
- e) LWDB composition, including required members and areas of representation;
- f) Roles and responsibilities of the CLEO, fiscal agent, LWDB, LWDB chairperson, and LWDB executive director and staff;
- g) Required partners and programs;
- h) How the workforce system is funded;
- i) Performance requirements;
- j) Sunshine law requirements; and
- k) Conflict of interest policy and disclosure of potential conflicts of interest.

Section 2. Annual Training Requirements. Board members will complete an annual refresher training to remind them of the purpose of their appointment as a member to the LWDB. The annual training will include at a minimum:

- a) The state's workforce development goals and strategies;
- b) The purpose of the LWDB;
- c) Roles and responsibilities of the CLEO, fiscal agent, LWDB, LWDB chairperson, and LWDB executive director and staff;
- d) How the workforce system is funded;
- e) Performance requirements;
- f) Sunshine law requirements; and
- g) Conflict of interest policy.

New member orientation and refresher training may be offered in-person and/or virtually at the local area's discretion. The LWDB must retain and, provide to DEO upon request, attendance records of participants and the dates of completion. New board members completing the board member orientation are not required to complete the annual refresher training in the same year they become a new member.

ARTICLE VI.

DIRECTORS

Section 1. Authority of Board Members. Members of the board who represent organizations, agencies, or other entities must be individuals with optimum policymaking authority within the organizations, agencies or entities.

Section 2. Function. The business of this Corporation shall be managed and its corporate powers exercised by the Board of Directors.

Section 3. Number. Board membership shall be in compliance with all applicable federal and state requirements, and shall not exceed twenty-five (25) members.

Deleted: nineteen (19)

Section 4. Election and Term. The term of membership for each member of the Board of Directors shall commence on the first day of appointment by a local Board

of County Commissioners. Each term of membership shall be for ~~four (4)~~ years for private sector members. Each member shall serve staggered terms and may not serve for more than eight (8) consecutive years unless the member is a representative of a government entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation. Legislatively-required members are not subject to term limits.

Deleted: two (2)

Section 5. Extensions. Upon review and approval of the Nominating Committee, the request for extensions will be sent to the Escambia or Santa Rosa County Board of County Commissioners for approval.

Section 6. Vacancies. Board vacancies must be filled within a reasonable amount of time, but no more than 12 months from the vacancy occurrence. Vacancies in the Board of Directors shall be filled through the Escambia and Santa Rosa County Boards of County Commissioners, and nominations for private sector members should be from general purpose business organizations. All legislatively-required members must be appointed by the representative agency, organization or non-profit corporation.

Section 7. Time of Meeting. The Board of Directors shall meet at least once per quarter. The specific date and time for Board of Directors meetings shall be as fixed by the Board of Directors. Notice of each meeting shall be given to each Director not less than forty-eight (48) hours before the meeting. Special or emergency meetings of the Board of Directors may be called by the Chair; or in his/her absence by the Vice Chair; or in the absence of both the Chair and Vice Chair - - by the Secretary/Treasurer with no less than twenty-four (24) hour notice.

Section 8. Removal of a Member for Cause. A Board member may be removed from office before the expiration of his/her term for cause upon the affirmative vote of two-thirds (2/3rds) of the Board at a legally called Board of Directors meeting. For purposes hereof, "cause" shall be defined as:

- a. Conviction of a crime involving moral turpitude or dishonesty;
- b. An intentional and flagrant violation of Escarosa standard of conduct or any rules promulgated thereunder; or
- c. Any conduct which two-thirds (2/3rds) of the membership determines to be significantly detrimental to Escarosa or to the purposes and objectives of the workforce development system.

Before any final vote is taken by the Board on the question of removal or not of a Board member, such member shall first be advised in writing of the alleged cause for which his/her removal is sought no later than fifteen (15) days prior to the Board meeting at which such final action is taken. At such meeting, the Board member sought to be removed shall be afforded the opportunity to be heard.

