

AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
THURSDAY, OCTOBER 19, 2023
3:30 P.M.

LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504
CALL IN: 1-872-242-8932 | CONF ID: 542 923 072#

- 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 – July 20, 2023
- VI. Items for Consideration**
 - Financial Expenditure and Budget Variances Reports
 - Transfer of Program Funds - WIOA Dislocated Worker to Adult
 - VGP Eastgate Letter of Cancellation
 - Eligible Training provider List Policy and Performance Council
 - Strategic Policy and Performance Council
 - Intent to Form
 - Individual Training Account Agreements
One Year Performance
 - Regional Plan for Consolidation

Committee Reports

 - By-Laws Review
 - Compensation Review
- VII. Information Items**
 - Board Governance: Attendance and Vacancies
 - Chief Executive Officer's Report
- VIII. Ratification of Action Taken Between Meetings**
 - Application to the State - CareerSource Escarosa be named as
One-Stop Operator
- IX. Other Business**
- X. Adjournment**

NEXT BOARD MEETING – JANUARY 18, 2024 | LOCATION: TBD

CareerSource Escarosa

BOARD OF DIRECTORS JULY 20, 2023 MINUTES

Members Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Douglas Brown, Jerry Kersey, Jr., Michael Listau, and Brianna Russ

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), Jameson Cutchens, Anthony Eman, Fred Genkins, Tawana Gilbert, and Charlin Knight

Members Not Participating: Jeffrey Hondorp (Member-at-Large), David Bouvin, Michele Kelson, and Shannon Ogletree

Ex-Officio Member Participating: Lani Burritt

Others Participating: Dr. Marcus McBride, Bill Barron, Carol Bono, Brenda Fewox (virtual), and Janay Sims – CareerSource Escarosa

Kathaleen Cole, Chair, called the meeting to order at 3:37 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

Janay Sims noted the public disclosure(s) from the March 18, 2023 CSE Board of Directors meeting.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Douglas Brown and seconded by Lloyd Reshard to approve the agenda as printed. Motion carried. (12-Yeas/0-Nays).

CONSENT AGENDA: MINUTES - MAY 18, 2023

The CSE Board of Directors minutes for May 18, 2023, was made available to the board for review.

Action Taken: Motion by Douglas Brown and seconded by Brianna Russ to approve the May 18, 2023 Board of Directors minutes. Motion carried (12-Yeas/0-Nays)

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS (MAY 31, 2023)

Reports of financial expenditures, budget and variances for the month ending May 31, 2023, was made available to the board. Reports reflects one (1) month remaining in FY 2022-2023. CSE is on track with close-out. The WIOA Adult Program reflects a transfer of \$84,752.51 from the WIOA Dislocated Worker Program. Program grants are two-year cycle grants and some are moving on schedule. CSE is

91.67% towards the budget's variance as of the end of May. The budget is 58% expended and spending is favorable - not over, but a little bit under due to low employment in the panhandle.

Inquiry was made relating to the "Get There Faster" grant - opportunity for additional vendors. It was noted only one vendor has partnered for the program. The "Get There Faster" grant will roll over for another year.

Action Taken: Motion by Douglas Brown and seconded Jerry Kersey, Jr. to approve the Financial Expenditure and Budget Variances Reports for the month ending May 31, 2023. Motion carried. (12-Yeas/0-Nays)

ANNUAL REVIEW OF BY-LAWS

CareerSource Escarosa's By-Laws require that the document be reviewed annually. ARTICLE XIII. MISCELLANEOUS, Section 2. Annual Review of By-Laws states,

"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."

A committee was identified to review the By-Laws: Douglas Brown, Michael Listau, and Jerry Kersey, Jr. It was noted a list of changes will be provided to the committee for review and the committee will present to the board for review and approval.

Action Taken: Motion by Lloyd Reshard and seconded by Douglas Brown to approve Douglas Brown, Michael Listau, and Jerry Kersey, Jr. to serve as the By-Laws Review Committee. Motion carried. (12-Yeas/0-Nays)

ADMINISTRATIVE PLAN

CareerSource Escarosa has been operating by its current administrative plan, which was revised in 2020, but not approved by the board. CSE request that a committee be identified to review the administrative plan and present to the board for approval. Inquiry was made regarding the nature of the administrative plan. It was noted the plan is the governing document/operational plan for finances and programs. Members of the By-Laws Review Committee will serve as the Administrative Plan Committee. Updates to the plan will be provided to the committee for review.

WAIVER FOR WORKFORCE INNOVATION & OPPORTUNITY ACT OUT-OF-SCHOOL YOUTH EXPENDITURE REQUIREMENT AND USE OF INDIVIDUAL TRAINING ACCOUNTS FOR IN-SCHOOL YOUTH

A memorandum dated May 24, 2023, from the Department of Economic Opportunity to the local workforce development board Executive Directors with the subject: Waivers for Workforce Innovation & Opportunity Act Out-of-School Youth Expenditure Requirement and Use of Individual Training Accounts for In-School-Youth was made available to the board. The waiver allows the local workforce boards to lower the local youth formula funds expenditure requirement from 75 percent to 50 percent for OSY and to utilize ITAs for ISY, ages 16-21.

A request was made to allow CSE staff to work with youth providers in developing a ratio as it relates to DEO's memorandum dated May 24, 2023.

Action Taken: Motion by Lloyd Reshard and seconded by Brianna Russ to approve the request to allow CSE staff to work with the youth service providers in developing a ratio as it relates to DEO's memorandum dated May 24, 2023. Motion carried. (12-Years/0-Nays)

TANF TEEN PREGNANCY PREVENTION PROGRAM

MEETING ADJUSTMENT - CAREERSOURCE ESCAROSA BOARD OF DIRECTORS

CSE issued a solicitation on July 7, 2023 for Teen Pregnancy Prevention Program services. The solicitation details the need to support the TANF purpose of reducing the number of out-of-wedlock pregnancies through summer youth initiatives and provide supportive services to prevent teen pregnancy. Programs will be supported for the period of May 24, 2023 – August 9, 2023, and funded out of FY 2022-2023 Welfare Transition funds.

Potential vendors were asked to complete a survey and responses were received from nine (9) vendors. The numbers to be served and price per participant for each vendor is listed below:

Vendor	# of participants to be served	Price per Participant
James B. Washington Education and Sports, Inc.	165	\$375.00
Kukua Institute	12	\$500.00
The Urban Development Center, Incorporated	100	\$550.00
Refreshing Springs Church of God in Christ	75	\$487.50
Boys and Girls Clubs of the Emerald Coast	40	\$1,081.00
Emerald Coast Lifesaving Association	25	\$400.00
Erica Lanes, LLC	250	\$700.00
Jesus Holy Tabernacle Church	100	\$1,500.00
St. John Divine Missionary Baptist Church	50	\$500.00

Once vendors have been approved, and pending receipt of required documentation ((DUNS Number/FEIN, copy of 501c3/Business License, and W9) from the vendors, funding levels are to be determined.

CSE received an additional \$300,000.00 in TANF funding. These dollars will be used to support the program.

The Executive Committee reviewed the applications and made the following recommendations:

- 1) Past vendors be approved and funded as indicated above:
James B. Washington Education and Sports, Inc.
KuKua Institute
The Urban Development Center, Incorporated
Boys and Girls Clubs of the Emerald Coast
Emerald Coast Lifesaving Association
- 2) New vendors be approved and funded as follows:
St. John Divine Missionary Baptist Church - as indicated above.
Refreshing Springs Church of God in Christ - 65 youth at \$487.50 per youth.
Erica Lanes, LLC, - 47 youth at \$700 per youth.
Jesus Holy Tabernacle Church - 22 youth at \$1,500.00 per youth.