Members who no longer hold the position or status that made them eligible appointees must resign or be removed by the Chief Local Elected Officials.

The Governor and Chief Local Elected Officials may remove members of the Board, and its Executive Director or the designated person responsible for operational and administrative functions for the board for cause.

Section 9. Conflict of Interest of Members. The Board of Directors has elected to adopt the guidelines as issued by the U.S. Department of Labor, Training and Employment Guidance Letter (TEGL) No. 35-10, issued June 16, 2011.

ARTICLE VII.

OFFICERS

Section 1. Officers. This Corporation shall have a Chair and Officers who shall be Directors representing a private sector business. The Chair shall be chosen by the Board of Directors prior to July 1st and shall serve until his/her successor is chosen and qualifies, but shall not serve more than two, two-year terms (total of four years) in accordance with Florida Workforce Investment Act 2000. All other Officers shall be recommended by a Nominating Committee and approved by the Board of Directors for two (2) year terms. In order to sustain continuity of leadership, there will be a progression from offices to Chair: Vice Chair to Chair; Secretary/Treasurer to Vice Chair, etc.

The Board of Directors may establish additional officers for the Corporation at a regular meeting of the Board of Directors or at a special meeting held for that purpose. However, in no event shall the Board of Directors establish an Officer greater than that of the Chair of the Corporation.

Section 2. Chair. The Chair is elected by the members of the local board and must be one of the business representatives on the local board. Local Workforce Development Board Chair requirements can be found in Administrative Policy 110 – Local Workforce Development Area and Board Governance.

The Chair shall be the Chief Elected Officer of the Corporation, shall have general oversight of the business and affairs of the Corporation subject to the directives of the Board of Directors, and shall preside at all meetings of the Board of Directors. The Board's Chair shall also serve as Chair of the Executive Committee.

Section 3. Vice-Chair. The Vice Chair shall, in the absence and inability of the Chair to serve, exercise and discharge all the powers and duties of the Chair and act in the Chair's stead. The Vice Chair may serve as the Chair of any standing committee/council or ad-hoc committee.

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall review meeting minutes for submittal to the Board of Directors and shall sign all Board meeting minutes upon approval by the Board of Directors. In addition, this Officer shall have access to corporate records, including the financial records; shall review all corporate funds and financial records; and shall review accounts of receipts and disbursements and render reports thereof at the meetings of the Board of Directors.

ARTICLE VIII. STAFF

The Corporation may hire or lease staff to serve the specific needs of the Corporation.

ARTICLE IX. COMMITTEES

Executive Committee: The Chair, Vice Chair, Secretary/Treasurer, Immediate Past Chair and one Member at Large, shall constitute the Executive Committee. The Executive Committee shall act as the Finance/Audit Committee.

The Executive Committee shall have the power to act on behalf of the Board of Directors on all matters between meetings when time is of the essence. The actions of the Executive Committee are subject to ratification by the full Board of Directors. The Executive Committee shall also have such other powers as authorized by the Board of Directors.

The Chair may appoint committees as needed for the proper management of the business of the Corporation. The Chairs of all committees shall be members of the Board of Directors. Other committee members must be members of the Board of Directors.

Each committee shall meet as required to conduct business and report to the Board of Directors at the next scheduled Board of Directors meeting.

The work, duties, and functions of each such committee shall be prescribed by the Board of Directors according to business needs.

ARTICLE X. CERTIFICATION OF LOCAL WORKFORCE DEVELOPMENT BOARDS

Section 1. Certification. Once every two years, one Local Workforce Development Board must be certified for each local area in the state, based on the criteria described in the Workforce Innovation and Opportunity Act sec. 107(b). For a second or subsequent certification, 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 Workforce Innovation and Opportunity Act sec. 106(e)(2).