Action Taken: Motion by Douglas Brown and seconded by Michael Listau to accept the Executive Committee's recommendation as indicated above. Motion carried. (11-Yeas/0-Nays/1 Abstention - Lloyd Reshard)

MEETING ADJUSTMENT - CAREERSOURCE ESCAROSA BOARD OF DIRECTORS

ARTICLE IV. MEETING OF DIRECTORS, Section 1. Meetings, states:

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.

Dr. McBride indicated that he had spoken with the CSE Board Chair and Vice Chair regarding a quarterly meeting schedule. It is felt that this change could boost attendance. Inquiry was made regarding affect/consequences for less meetings. It was noted the change would not affect board governance.

Action Taken: Motion by Lloyd Reshard and seconded by Douglas Brown to approve adjusting CSE Board of Director meeting schedule to quarterly. Motion carried. (12-Yeas/0-Nays)

It was noted that the Board will need to meet next month to approve an upcoming item, and that the Executive Committee can act on behalf of the full board.

The time of the meeting will be determined by polling the members.

INFORMATION ITEMS

BOARD GOVERNANCE: ATTENDANCE AND VACANCIES

The CSE Board of Directors attendance and vacancy reports were made available to the board.

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride noted the following:

- The Summer Youth Employment Program Ceremony for Escambia County was held on today.
- Effective July 1, 2023, Dr. McBride was elected President of the Florida Workforce Development Association (FWDA).
- The REACH Act has resulted with a structure change. Regionalism and a collaborative regional area plan amongst the panhandle.
- CSE has a partnership with Pensacola State College for Building Construction. Hurricane Sally dollars were awarded to support the project.

RATIFICATION OF DECISION(S) MADE BETWEEN CSE BOARD OF DIRECTORS MEETING

TRANSFER OF PROGRAM FUNDS - WIOA DISLOCATED WORKER TO ADULT

CareerSource Florida Administrative Policy Number 118 provides authority to transfer funds between Adult and Dislocated Worker programs. CSE anticipates a depletion of current funding in the WIOA Adult program prior to the end of Program Year 2022-2023, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$84,752.51. Staff is requesting to transfer current remaining Dislocated Worker funds to the WIOA Adult program.

On June 29, 2023, a Special Meeting of the Executive Committee convened and voted to approve the transfer of current remaining WIOA Dislocated Worker funds of \$84,752.51 to the WIOA Adult program.

Action Taken: Motion by Michael Listau and seconded by Charlin Knight to ratify the action taken by the Executive Committee as indicated above. Motion carried. (12-Yeas/0-Nays)

OFFICE CLOSURE - JULY 3, 2023

The Executive Committee was informed at the June 29, 2023 Special Meeting of the Executive Committee that Governor DeSantis issued a press release regarding the closure of state offices on July 3rd in observance of the July 4th holiday. There are state employees located in the CSE offices, and closure of the CSE offices would mirror closure for state offices.

CSE closed its offices on July 3, 2023, in observance of the 4th of July holiday.

Action Taken: Motion by Douglas Brown and seconded by Jameson Cutchens to ratify support of the Executive Committee regarding the closure of the CSE offices on July 3rd in response to Governor DeSantis press release of closure of state offices. Motion carried. (12-Yeas/0-Nays)

INCENTIVE FUNDING FOR CSE STAFF

The below information was presented at the June 29, 2023, Special Meeting of the Executive Committee.

A six percent (6%) incentive for CSE employees who contributed to the organization's performance during the 2022 program year is scheduled for disbursement on June 30, 2023. Per the CSE handbook, adjustments to salaries of CSE staff is the responsibility of the CEO. Incentives are subject to approval by the CEO and funding availability as determined by CareerSource Escarosa's board approved budget. An incentive is a one-time payment for CSE employees. This incentive is only available for CSE employees who have completed 1 full year of employment. Eligible CSE employees must have continuous employment at CSE from June 30, 2022 through June 30, 2023.

Inquiry was made regarding latitude for employees whose tenure was less than one year. It was noted performances was achieved prior to their employment with CSE making them ineligible for the incentive. The total cost for incentives and numbers impacted was made available as requested.

BUDGET FOR FY 2023-2024

The below information was presented at the June 29, 2023, Special Meeting of the Executive Committee.

With the approval to transfer program funds from the WIOA Dislocated Worker to Adult programs, the budget was presented reflecting the transfer and no other changes.

OTHER BUSINESS

CSE is in planning with DEO regarding the impact due to natural disasters.

There being no further business, the meeting adjourned at 4:41 p.m.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa

CAREERSOURCE ESCAROSA								
Summary of Expenditures								
As of August 31, 2023								
NFA ID	Project/Program	Start Date	End Date	Total Funds Awarded	Total Funds Released	Life to Date Funds Expended	Available Funds	Percentage Expended
039997	RESEA	1/1/2021	6/16/2023	\$60,356.00	\$60,356.00	\$60,356.00	\$0.00	100%
040050	WIOA - Youth	4/1/2021	6/30/2023	\$929,041.00	\$929,041.00	\$929,041.00	\$0.00	100%
040161	WIOA - Adult	7/1/2021	6/30/2023	\$757,453.00	\$757,453.00	\$757,453.00	\$0.00	100%
040185	WIOA - Dislocated Worker	7/1/2021	6/30/2023	\$642,537.00	\$642,537.00	\$642,537.00	\$0.00	100%
040341	Rapid Response	7/1/2021	6/30/2023	\$139,545.00	\$139,545.00	\$139,545.00	\$0.00	100%
040840	Get There Faster Veterans and Military Spouses	10/1/2021	6/30/2024	\$551,078.00	\$551,078.00	\$275,962.81	\$275,115.19	50%
040896	Get There Faster At-Risk Floridians	10/1/2021	6/30/2024	\$1,037,828.00	\$424,470.00	\$303,491.75	\$734,336.25	29%
041042	Veterans Program-Disabled Veterans	10/1/2021	12/31/2023	\$73,428.00	\$73,428.00	\$73,428.00	\$0.00	100%
041064	Veterans Program-Local Veterans	10/1/2021	12/31/2023	\$46,007.00	\$46,007.00	\$46,007.00	\$0.00	100%
041363	WIOA - Youth	4/1/2022	6/30/2024	\$870,776.00	\$629,431.00	\$481,729.81	\$389,046.19	55%
041509	WIOA - Adult	7/1/2022	6/30/2024	\$703,484.00	\$703,484.00	\$703,484.00	\$0.00	100%
041533	WIOA - Dislocated Worker	7/1/2022	6/30/2024	\$715,657.00	\$384,444.00	\$183,568.93	\$532,088.07	26%
041588	Wagner Peyser	7/1/2022	9/30/2023	\$238,938.00	\$238,938.00	\$149,806.82	\$89,131.18	63%
041612	WP7B SFY22-23 Military Family Employment Advocacy Program	7/1/2022	6/30/2023	\$81,417.00	\$81,417.00	\$41,737.63	\$39,679.37	51%
041649	Rapid Response	7/1/2022	6/30/2023	\$99,993.00	\$99,993.00	\$68,056.08	\$31,936.92	68%
041672	Apprenticeship Navigator	7/1/2022	6/30/2024	\$62,500.00	\$62,500.00	\$58,524.90	\$3,975.10	94%
041900	Welfare Transition Program - Oct - June	10/1/2022	8/31/2023	\$1,129,814.00	\$1,129,814.00	\$1,129,814.00	\$0.00	100%
041930	RESEA	1/1/2022	9/30/2024	\$58,290.00	\$58,290.00	\$40,595.58	\$17,694.42	70%
041955	Supplemental Nutrition Assistance Program	10/1/2022	9/30/2023	\$157,981.00	\$157,981.00	\$150,175.32	\$7,805.68	95%
041979	Trade Adjustment Assistance-Trade Adjustment Assistance Case Management	10/1/2022	9/30/2023	\$2,341.08	\$2,341.08	\$635.87	\$1,705.21	27%
041996	Trade Adjustment Assistance-Trade Adjustment Assistance Training	10/1/2022	9/30/2023	\$15,886.22	\$15,886.22	\$11,709.12	\$4,177.10	74%
042201	Veterans Program-Local Veterans	10/1/2022	12/31/2024	\$73,407.00	\$73,407.00	\$61,884.58	\$11,522.42	84%
042332	Veterans Program-Disabled Veterans	10/1/2022	12/31/2024	\$53,097.00	\$53,097.00	\$44,741.73	\$8,355.27	84%
042499	WIOA - Youth	4/1/2023	6/30/2025	\$943,321.00	\$0.00	\$0.00	\$943,321.00	0%
042758	Welfare Transition Program - July - September	7/1/2023	9/30/2023	\$302,764.00	\$302,764.00	\$173,834.60	\$128,929.40	57%
042786	WIOA - Adult	7/1/2023	6/30/2025	\$796,339.00	\$100,000.00	\$0.00	\$796,339.00	0%
042815	Rapid Response	7/1/2023	6/30/2024	\$110,000.00	\$110,000.00	\$218.21	\$109,781.79	0%
042839	WIOA - Dislocated Worker	7/1/2023	6/30/2025	\$579,370.00	\$0.00	\$0.00	\$579,370.00	0%
042867	Wagner Peyser	7/1/2023	9/30/2024	\$246,190.00	\$100,000.00	\$0.00	\$246,190.00	0%
042891	WP7B SFY23-24 Military Family Employment Advocacy Program	7/1/2023	6/30/2024	\$81,417.00	\$81,417.00	\$12,327.95	\$69,089.05	15%
042898	Apprenticeship Navigator	7/1/2023	6/30/2024	\$62,500.00	\$0.00	\$0.00	\$62,500.00	0%
043019	Hope Florida – A Pathway to Promise	7/1/2023	6/30/2025	\$73,281.50	\$36,640.75	\$0.00	\$73,281.50	0%
043043	Hope Florida – A Pathway to Promise	7/1/2023	6/30/2025	\$104,687.30	\$52,343.65	\$0.00	\$104,687.30	0%