The CareerSource Florida Board of Directors shall recertify boards every two years. The Department of Economic Opportunity, in consultation with the CareerSource Florida Board of Directors, will issue instructions to the Local Workforce Development Boards for certification. Local Workforce Development Boards will submit certification documents to the Department of Economic Opportunity. Upon satisfactory review of a Local Workforce Development Board's certification documents, Department of Economic Opportunity will provide a recommendation on certification to the CareerSource Florida Board of Directors. At the appropriate time intervals, instructions will be issued to Local Workforce Development Boards about the certification process, to include documentation requirements.

Section 2. Failure to Achieve Certification. Failure of a Local Workforce Development Board to achieve certification shall result in appointment and certification of a new local board for the local area pursuant to the Workforce Innovation and Opportunity Act sec. 107(c)(1). Administrative Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards details the actions the CareerSource Florida Board of Directors and Department of Economic Opportunity may take if a Local Workforce Development Board fails to meet this standard.

Section 3. Decertification of Local Workforce Development Boards. The Governor may decertify a Local Workforce Development Board in accordance with the Workforce Innovation and Opportunity Act Sec. 107(c)(3), as further prescribed in Administrative Policy 104, Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards.

ARTICLE XI. SEAL

Escarosa does not have a Corporate seal.

ARTICLE XII. AMENDMENTS

These By-laws may be amended solely by the affirmative vote of at least one vote more than fifty percent (50%) of the members present at any Board of Directors' meeting.

ARTICLE XIII.

MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of the Corporation shall commence on July 1 and end on June 30.

Section 2. Annual Review of By-laws. These By-laws will be reviewed annually by a committee of the Board of Directors. The committee will present changes to the Board of Directors for approval. Statutory changes will require Board of Directors acceptance.

ARTICLE XIV.

DEFINITIONS

1. **Small business** is defined by the Small Business Administration.
2. **Economic agency** is defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.
3. **For cause** includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, gross mismanagement, waste or lack of performance.
4. **Persons with optimum policy-making authority** is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

WORKFORCE ESCAROSA, INC.
Dba CareerSource Escarosa

Kathaleen Cole, Chair

Attest:

Lloyd Reshard, Secretary

Revised: March 17, 2022

By-Laws Revision History

Date	Description
March 17, 2022	Revised and approved by CareerSource Escarosa Board of Directors
September 16, 2021	Action by Executive Committee ratified by CSE Board of Directors
August 27, 2021	Revised and approved by CareerSource Executive Committee
May 6, 2021	Revised and approved by CareerSource Escarosa Board of Directors
September 19, 2019	Annual Review by CareerSource Escarosa Board of Directors
July 19, 2018	Revised and approved by CareerSource Escarosa Board of Directors
August 4, 2017	Revised and approved by CareerSource Escarosa Board of Directors
July 21, 2016	Revised and approved by CareerSource Escarosa Board of Directors
September 26, 2013	Revised and approved by CareerSource Escarosa Board of Directors
October 20, 2011	Revised and approved by CareerSource Escarosa Board of Directors

SECTION 5 – GOVERNING PRINCIPLES OF EMPLOYMENT

5-1 Dispute Resolution

Your first course of action for dispute resolution is normally your direct supervisor. If you have a dispute or complaint that cannot be resolved between you and your supervisor, however, or if your supervisor is involved in the issue or concern, you should meet with the EO officer, CEO, or Landrum HR Business Partner. If the issue or concern involves harassment or discrimination, you should promptly report the matter to the Landrum HR Business Partner or a member of management or make a report using Landrum's No Discrimination and Harassment Policy, which can be found in the Landrum Employee Handbook. If there is still no resolution, you must follow Landrum Professional's process as referenced on page 14 of the Landrum Employee Handbook, which states as follows:

Landrum Professional hopes that all employment-related disputes, claims and complaints can be resolved through Landrum Professional's Open-Door Policy or No Discrimination and Harassment Policy. This gives you, CSE, and Landrum Professional, a fair chance to resolve any problems promptly and efficiently. However, if a dispute, claim or complaint cannot be resolved informally through the Open-Door Policy, Landrum Professional's Dispute Resolution Policy must be followed.