CareerSource Escarosa
BUDGET VARIANCE REPORT
August 31, 2023

TOTAL AVAILABLE FUNDING		TOTALS				
Available Funding PY 2023-2024		5,108,028				
Carried Forward from PY 2022-2023		2,803,626				
New Funds Added PY 2023-2024		192,408				
Deobligations PY 2023-2024		0				
Planned Carry Forward PY 2024-2025		0				
Transfers PY 2023-2024		0				
Total		8,104,062				
EXPENDITURES	ACTUAL EXPENDITURES	APPROVED BUDGET	BUDGET VARIANCE Under/(Over)	Expended FAVORABLE 16.67%		OVER/-UNDER
Board Admin Operating Costs (Indirect)	90,803	720,008	629,205	12.61%		-4.06%
Payroll & Benefits	44,116	387,316	343,200	11.39%	1	-5.28%
Facilities	5,008	27,851	22,843	17.98%	2	1.31%
Equipment	0	2,707	2,707	0.00%	3	-16.67%
Operational Support	41,679	302,134	260,455	13.79%	4	-2.88%
Board Program Operating Costs Indirect	21,397	383,765	362,368	25.29%		8.62%
Payroll & Benefits	10,395	218,609	208,214	4.76%	5	-11.91%
Facilities	1,180	8,289	7,109	14.24%	6	-2.43%
Equipment	0	993	993	0.00%	7	-16.67%
Operational Support	9,821	155,874	146,053	6.30%	8	-10.37%
One Stop Centers, Program Management, WIOA Direct	587,746	4,180,844	3,593,098	14.06%		-2.61%
Payroll & Benefits	284,149	2,581,400	2,297,251	11.01%	9	-5.66%
Facilities	142,769	655,335	512,566	21.79%	10	5.12%
Equipment	3,929	123,000	119,071	3.19%	11	-13.48%
Operational Support	44,172	109,552	65,380	40.32%	12	23.65%
DEO State Control	112,727	711,557	598,830	15.84%	13	-0.83%
Tuition, Training and Supportive Services Costs	27,789	852,056	824,267	3.26%		-13.41%
Tuition/Books/Supplies	10,801	744,755	733,954	1.45%	14	-15.22%
Supportive Services	13,228	86,501	73,273	15.29%	15	-1.38%
Supportive Services/ Transportation	3,760	20,800	17,040	18.08%	16	1.41%
	0	0	0			#VALUE!
Contracted Service Costs	333,703	1,774,981	1,441,278	18.80%		2.13%
Specialized Training (EWT, OJT, CET)	2,253	150,000	147,747	1.50%	17	-15.17%
Teen Pregnancy Prevention	166,225	0.00	(166,225)	0.00%	18	-16.67%
Youth Customer Services	36,550	776,041	739,491	4.71%	19	-11.96%
Work Experience/Internship Youth	27,845	353,207	325,362	7.88%	20	-8.79%
Summer Youth Employment Program	100,830	150,000	49,170	67.22%	21	50.55%
Baptist Health Care GTF Floridian at Risk	0	345,733	345,733	0.00%	22	-16.67%
***	0	0	0			#VALUE!
***	0	0	0			#VALUE!
***	0	0	0			#VALUE!
Total Expenditures	1,061,439	7,911,654	6,850,215	13.42%		-3.25%
Balance Available	7,042,623					
% of Funds Expended				FAVORABLE 16.67%		
Comments						
OVER/-UNDER		\$ 192,408	not included in the budget			



BUDGET VARIANCE REPORT COMMENTS AUGUST 31, 2023

Line Item#	Comments
1, 5, & 9	▪ Includes salaries and benefits, employee cost, retirement under spent by - \$192,666.15/-6.04% of the favorable 16.67%
2, 6, & 10	▪ Includes building rent, maintenance, cleaning, and utilities, over spent \$33,688.54/4.87% of the favorable 16.67%.
3, 7, & 11	▪ Includes equipment and software, under spent by - \$17,191.76/-13.57% of the favorable 16.67%.
4, 8, & 12	▪ Includes items such as advertising, audit, bank, communication, consulting, copier, legal, cloud services, security guard, insurance, meetings, memberships, finance charge, postage, publication& subscriptions, equipment rental, office supplies, staff training, travel, outreach, job fairs, work verification, PEO fees, over spent \$1059.14/.19% of the favorable 16.67%.
13	▪ DEO merit staff salaries and benefits paid and controlled by the State Wagner Peyser DVOP and LVER, under spent \$-5889.38/ -.83% of the favorable 16.67%.
14	▪ Expenditures are based on the number of customers determined eligible for ITA's under spent \$-113,349.28/-15.22% of the favorable 16.67%. The Budget includes the approved 40% of available Adult and Dislocated Workers program funds for ITA's in accordance with the DEO sliding scale calculation five-year average for PY2023. We are currently at 7.66% of the Adult and Dislocated Workers program expenditures rate. (40%/12*2=6.67%).
15	▪ Expenditures are based on the number of customers determined eligible for supportive services under spent \$-1,191.93/-1.38% of the favorable 16.67%.
16	▪ Transportation expenditures are over \$292.64/1.41% of the favorable 16.67%.
17	▪ The OJT providers/agreements under spent \$-22,751.82/-15.17% of the favorable 16.67%.
18	▪ Youth Teen Pregnancy Prevention Contracts expenditures are over spent \$166,225.00/100% had no budget is part of #21 budget the two combined overspent \$117,054.98 of the favorable 100.00%. the program ended August 2022.
19	▪ Youth Services Sub-Awards expenditures are under spent. ▪ \$-92,816.31/-11.96% of the favorable 16.67%%.
20	▪ Youth Work Experience Sub-Awards expenditures are under spent - \$31,034.61/-8.79% of the favorable 16.67%.
21	▪ Summer Youth Employment Program expenditures are under spent \$-49,170.02/-32.87% of the favorable 100.00%, the program ended August 2022.
22	▪ Get There Faster At-Risk Floridians/ Baptist Health Care Contract expenditures are under spent \$-57,633.69/-16.67% of the favorable 16.67%.

- All funding combined the expenditures are under \$-257,434.20/ -3.25% of the favorable 16.67% of the budget.
- Funding not included in the budget \$192,408 is funds added WP and WIOA Hope Program \$177,969 and additional RESEA \$14,439.

**CAREERSOURCE ESCAROSA
ACTION ITEM
TRANSFER OF PROGRAM FUNDS
WIOA DISLOCATED WORKER TO WIOA ADULT**

Date: October 19, 2023

ITEM FOR CONSIDERATION

CareerSource Florida Administrative Policy Number 118 provides authority to transfer funds between Adult and Dislocated Worker programs. CSE anticipates a depletion of current funding in the WIOA Adult program prior to the end of Program Year 2023-2024, and has experienced underspending in the WIOA Dislocated Worker program. Current remaining funds in the WIOA Dislocated Worker program is \$715,657.00. Staff is requesting to transfer 74% (\$527,697.30) of Dislocated Worker funds to the WIOA Adult program.

RECOMMENDATION:

Approve to transfer 74% (\$527,697.30) of WIOA Dislocated Worker funds to the WIOA Adult program.



June 01, 2023

SENT VIA FEDERAL EXPRESS

Regions Bank
1900 5th Avenue North
Upper Lobby
Birmingham, Alabama 35203
Attn: Global Trade Services
(p) 205-264-5128

Re: Release of Irrevocable Standby Letter of Credit No. 55109918 (the "Letter of Credit") pursuant to the Lease between VGP Eastgate 1, LLC ("Landlord" or "Beneficiary") and Workforce Escarosa, Inc. ("Tenant" or "Opener") dated April 30, 2019 (the "Lease"), for the premises located at Suites 12-15, Eastgate Plaza, 6901 North 9th Avenue, Pensacola, Florida 32504 (the "Premises").

Beneficiary:
VGP Eastgate 1, LLC
3504 Cragmont Drive
Suite 100
Tampa, FL 33619

Opener:
Workforce Escarosa, Inc.
6913 N 9th Avenue
Pensacola, FL 32504

To whom it may concern:

Please allow this letter to serve as formal notice that VGP Eastgate 1, LLC, as Landlord, acknowledges that Workforce Escarosa, Inc., as Tenant, has fulfilled its obligations pursuant to Section 24.23 of the Lease. Therefore, VGP Eastgate 1, LLC, as Beneficiary, hereby requests to release the Letter of Credit provided by Workforce Escarosa, Inc., as Opener, effective immediately.

Landlord, as Beneficiary, has attached the original Letter of Credit along with all original amendments, to the best of its knowledge, in conjunction with this request. Please feel free to contact me if you have any additional questions regarding this matter.

Sincerely,

VGP EASTGATE 1, LLC

By: The Validus Group, LLC, its Manager

By: _____

Mario Garcia, Jr., its Manager

Approved _____
Disapproved _____

Action Item 3

CAREERSOURCE FLORIDA ADMINISTRATIVE POLICY – ELIGIBLE TRAINING PROVIDERS LIST

Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), Section 122, requires the Governor, through the state workforce development board, to establish criteria, information requirements and procedures to determine the eligibility of providers of training services in the state. The workforce development system established under WIOA emphasizes informed consumer choices, job-driven training, provider performance and continuous improvement.

The Reimagining Education and Career Help (REACH) Act charges FloridaCommerce with establishing WIOA eligible training provider criteria focused on participant outcomes. The quality and selection of providers and training services programs is vital to achieving these core principles.

The CareerSource Florida Administrative Policy 090 – WIOA Eligible Training Providers List provides guidance to local workforce development boards about the Eligible Training Providers List and related federal and state requirements, performance standards, data reporting, and procedures for determining initial and continued eligibility of training providers, including in-state and out-of-local-area and out-of-state providers and programs of study.

This policy describes the state policy on enforcement of Eligible Training Providers including denials, deactivation, removal, loss of eligibility, re-application, and the appeals process for local workforce development boards and providers.

This policy is being revised to conform to requirements established by the U.S. Department of Labor, the REACH Act, and to implement a critical system-wide improvement as part of the Florida Workforce System Transformation Plan approved by the CareerSource Florida Board of Directors in February 2023.

FOR CONSIDERATION

- **Approve revisions to CareerSource Florida Administrative Policy 090 – Eligible Training Providers List.**



**POLICY
NUMBER
090**

Administrative Policy

Title:	Eligible Training Providers List Requirements		
Program:	Workforce Innovation and Opportunity Act		
Effective:	3/1/2016	Revised:	TBD

I. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to local workforce development boards (LWDBs) on the Eligible Training Provider List (ETPL) and related federal and state requirements, performance standards, data reporting, and procedures for determining initial and continued eligibility of training providers and programs of study.

II. BACKGROUND

Workforce Innovation and Opportunity Act (WIOA) Title I training can be provided through a variety of contract mechanisms, or it may be funded through an Individual Training Account (ITA) that is used to purchase training from an Eligible Training Provider (ETP). ETPs are postsecondary providers of training services that are eligible to receive funds from LWDBs as prescribed in Section 133(b) of WIOA. The ETPL is mandated by Section 122 of WIOA, which requires the Governor, through the state workforce development board, CareerSource Florida, Inc., to establish criteria, information requirements, and procedures on the eligibility of training providers of training services in the state. Additionally, Florida's 2021 Reimagining Education and Career Help (REACH) Act charges the Florida Department of Commerce (FloridaCommerce) with establishing ETP criteria focused on participant outcomes.

The workforce development system established under WIOA emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of training providers and programs of study are vital to achieving these core principles.

III. AUTHORITY

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128

20 Code of Federal Regulations (CFR) 680.400 et seq., Subpart D – Eligible Training Providers

Training and Employment Guidance Letter (TEGL) No. 8-19 and TEGL No. 8-19, Change 1

TEGL No. 13-16

TEGL No. 3-18

TEGL No. 21-22

Section 445.003(7)(b), Florida Statutes (F.S.)

Section 445.004(4)(h), F.S.

Section 1005.21, F.S.

Section 1008.39, F.S.

IV. POLICIES AND PROCEDURES

An ITA may be used to pay for any allowable type of training if the program of training services (also referred to as a “program of study”) is on the ETPL. ETPs are entities that are eligible to receive WIOA Title I-B funds for adult and dislocated worker participants who enroll in training programs, through ITAs. ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18-24, and in-school youth, ages 16-21.

WIOA requires that each state ensure qualified providers offering a variety of job-driven training programs are available. A training provider must provide a program of study to be included on the ETPL.

A. STATE AND LOCAL ETPL

FloridaCommerce and the LWDBs must work together to identify ETPs to be included on the state ETPL. LWDBs must select approved training providers from the state ETPL. In addition to the criteria outlined in this policy, LWDBs may add additional requirements for training providers, except registered apprenticeship programs (RAPs), that supplement the criteria and information requirements for an ETP or program of study. This will result in training providers that are on the state

ETPL that may not be eligible for inclusion on the local ETPL; therefore, the local ETPL will be a subset of the state ETPL. LWDBs that do not establish additional requirements through local policy must include all state ETPs on its local ETPL. Note: All ETPs on a local ETPL must first be on the state ETPL.

State and local ETPLs must be maintained in the state's online labor exchange and case management system, Employ Florida. Also, LWDBs must make the state ETPL or their local ETPL, as appropriate, publicly available through their local websites.