The policy requires any person with an employment-related dispute, or a claim not resolved through the Open-Door Policy or the No Discrimination or Harassment Policy (including but not limited to claims related to harassment, discrimination and/or retaliation) to first utilize voluntary non-binding mediation through a mutually agreeable mediator. Either party has the right to be represented by counsel of their choosing at the mediation. Unless otherwise mutually agreed, all mediation shall be held in Pensacola, Florida.

If not resolved by mediation, the dispute must be resolved by binding arbitration in Escambia County, Florida (or other county mutually agreed to) by an impartial arbitrator selected in compliance with the voluntary arbitration rules of the American Arbitration Association. The arbitrator shall have the authority to award all statutory remedies. The terms of this policy apply to all disputes or claims, including statutory or common law claims, relating to or arising out of matters pertaining to employment, including unlawful employment, discrimination, harassment and/or retaliation prohibited under state and federal civil rights laws. The policy also applies to retaliation claims under state workers' compensation and whistle-blower laws, failure to hire claims, and claims of retaliation, wrongful termination, and contract, compensation, benefits claims and wage and hour disputes.

This policy is to be interpreted in accordance with the substantive law of the State of Florida and does not alter the at-will nature of an employee's employment. These



CareerSource ESCAROSA

Common Exit

Workforce Innovation and Opportunity Act, Wagner-Peyser and Trade Adjustment Assistance

Local Operating Procedures

Is to follow State Guidelines for Admin Policy 115

03/18/2022

CareerSource ESCAROSA, (Program) Local Operating Procedures

OUR VISION

Our region is recognized for its economic growth, driven by flourishing businesses and a skilled workforce.

OUR MISSION

CareerSource ESCAROSA is a central workforce development resource, linking businesses with the skilled and trained talent they need.

OUR PRINCIPLE GUIDELINES

To deliver an outstanding service to all who seek out our assistance.

OUR GOAL

Create an environment that fosters economic success.

I. PURPOSE AND SCOPE

This handbook explains the Local Operating Procedures (LOP) that relate to the CareerSource ESCAROSA's programmatic management of the Common Exit for the Workforce Innovation and Opportunity Act, Wagner-Peyser and Trade Adjustment Assistance. It is each staff member's responsibility to become familiar with the contents of this handbook.

This LOP is meant to mirror the exact guidelines that the state outlines in Admin Policy 115. This handbook is not a contract, nor is it intended to address all situations and circumstances that could occur. This LOP is a living document and management reserves the right to make changes to the content, as needed or as the states updates its policies.

If you have specific questions regarding any procedures (whether covered in this handbook or not), please contact your supervisor.

II. BACKGROUND

WIOA establishes performance accountability indicators, aligns performance-related definitions, ensures comparable data collection, and integrates performance reporting requirements to assess the effectiveness of states in achieving positive outcomes for individuals served by the workforce development system.

In accordance with [Training and Employment Guidance Letter \(TEGL\) 10-16, Change 1](#), states are encouraged to implement a common exit policy. Common exit is intended to ensure a more efficient and effective integrated service delivery system, track the coordination of services, and align performance reporting.

III. AUTHORITY

[20 Code of Federal Regulations \(CFR\) Part 677](#)

[TEGL 10-16, Change 1](#)

[TEGL 14-18](#)

[TEGL 19-16](#)

[TEGL 21-16](#)

IV. POLICIES AND PROCEDURES

Florida has an established common exit policy implemented through its online case management and labor exchange system, Employ Florida. This policy requires that an individual who is participating in any program covered by the common exit policy will not exit (and be counted in performance) until the individual is no longer being served by any program to which the policy applies.