B. PROVIDER AND PROGRAM ELIGIBILITY UNDER WIOA

To be eligible to apply for inclusion on the ETPL and to receive training funds under WIOA Section 133(b), the training provider must be one of the following types of entities detailed in 20 CFR 680.410(d):

1. Institutions of higher education such as universities, colleges, or other public or private institutions of higher education that provide programs that lead to a recognized postsecondary credential.
2. RAPs.
3. Other public or private training providers, which may include community-based organizations and joint labor-management organizations.
4. Eligible providers of adult education and literacy activities under WIOA Title II, if these activities are provided in combination with training services as described in 20 CFR 680.350.

Additionally, LWDBs may be included on the ETPL if they meet the conditions of WIOA Section 107(g)(1), which states that authority may be permitted to LWDBs to provide training services pursuant to a request from the LWDB if the local board:

1. Submits a request or an application to FloridaCommerce for approval by the CareerSource Florida Board of Directors, which must include:
 - a. Satisfactory evidence that there is an insufficient number of eligible providers of such a program of training services to meet local demand in the local area;
 - b. Information demonstrating that the LWDB meets the requirements for an eligible provider of training services under WIOA Section 122; and
 - c. Information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area; and
2. Makes the proposed request or application available to eligible providers of training services and other interested members of the public for a public comment period of not less than 30 days.

C. PROGRAM OF STUDY

A program of study is a course, class, or structured regimen that provides training leading to:

1. An industry-recognized postsecondary credential, a secondary school diploma, or equivalent;
2. Employment; or
3. Measurable skills gains leading to one of the above.

Training services may be delivered in person, online, or using a blended method or approach. Online training providers may apply and be considered for inclusion on the state and local ETPLs but are required to meet the same eligibility and performance criteria established for classroom-based instruction providers. Training programs must also be made physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, such as persons with disabilities.

ETPs may offer programs of study that include:

1. Occupational skills training including training for non-traditional employment;
2. On-the-Job Training (OJT);
3. Incumbent Worker Training (IWT);
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Private-sector training programs;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Job readiness training provided in combination with training services or transitional jobs;
9. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in the programs listed in numbers 1. through 7., above; and
10. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

D. INITIAL ELIGIBILITY (TRAINING PROVIDERS)

Initial eligibility for the ETPL applies to all training providers except RAPs registered with the Florida Department of Education (DOE). The training provider must supply verifiable, program-specific performance information pursuant to the criteria established by federal regulations and state statutes under which the provider applies

to become an ETP. The information provided must support the training provider's ability to serve participants.

To meet initial eligibility to be included on the ETPL, a training provider must provide the following:

1. A description of the training or educational institution including the provider's address, email, Federal Employer Identification Number (FEIN), and the name of the contact person;
2. Verification the provider is licensed, certified and/or otherwise authorized under Florida law to provide training services (this applies to in-state and out-of-state providers);
3. A detailed description of each program of training services being submitted for initial eligibility determination;
4. Data supporting the cost of attendance (including, but not limited to, tuition and fees);
5. Verification that the program leads to a credential on the Master Credentials List (MCL) and information on any other associated MCL credentials which can be used as part of a sequence in an individual's career lattice;
6. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry);
7. Identification of the in-demand industry sectors and occupations that best fit with the training program;
8. A description of prerequisites, skills, and knowledge required prior to the commencement of the training; and
9. Information related to WIOA performance indicators (employment, median earnings, credentials) other than measurable skills gains.

All eligibility determinations are made based on the review of required information, which must be submitted through the ETPL portal in Employ Florida, as outlined in **Section IV. I – ETPL Portal** of this policy.

Training providers seeking initial eligibility determinations should contact an LWDB in the local area or planning region in which they plan to operate. The LWDB will provide the training provider with guidance and assistance with the ETPL application process and requirements, as needed. The LWDB will review the application to ensure documentation requirements are met and notify the State ETPL Coordinator via email at ETPL@commerce.fl.gov that a determination of initial eligibility request has been submitted. When conducting a preliminary review of training provider applications, the LWDB must do so using only the state's criteria. The LWDB should not apply any additional local requirements or criteria during the preliminary review process.

The State ETPL Coordinator will approve or deny the application and notify the training provider of the determination through Employ Florida or the training provider's preferred mode of communication as indicated in the application. If approved, the ETP will be added to the state ETPL.

Alternatively, training providers may directly contact the State ETPL Coordinator at ETPL@commerce.fl.gov to request an initial eligibility determination. The State ETPL Coordinator will review the application to ensure that all documentation requirements are met. The State ETPL Coordinator will follow the aforementioned process for determining eligibility and providing notification to the training provider for approval or denial of the initial eligibility request.

Training providers and the programs of study that are approved will receive initial eligibility for one year and will be subject to the continued eligibility requirements subsequent to their initial eligibility period.

E. INITIAL ELIGIBILITY (PROGRAMS OF STUDY)

A training provider's request for an initial eligibility determination must be accompanied by a request for initial eligibility determination for at least one program of study. A training provider may request initial eligibility determinations for multiple programs of study, but each program of study is reviewed independently. When an ETP with continued eligibility for one or more programs of study requests that a new program of study be added to the ETPL, the new program of study will undergo an initial eligibility determination and may be approved or denied.

Training providers seeking initial eligibility for a program of study should contact an LWDB in the local area or planning region in which they plan to operate. The LWDB will provide the training provider with guidance and assistance with the ETPL application process and requirements, as needed. The LWDB will review the application to ensure documentation requirements are met and notify the State ETPL Coordinator via email at ETPL@commerce.fl.gov that a determination of initial eligibility request for a program of study has been submitted.

All eligibility determinations are made based on the review of required information, which must be submitted through the ETPL portal in Employ Florida, as outlined in **Section IV. I – ETPL Portal** of this policy. The State ETPL Coordinator will approve or deny the program application and notify the training provider of the determination(s) through Employ Florida or the preferred mode of communication indicated in the application for initial eligibility.

Alternatively, training providers may directly contact the State ETPL Coordinator at ETPL@commerce.fl.gov to request an initial eligibility determination for one or more programs of study. The State ETPL Coordinator will review the application to ensure that all documentation requirements are met. The State ETPL Coordinator will follow

the aforementioned process for determining eligibility and providing notification to the training provider for approval or denial of the initial eligibility request.

F. CONTINUED/SUBSEQUENT ELIGIBILITY

After a training provider has completed the one-year initial eligibility period, the training provider is required to apply for continued eligibility and recertify their program(s) of study every two years to maintain their eligibility for the ETPL. This process requires submission of performance and cost information for each program of study listed on the state ETPL.

Applications for continued eligibility must be submitted three months prior to the end of their current eligibility period. Training providers applying for continued eligibility of programs of study must log in to the ETPL portal to review and update all required fields and forms for each program of study for which continued eligibility is being sought. If the LWDB is assisting the training provider with their subsequent eligibility, the LWDB will review the program application to ensure all documentation requirements are met and notify the State ETPL Coordinator that a continuing eligibility request has been submitted for the program(s) of study. The State ETPL Coordinator will review all information provided and notify the LWDB and the provider of approval or denial through Employ Florida or the preferred mode of communication outlined in the application.

Each training provider seeking continued eligibility must supply the following information as required by 20 CFR 680.410:

1. Verification the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to be a provider of training services. This requirement applies to in-state and out-of-state providers.
2. Information reported to state agencies on federal and state training programs other than WIOA Title I-B programs as listed below:
 - a. The total number of persons enrolled in the program;
 - b. The total number of WIOA participants enrolled in the program;
 - c. The total number of persons completing the program;
 - d. The total number of WIOA participants completing the program;
 - e. Quality¹ of the program of study including a program that leads to a recognized postsecondary credential;
 - f. Provider's ability to offer industry-recognized certificates and credentials;
 - g. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable);

¹ Florida defines quality as training programs that meet the minimum criteria as defined in this policy as well as programs that develop skills valued by priority industry sectors.