Florida's common exit policy is applicable to the following programs:

- a) WIOA Title I – Adult, Dislocated Worker, Youth i. National Dislocated Worker Grants (NDWG)
- b) WIOA Title III – Wagner-Peyser i. Jobs for Veterans' State Grant (JVSG)
 - ii. Migrant and Seasonal Farmworkers (MSFW)
- c) Trade Adjustment Assistance

Program performance measures, including four of the six WIOA Primary Indicators of Performance, as defined in [TEGL 10-16, Change 1](#), are associated with the participant's exit; therefore, accurate documentation and reporting of exit dates, as well as the services which impact the participant's exit, is critical.

A. Reportable Individual

Reportable individuals register in Employ Florida and may access self-service system functionalities and receive information-only services or activities. Reportable individuals are tracked and reported in performance reports but do not impact program performance and may not be used to impose sanctions. Reportable individuals are not considered participants in a program, so they do not exit and are instead closed as never enrolled. The date of closure for reporting purposes is determined as follows:

- a) Individual does not become a participant.
- b) Individual is served with only self-service and/or information-only services.
- c) 90 days elapsed since being identified as a reportable individual, and the individual has not received additional self-service or information-only services or activity during the 90-day time frame.

Once the above criteria have been met, the date of closure is applied retroactively to the last day of receipt of self-service and/or information-only services or activities. This methodology is used to ensure reportable individuals do not remain in the system indefinitely.

B. Participant

A reportable individual becomes a participant when he/she has met program enrollment requirements for eligibility and received a staff-assisted participating service. The participation date is the date the individual receives the first participating service (and is enrolled in the appropriate program). Participating services that establish (trigger) or extend participation are identified in the [Employ Florida Service Code Guide](#).

Note: WIOA Youth are not considered participants until they have received the following:

- a) Objective assessment;
- b) Individual Service Strategy (ISS); and
- c) At least one of the 14 Youth Program Elements as described in [20 CFR Part 681.460](#).

C. Extending Participation

Every participating service provided to a participant, once recorded, establishes a new exit date and extends participation for 90 days. Self-service, information-only services or activities, and follow-up services do not delay, postpone or affect the date of exit. The management of participant services includes regular, direct contact with the participant on all aspects of their workforce development needs.

Direct contact is considered to have occurred when the LWDB staff and the participant have exchanged information, or the participant has agreed to the service being provided by LWDB staff. LWDB staff should ensure that direct contact is made at a minimum of every 30 days with the participant to maintain the highest level of individual service. Determined on an individual basis and/or by local operating procedures, more frequent contact may be required. Indirect contact attempts, such as sending workshop flyers or job leads by mail or email or leaving telephone messages without receiving a response, do not constitute direct contact for the purpose of providing a service or keeping an activity open.

Direct contact may be performed in-person or remotely and may be conducted by mail, telephone, email, or other documented means of contact. Such contact should result in a participating service being provided to the participant. Contact where the participant does not engage will not be considered direct and must not result in a participating service being recorded in Employ Florida. An offer to provide a service or a scheduled appointment to provide a service must only be entered as a case note or non-participating service, as appropriate.

D. Participant Transfer

Participants may relocate from one LWDB to another and continue to receive workforce services without interruption. For WIOA Title I and TAA participants, the Florida Department of Economic Opportunity Bureau of One-Stop and Program Support is responsible for approving the transfer of cases from one LWDB to another in Employ Florida.

Prior to WIOA Title I or TAA participants being transferred in Employ Florida, authorized representatives from both LWDBs must agree to the transfer in writing. This requirement may be met by retaining copies of emails detailing the transfer agreement. Receiving LWDBs should ensure they have received any participant files or documents stored outside of Employ Florida prior to the agreement of transfer.

When a case is transferred from one LWDB to another, the receiving LWDB must accept responsibility for the outcomes and performance associated with that participant. In addition, both LWDBs must maintain documentation on file indicating that the completed transfer was agreed upon. The receiving LWDB will be responsible for ensuring the case file is in good standing and bear responsibility for monitoring issues following the date of accepted transfer. In order to ensure seamless, high quality service to the participant, transfers will require close coordination within the network of LWDBs. The coordination will include, but not be limited to:

- a) Confirmation of reason for transfer to another LWDB (e.g. relocation, customer request);
- b) Dialogue between LWDBs where customer is enrolled and receiving LWDB prior to transfer;
- c) Review of the participant's case file by the transferring LWDB prior to transfer;
- d) Review of the participant's case file by the receiving LWDB prior to approving transfer;
- e) Discussion and resolution of any identified issues between LWDBs;
- f) Requesting guidance from DEO via email at WIOA@deo.myflorida.com for customers files and Employ Florida services that are not in good standing and cannot be resolved between LWDBs.

Note: LWDBs may not decline to accept transferring customers without consulting DEO.

To complete a WIOA Title I or TAA participant transfer, the transferring LWDB must close all open Employ Florida activities and plans, and submit the following to PRA@deo.myflorida.com:

- The LWDB and office the participant is being transferred from;
- The LWDB, office and staff member the participant is being transferred to;
- Documentation of the agreed upon transfer from both LWDB's (email); and
- The participant's State ID and Employ Florida Program Application ID.

Note: WIOA Title III (Wagner-Peyser) cases do not require transfer. However, before providing staff-assisted services, staff must update the participant's Employ Florida Wagner-Peyser Program Application and individual registration to their respective LWDB.

E. Case Closure

When staff have determined a participant no longer requires services because he/she has entered employment or education, become disabled or otherwise incapable of working, or the participant voluntarily opts out of service, the participant's case should be formally closed in Employ Florida. This will immediately stop the addition of any other program services and prompt staff to gather any employment data.

Case closure is a case management feature of Employ Florida and should not be confused with a participant exit, which is federally defined and structured. The decision to close the case should be documented accordingly by staff in case notes. While a participant's case may be closed because the participant entered employment or education, the participant may not be ready for exit and follow-up services. Ideally, each participant should remain a program participant long enough to be stable in a job or post-secondary education.

Prior to closing a participant's case, staff must:

- a) Ensure the Individual Employment Plan/Service Strategy (IEP/SS) Plan has been closed out. (see the [Virtual One-Stop User Guide for Staff, Section 4: Individuals - Case Management](#) for further guidance);
- b) Ensure all services have been closed;
- c) Enter any credential(s) earned during the program, including the type, verification and credential date to the Closure Information tab or Credential Section. (see the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA](#) for further guidance);
- d) Make sure any Measurable Skill Gains attained during the program have been added to the participant's Measurable Skill Gains (MSG) ribbon or, individuals below postsecondary education level literacy/numeracy gains or to the Educational Functioning Level for MSG ribbon (see the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA](#) for further guidance); and
- e) Add any unsubsidized or On-the-Job Training (OJT) employment entered during the program or at closure to the Add Employment ribbon (see the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA](#) for further guidance).

Note: LWDBs may delete case closures for participants who request or demonstrate a need for continued services if the participant has not exited. For participants who have exited, the case closure

may not be deleted if 90 days has lapsed, and a new program application in Employ Florida will be required for the participant.

F. Follow-Up Services

For WIOA Adult and Dislocated Worker programs, follow-up services may begin immediately following placement into unsubsidized employment if no future services (other than follow-up services) are scheduled or expected. For the WIOA Youth program, follow-up services may begin immediately following the last date of service if no future services (other than follow-up services) are scheduled or expected.

Follow-up services do not cause the exit date to change, delay exit or trigger re-enrollment in the program. LWDBs must provide and document WIOA follow-up services in Employ Florida unless the participant refuses services. If a participant refuses follow-up services, staff must document the refusal with a case note in Employ Florida. Guidance regarding the recording of follow-up services in Employ Florida is available in the [Virtual OneStop® User Guide for Staff, Section 6: Programs - WIOA](#). Employ Florida follow-up service codes are outlined in the [Employ Florida Service Code Guide](#).