- h. The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable);
- i. The total number of persons employed after completing the program;
- j. The total number of WIOA participants employed after completing the program;
- k. Data identifying the cost of attendance and costs of tuition and fees for WIOA participants completing the program;
- l. Information on recognized postsecondary credentials (or other credential, if applicable) received by WIOA participants;
- m. Whether the credential can be used in conjunction with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder;
- n. Description of how the provider will ensure access to programs of study throughout the state, including in rural areas, and using technology (as applicable);
- o. Description of provider's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities;
- p. Information reported to state agencies with respect to federal and state programs of study (other than the program carried out under WIOA), including one-stop partner programs;
- q. Performance on WIOA performance indicators;
- r. The degree to which programs of study relate to in-demand industry sectors and occupations in the state;
- s. Timeliness and accuracy of ETP's performance reports; and
- t. Any additional factors that are determined appropriate within the parameters of WIOA and statutes.

G. REGISTERED APPRENTICESHIP PROGRAMS

In accordance with the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), entities that carry out RAPs are exempt from the initial and continued eligibility requirements described in this policy. RAPs must be included and maintained on the ETPL until:

- 1. The RAP notifies FloridaCommerce it no longer wants to be included on the list;
- 2. The program becomes deregistered under the National Apprenticeship Act;
- 3. The program is determined to have intentionally supplied inaccurate information; or
- 4. A determination is made by FloridaCommerce that the RAP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

Because RAPs are exempt from all initial and continued eligibility requirements, the LWDBs may not impose additional criteria or information requirements for RAP sponsors except as outlined in Training and Employment Guidance Letter Nos. 08-19 and 08-19, Change 1, and TEGL No. 13-16, Change 1.

A RAP is an ETP if it is registered with DOE, Office of Apprenticeship (OA), or any other state's State Apprenticeship Agency (SAA). Although they are automatically eligible for ETPL inclusion, RAP sponsors seeking to have their apprenticeship programs listed on the ETPL must still "opt-in" by informing the State ETPL Coordinator at ETPL@commerce.fl.gov. RAPs opting-in may be referred to the State ETPL Coordinator by CareerSource Florida, LWDBs, or DOE. If a RAP expresses interest in being on the state ETPL, the ETPL Coordinator must request the RAPs provide the following information:

1. Occupations included in the RAP;
2. The name and address of the RAP sponsor;
3. The name and address of the Related Technical Instruction provider and the location of instruction if different from the program sponsor's address;
4. The method and length of instruction; and
5. The number of active apprentices.

RAPs on the state ETPL must be included on all local ETPLs in the state and shall remain on the ETPLs until removed or upon written request for removal by the RAP sponsor to the ETPL Coordinator at ETPL@commerce.fl.gov.

FloridaCommerce will regularly coordinate with USDOL, CareerSource Florida and DOE to ensure that necessary updates are made to any information previously provided by RAP sponsors or training providers. FloridaCommerce will also coordinate with DOE to ensure that RAPs registered with the DOE are made aware that they are eligible for placement on the ETPL, and that DOE is informed when a RAP that is registered with USDOL's OA or another state's SAA contacts FloridaCommerce to opt-in to inclusion on the ETPL.

Apprenticeship programs that are not registered with DOE, OA, or another state's SAA are not considered RAPs and must complete the initial eligibility and continued eligibility procedures. Pre-apprenticeships, including quality registered pre-apprenticeships leading to RAPs, are not automatically approved for inclusion on the ETPL and are not exempt from requirements outlined in this policy. Other programs of training services offered by a RAP sponsor or a RAP's provider of related instruction are likewise not automatically eligible.

H. OUT-OF-LOCAL-AREA AND OUT-OF-STATE PROVIDERS

State policies and procedures may provide for reciprocal or other agreements established with another state to permit the use of ITAs for ETPs in another state. As

such, participants may choose ETPs and programs of study located outside of the state or local area if the program is on the state's ETPL and in accordance with state and local area policies.

Out-of-state postsecondary training institutions that are not operating in Florida are not required to be licensed by the Florida Commission for Independent Education (CIE). However, out-of-state providers must provide the following information:

1. Information needed for initial eligibility or continuing eligibility determination;
2. Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the U.S. Department of Education;
3. Evidence that the institution meets the licensing requirements of its home state; and
4. Evidence that the institution is identified as active on the ETPL in its state of origin or native state. To provide performance information for its programs, out-of-state providers are required to report their student completion data to FloridaCommerce under established reporting mechanisms.

Out-of-local area and out-of-state training providers must request an initial eligibility determination for each program of study to be included on the state ETPL. Out-of-state providers must also provide documentation, uploaded to the ETPL portal, which validates the above-referenced criteria. These training providers must contact the state ETPL Coordinator directly to request their initial eligibility and the initial eligibility of their programs of study.

I. ETPL Portal

The state ETPL is managed by FloridaCommerce and maintained in Employ Florida, the state's online labor exchange and case management system. Employ Florida connects employers and job seekers and provides information about training opportunities available in the state, including training program services eligible for funding under WIOA Section 133(b).

The ETPL portal is the platform used to maintain ETPLs and record consumer information, including, but not limited to, cost and performance information for each approved program of study. The ETPL portal is the mechanism used by FloridaCommerce to manage the ETPL process, and by LWDBs and training providers to apply for initial eligibility and re-apply for continued eligibility.

The ETPL portal supports WIOA participants in making informed choices about ETPs and programs of study and allows FloridaCommerce to disseminate state and local ETPLs to employers, training providers, workforce staff, One-Stop career center partners, and the public, including individuals with disabilities and individuals with limited English proficiency. Consumer choice is ensured by making the state and

local ETPLs, accompanied by performance and cost information, widely available and easily accessible. ETPLs must be disseminated in a format that facilitates comparison between programs of study and is searchable, user-friendly, and easily understood by individuals seeking information on training outcomes.

J. PERFORMANCE CRITERIA

As required by Section 445.003(7)(b), F.S., FloridaCommerce must establish the minimum criteria a training provider must achieve for completion, earnings, and employment rates of eligible participants. Once criteria are established, training providers will be required to meet at least two of the minimum criteria for subsequent eligibility.

Like the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP performance reporting requirements in WIOA Sections 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the state or local area.

K. ANNUAL REPORTING

No later than Aug. 31 of each year, training providers must upload information into the ETPL portal on all enrolled and completer individuals for each program of study being considered for continued eligibility. This student data must be submitted each year for each program of study and must include the social security numbers for each enrolled and completer individual to allow for the calculation of minimum performance levels as required in 20 CFR 680.460(g).

The ETPL portal provides a secure solution for the transmission of Personally Identifiable Information (PII). ETPs, excluding RAP sponsors, must upload student data including the social security numbers and completed training of all individuals enrolled during a specific timeframe as determined by policy. Any transmission of PII shall occur in accordance with FloridaCommerce security policies and any disclosure of PII from an education record must be carried out in accordance with the Family Education Rights and Privacy Act (FERPA), including provisions related to prior written consent. As allowed pursuant to 34 CFR 99.31, DOE has designated FloridaCommerce as an authorized representative to enforce or comply with federal legal requirements relating to WIOA.

L. DENIAL, DEACTIVATION, REMOVAL, OR LOSS OF PROVIDER OR PROGRAM ELIGIBILITY

There are circumstances under which training providers may be denied, deactivated, removed, or lose their eligibility for inclusion on the state ETPL, as outlined below. Prior to approving an ITA for a WIOA-eligible individual, LWDBs must ensure that

training providers and program of study are, or continue to be, included on the ETPL at the time the participant is enrolled in the program of study.