Note: Follow-up services are not required for TAA or Wagner-Peyser participants, or any WIOA Title I participant exited due to a global exclusion, as described in [Section IV.G.2](#) of this policy.

G. Exits

Individuals who are participating in more than one program covered under the common exit policy will have a single common exit date. The participant's exit occurs when he/she has:

- a) Not received services for at least 90 calendar days from any programs to which the common exit policy applies; and
- b) No future services scheduled, except for self-service, information-only activities, or follow-up services.

1. System Exit

System (soft) exit occurs automatically after participants receive no staff-assisted services for 90 days in either WIOA Title I, WP, or TAA programs. Exit will occur automatically based on actual or projected end dates of reported participating services/activities. For WIOA and TAA, case notes should support the last date of staff-assisted services provided with activity end dates that accurately reflect the actual last service provided.

In some cases, WIOA and/or TAA activities may be completed but the participant continues to receive WP services, which will extend program exit. Exit is often triggered by completion of training, successful transition into employment, or loss of contact. The completion of training and successful transition into employment must be documented in services with corresponding activity end dates. However, if the participant is not engaged in open WIOA activities, loss of contact must only be documented in a case note. WIOA participants who are exited due to a loss of contact must follow the closure guidelines in Section IV.E of this policy.

2. Manual Exit

Manual (hard) exits are not allowed unless the participant falls into one of the WIOA Title I global exclusion scenarios. Otherwise, participants must be soft exited from the system to be closed out after 90 days of receiving no staff-assisted services.

Participants may be excluded from the Primary Indicators of Performance Measures, at the time of closure, for any of the following global exclusions that precludes the participant from entering employment or participating in services:

- a) Institutionalized:** The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center while receiving services as a participant.
- b) Health/Medical:** The participant exits the program because of a medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- c) Deceased:** The participant is deceased.
- d) Reservist called to Active Duty:** The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- e) Foster Care (WIOA Youth Only):** The participant is in the foster care system, as defined in 45 CFR 1355.20(a) and exits the program because the participant has moved from the local workforce development area as part of such a program or system.

Note: If a participant is exited due to a global exclusion and it is due to a medical reason or disability, staff must collect information in a separate file and not disclose in case notes the details pertaining to the reason for exit. The exclusionary/neutral exit reasons that could disclose medical or disability-related information are:

- a) Health/medical issues; and
- b) Residing in an institution or facility providing 24-hour support, such as prison or hospital.

LWDB staff should submit requests to create a manual closure through global exclusion in writing to the LWDB's Data Integrity Specialist (DIS) or an individual designated by LWDB as the approving authority for global exclusions. LWDB staff should state the reason for the request and provide the name and state identification number of the participant in order to receive approval from the approving authority to create a closure and exclusion on behalf of the LWDB.

If the approval to create the closure and exclusion is granted, then the requesting staff member is solely responsible for ensuring that all the necessary and required documentation has been secured and uploaded to Employ Florida for verification purposes. The approving authority must review all the necessary documentation before the hard exit and exclusion is created. LWDBs should reference the Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA, 6-133 for further guidance.

H. Mismanagement of Exits

The participant's exit must not be prolonged by staff extending service dates, removing exits, or opening new services unless it is demonstrated and documented in Employ Florida that the participant has unmet needs and is actively being served. Additionally, Employ Florida service codes that are not training or work experience services must not be future dated to extend participation. Attempts to re-engage a participant do not constitute a participating service for the purpose of

providing a service or keeping an activity open. These contacts must instead be documented by case notes or by the appropriate non-participating service. Prolonging exit due to the inability to contact a participant is inappropriate.

The following actions do not constitute a service nor direct contact with a participant for the purpose of extending participation:

- a) Leaving voicemail messages for the participant;
- b) Speaking with relatives of the participant who are not the participant's guardian(s);
- c) Scheduled services or an offer to provide services;
- d) Sending flyers, letters or postcards;
- e) Speaking with the participant's parole officer;
- f) Casual, unscheduled conversations with the participant in public;
- g) Having the participant bring in time sheets and/or attendance records for payment without providing meaningful guidance, service or conducting a review of the participant's IEP; and
- h) Contacts to obtain employment status, educational progress, need for additional services or income support payments without providing meaningful guidance, service or conducting a review of the participant's IEP.

I. State and Local Monitoring

DEO will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

- a) Roles of the participant and LWDB staff; and
- b) Local monitoring procedures for implementation of this policy.

V. DEFINITIONS

Common Exit - Occurs when a participant has not received services (excluding self-service, information-only service or activities, or follow-up services) from any program covered by the common exit policy for at least 90 days, and no future services are planned. The common exit date for all program in which the participant is enrolled will be the end date of the last participating service the participant received.

Data Integrity Specialist - An individual designated by the LWDB and provided elevated system privileges by the Local Employ Florida Administrator to assist with maintaining security protocols and data validation in the State's labor exchange and case management system, Employ Florida.

Non-Participating Service - A service that does not commence or extend program participation. Supportive services, self-service, information-only services, administrative, follow-up services, and locally defined services are non-participation services. (Exception: for WIOA Youth, supportive services are a participation service).

Participant - An individual who is determined eligible to participate in the program and receives a service funded by the program in either a physical location (CareerSource Florida Network Career Center or affiliate site) or remotely through electronic technologies.

Participation Date - The first day, following a determination of eligibility, (if required), that the individual begins receiving a staff-assisted participating service funded by the program.

Participating Service - A program-funded, staff-assisted service provided to an eligible applicant, other than supportive services, self-service, information-only services, administrative, local defined, or follow-up services. (Exception: for WIOA Youth, supportive services are a participating service).

Reportable Individual - A jobseeker who engages with the workforce system on an initial level through non-participation services and may not have met program requirements for eligibility or participation.

VI. REVISION HISTORY

Date	Description
06/15/2021	Issued by Florida Department of Economic Opportunity.
06/09/2021	Approved by CareerSource Florida Board of Directors.

VII. RESOURCES

<https://performancereporting.workforcegps.org/home/>

<https://www.dol.gov/agencies/eta/Performance/resources>

PY 2022-2023
CareerSource Escarosa Board of Directors
Meeting Attendance

	PY 2022-2023					
Member's Name	7/21/2022 (8/18/2022)	9/15/2022	11/17/2022 (11/16/2022)	01/19/2023	03/16/2023	05/18/2023
Anthony Eman	P	P				
Dianne Hatke	P	P				
Doug Brown	A	P				
Jeffrey Hondorp	P	P				
Kathaleen Cole	P	A				
Laura Hessler	A	A				
Lloyd Reshard	P	A				
Michael Listau	A	A				
Michele Kelson	A	P				
Scott Luth	P	P				
Shannon Ogletree	P	P				
Steve Rhodes	P	P				
Steven Harrell	P					
Charlin Knight		A				
Tawana Gilbert	P	P				
Jerry Kersey, Jr.						
Jameson Cutchens						
Fred Genkins						
David Bouvin						
Ex-Officio Member(s)						
Clara Long	P	P				
Lani Burritt		P				

CareerSource Escarosa Board of Directors Membership Update

Business Sector Members (The majority of the local board membership)
2 – Vacancies (Santa Rosa County)/1 – Vacancy (Escambia County)
Filled Seats: 5 – Santa Rosa County 6 – Escambia County
Workforce Sector Members (Not less than 20% of the board membership)
2 – Vacancies in Labor Organization
Filled Seats: 1 – Non-Labor Affiliated registered apprenticeship program
Other Sector Members
Filled Seats:
1 – Adult Education/Literacy
1 – Institution of higher education
1 – Economic and community development entity
1 – Vocational Rehabilitation
*1 – Other entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment.
1 – Community Services Block Grant

*Dual service role (Business Sector)