(1) Denial

A program of study that FloridaCommerce determines does not meet the eligibility requirements shall be issued a denial notice within 30 calendar days of FloridaCommerce's receipt of the application. A separate denial notice will be issued for each program of study being denied and will include the reason(s) for denial and provide appeal rights, as applicable.

(2) Deactivation

Once an ETP or program of study is approved, it will remain on the state's ETPL through the continued eligibility period of two years unless removed by FloridaCommerce for documented training provider and/or program of study violations. Training providers or programs of study are subject to deactivation and removal from the ETPL if:

1. FloridaCommerce determines the training provider intentionally supplied inaccurate information or substantially violated any provision of Title I of WIOA regulations, including 29 CFR Part 38;
2. The program of study fails to meet the states' minimum performance levels as required in 20 CFR 680.460(g); or
3. The training provider loses its license or accreditation from its accrediting body.

(3) Loss of Eligibility and Removal

A program of study may be removed from the state ETPL if:

1. The training provider fails to supply participant data required for the performance review by the annual due date of Aug. 31.
2. It is determined that the training provider intentionally supplied inaccurate information or substantially violated any provisions of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.
3. It is determined that the provider is engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence, irresponsibility, misfeasance, malfeasance, gross mismanagement, waste, nonfeasance, or lack of performance.

FloridaCommerce will electronically send a notice of removal from the ETPL to the LWDBs and to the training provider. LWDBs must not issue a participant an ITA for a training provider/program of study that is determined to have lost eligibility for inclusion on the ETPL. If WIOA participants are already enrolled

and have received an ITA for a training provider/program of study that subsequently becomes deactivated or removed from the ETPL, LWDBs may allow enrolled participants to complete the training program; however, no new enrollments may occur. LWDBs must develop local operating procedures to ensure no enrollments are made after the effective date of the notice of removal. Procedures should also include how any existing participants who are enrolled in the program of study will be handled.

(4) Re-application

Training providers may reapply under the initial eligibility criteria provided in this policy.

M. APPEALS

For an appeal of any decision made at the state level, the appellant shall follow the appeals procedure established by FloridaCommerce. For an appeal of any decision made by an LWDB, the appellant shall follow the appeals procedure established in its local plan by the LWDB making the decision.

N. ETPL AND NON-ITA TRAINING SERVICES

There are exceptions to the required use of the ETPL for ITA-funded training by LWDBs. In the following situations covered by these exceptions, a contract for services between the LWDB and the training provider may be attained and implemented to ensure services are provided instead of selecting a training provider from the state ETPL.

(1) Work-Based Training

WIOA supports training and work experience for job seekers through work-based training, which is coordinated by LWDBs through collaboration with local employers. These activities, like OJT, Customized Training, and IWT do not require inclusion on the ETPL, in accordance with 20 CFR 680.530. Please see [Administrative Policy 100](#) for additional information on work-based training.

(2) Training Contracts

A program of study may be provided through training contracts instead of ITAs when there is not sufficient availability of eligible training providers in the local area to accomplish the purpose of an ITA. These contracts may be used for cohort training, per TEGl 21-22, Attachment 1, or in one of the other situations prescribed in 20 CFR 680.320. Because training contracts do not use ITAs, the training provider is not required to be included on the state or local ETPL. The LWDB must have written procedures in place that describe how such a

determination is made and the process for contracting with the training provider(s).

(3) Non-WIOA

The ETPL is a requirement of WIOA and only applies to programs that are supported by WIOA funding. Providers of training services that do not intend to seek WIOA funding do not need to request or pursue ETPL inclusion.

V. DEFINITIONS

- 1. Continued Eligibility:** “Continued Eligibility” or “Subsequent Eligibility” is the eligibility determination that allows training providers to remain on the ETPL until the next eligibility determination.
- 2. Credential:** A WIOA indicator consisting of a recognized postsecondary credential (an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree) or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. All credentials must be included on the Master Credentials List and a credential’s inclusion on the Master Credentials List is sufficient to meet the WIOA definition of “credential.”
- 3. Eligible Training Provider (ETP):** A provider of training services or programs of study (as prescribed in 20 CFR 680.410) that has met the eligibility requirements to receive WIOA funds for providing training service programs to eligible individuals.
- 4. Eligible Training Provider List (ETPL):** A statewide or local compilation of ETPs (as prescribed in 20 CFR 680.410) and approved programs of training services or programs of study (as prescribed in 20 CFR 680.420).
- 5. Individual Training Account (ITA):** A payment agreement with an ETP established on behalf of a WIOA participant for a program of training services or programs of study as prescribed in WIOA section 134(c)(3).
- 6. Initial Eligibility:** The initial determination that allows a training provider and approved program of training services or programs of study onto the state or local ETPL for the first year. An established ETP may also request an initial eligibility determination for a new program of study.
- 7. Local ETPL:** A subset of the state ETPL created when LWDBs establish, through local policy, additional requirements for ETPs and programs of study. All ETPs on a local ETPL are also on the state ETPL, maintained in Employ Florida.

- 8. Master Credentials List (MCL):** Required by the Reimagining Education and Career Help (REACH) Act, the Master Credentials List is a comprehensive list of state-approved degree and non-degree credentials of value that prepare Floridians for in-demand occupations. Credentials on the list satisfy the criteria set forth by the Florida Credentials Review Committee in the Framework of Quality. Programs of study must be on the MCL to be on the state ETPL.
- 9. Personally Identifiable Information (PII):** Information used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information, linked or linkable to a specific individual.
- 10. Program of Training Services:** A "Program of Training Services" or "Program of Study" as prescribed in 20 CFR 680.420. Such a program consists of one or more courses or classes, or a structured regimen, leading to one or more of the following: A recognized postsecondary credential, secondary school diploma or its equivalent; employment; or a measurable skills gain toward such a credential or employment.
- 11. Registered Apprenticeship Program (RAP):** A program that is registered with the USDOL Office of Apprenticeship (OA) or any State Apprenticeship Agency (SSA) as prescribed in 20 CFR 680.470(a). Florida's State Apprenticeship Agency is the Florida Department of Education's Office of Apprenticeship.
- 12. Sponsor (of a Registered Apprenticeship Program):** Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- 13. State ETPL:** A list of all Eligible Training Providers and Programs who have been approved to receive WIOA funding through ITAs. It is maintained by FloridaCommerce within the state's ETPL MIS portal.
- 14. Training Provider:** A university, college, public or private technical or vocational training institution, a private training company or private instructor, or a company employee who is qualified to provide instruction that leads to a recognized postsecondary credential, license, secondary school diploma or equivalent.

VI. REVISION HISTORY

Date	Description
3/1/2016	Policy issued by the Florida Department of Economic Opportunity.
TBD	Revised by FloridaCommerce to align with TEGP No. 08-19. Approved by the CareerSource Florida Board of Directors.



Strategic Policy

Title:	Regional Planning Areas Strategic Policy
Adopted:	
Effective:	

I. PURPOSE AND SCOPE

A Regional Planning Area is made up of two or more local workforce development areas to improve workforce system alignment within larger economic development areas to support economic mobility, growth and prosperity.

The intended goals of establishing Regional Planning Areas across neighboring local workforce development areas include but are not limited to:

- Aligning workforce strategies to address the needs of shared industry sectors, employers and significant populations of job seekers.
- Addressing common labor shortages and worker skills gaps with aligned service strategies.
- Realizing system efficiencies through reducing resource costs (monetary, time or other).

Beyond establishing formal Regional Planning Areas as defined in this policy, local workforce development areas are encouraged to engage in other partnership opportunities with the broader CareerSource Florida network that achieves these goals.

II. BACKGROUND

Public Law 113 – 128, The Workforce Innovation and Opportunity Act (WIOA), requires the state workforce development board to assist the Governor in developing, implementing and modifying a State Workforce Development Plan. Florida's WIOA State Plan describes Florida's strategy for supporting the publicly funded workforce system. WIOA Section 106 describes the process by which the Governor designates local workforce development areas within the state. Local areas are designated consistent with labor market areas in the state;

are consistent with regional economic development areas in the state; and have available the federal and non-federal resources necessary to effectively administer WIOA activities including whether the areas have the appropriate education and training providers such as institutions of higher education and area career and technical education schools.

The Reimagining Education and Career Help (REACH) Act was signed into law in June 2021. The REACH Act addresses the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and access to a more integrated workforce and education system for all Floridians. The law takes an integrated, collaborative approach to strengthen partnerships and enhance access to education, training and employment opportunities within and across key workforce, education and support services systems that are the backbone of Florida's comprehensive workforce development ecosystem.

In December 2021, the CareerSource Florida Board of Directors approved CareerSource Florida Policy 2021.12.09.A.1 – Comprehensive Employment, Education and Training Strategy. This strategic policy encourages local workforce development boards to use all allowable resources and to collaborate with all partners to develop innovative strategies that create simplified access to Florida's workforce system and provide excellent customer service for Florida's job seekers and businesses; focus on continuous improvement, strengthen partnerships to leverage shared resources and eliminate duplication of services; align programs and resources to meet local market demand in occupations that lead to self-sustaining jobs; and, implement data-driven accountability measures and quantifiable outcomes related to training programs, employment and services to Florida businesses.

On Feb. 23, 2023, the CareerSource Florida Board of Directors approved the Florida Workforce System Transformation Plan, a three-pillar plan directing the CareerSource Florida network to modernize the local workforce development board governance structure in the nation's third-largest state and better position the system to be more customer-centered, cost effective and responsive to meet workforce talent demands. The plan focuses on:

- Alignment and consolidation for local workforce development boards.
- System-wide improvements for improved customer consistency and better leveraging of public funds; and
- Regional planning to further promote workforce system alignment with education and economic development and optimize opportunities for regional growth.

The Governor subsequently affirmed the CareerSource Florida Board of Directors' recommendation to realign and consolidate local workforce development areas as outlined in the Florida Workforce System Transformation Plan.

III. POLICIES AND PROCEDURES

The Florida Workforce System Transformation Plan directs the CareerSource Florida network to establish Regional Planning Areas. The requirements for Regional Planning Areas in this policy are established by WIOA, Florida law, and actions by the CareerSource Florida Board of Directors.

CareerSource Florida, in collaboration with the Governor's REACH Office, FloridaCommerce and local workforce development boards, shall develop recommendations to the Governor and state workforce development board for the designation of Regional Planning Areas for the state. Local workforce development boards may request designation as a Regional Planning Area by submitting the request and supporting documentation to the state workforce development board for consideration.

The state, after consultation with local workforce development boards and chief local elected officials for the Regional Planning Area, shall require the local workforce development boards and chief local elected officials within a planning region to include the shared Regional Planning Area objectives, activities, and performance elements as a regional addendum to each local workforce development board's WIOA local plan. The state shall provide technical assistance and labor market data, as requested by local areas, to assist with such regional planning and subsequent service delivery efforts.

Regional Planning Area and local WIOA plans must align with Florida's WIOA Statewide Plan.

Requirements for Regional Planning Areas:

- Each local workforce development area must be part of a Regional Planning Area.
- Regional Planning Areas must include, at a minimum, two contiguous local workforce development areas within Florida.
- Regional Planning Areas shall have relevant relationships as evidenced by population centers, commuting patterns, industrial composition, location quotients, labor force conditions and geographic boundaries.
- Regional Planning Areas shall establish a shared regional service strategy with a defined goal.
- Regional planning areas shall establish administrative cost arrangements across local workforce development areas. Acceptable examples of administrative cost arrangements include but are not limited to shared staff, technology systems, or back-end administrative support tools.
- Chief Local Elected Officials in a new regional planning area **MUST** participate in the regional planning process that results in the inclusion of the shared regional objectives and initiatives as an addendum to each local workforce development board's WIOA plan.
- The regional plan must include a description of activities that result in the following items:
 - Establishment of regional service strategies using cooperative service delivery agreements that include but are not limited to:
 - Consistent eligibility standards and enrollment processes.
 - Common training and coordination of supportive service offerings.
 - Common technology tools and sharing of data within tools outside of Employ Florida.
 - Development and implementation of sector strategies for in-demand sectors or occupations.

- Collection and analysis of regional labor market data.
- Coordination of supportive services.
- Coordination of services with regional economic development services and providers.
- Establishment of agreement concerning how the regional planning area will collectively negotiate performance for the local workforce development areas or the planning region.

IV. AUTHORITIES

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

[Chapter 445.003 – 445.007, Florida Statutes](#)

[Chapter 2021-164, Laws of Florida, The Reimagining Education and Career Help Act](#)

[CareerSource Florida Strategic Policy 2000.08.15.I.8D -- Certification of Local Workforce Development Boards](#)

[CareerSource Florida Strategic Policy 2020.02.20.A.1 – Board Governance and Leadership](#)

[CareerSource Florida Administrative Policy 094 – Local Workforce Development Area Designation](#)

[Consolidated Action Item – Reimagining Florida’s Workforce System](#)

V. RESOURCES

[Reimagining Florida’s Workforce System: A Three-Pillar Plan for Transformation](#)

[Future State Options Report](#)

[Background Research and Analysis Report](#)

Approved _____
Disapproved _____

Action Item 2

CAREERSOURCE FLORIDA STRATEGIC POLICY EDUCATION AND INDUSTRY CONSORTIUMS

Signed into law May 15, 2023, Senate Bill 240, an act relating to education, amended Section 445.007, Florida Statutes, requiring each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area.

CareerSource Florida surveyed local workforce development boards and education institutions to determine what ongoing activities existed and obtain information and recommendations from local education and industry stakeholders about the availability of education, employment and training opportunities available to businesses and job seekers in local workforce development areas.

A workgroup was convened to develop a collaborative strategic policy that meets statutory requirements of Senate Bill 240 and aligns all relevant federal, state and local laws and policies. The workgroup, which included stakeholders from education, business, state government and local workforce development boards, met six times and made recommendations informing the strategic policy elements listed below.

This policy requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. The chair of the local workforce development board shall appoint the consortium members from a list of criteria described in the policy.

Local education and industry consortiums will meet quarterly to discuss both the needs of local businesses and the associated educational offerings in the local areas. The consortium will provide a quarterly report to the local workforce development board to inform the local board on programs, services and partnerships in the service delivery area.

Local education and industry consortium reports will be published on local workforce development board websites and made available to the public.

The policy defines the requirements for consortium membership and quarterly reporting.

FOR CONSIDERATION

- **Approve CareerSource Florida Strategic Policy – Education and Industry Consortiums, implementing the requirements established in Senate Bill 240, signed into law May 15, 2023.**



Strategic Policy

Title:	Education and Industry Consortia
Adopted:	
Effective:	

I. PURPOSE AND SCOPE

Section 445.007(15), Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.

This policy requires local workforce development boards to appoint education and industry consortiums composed of local leaders who provide independent information from stakeholders in their local area. Local workforce development boards shall consider this information in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level.

This policy applies to local education and industry consortiums and the local workforce development boards that appoint them. Education and industry consortiums act as independent advisory groups. Members do not have any direct or implied authority over local workforce development boards, their membership or employees.

II. BACKGROUND

Signed into law May 15, 2023, Senate Bill 240, an act relating to education, amended section 445.007(15), Florida Statutes, requiring each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area.

CareerSource Florida surveyed local workforce development boards and education institutions to determine what ongoing activities existed and obtain information and recommendations from local education and industry stakeholders about the availability of education, employment and

training opportunities available to businesses and job seekers in local workforce development areas.

A workgroup was convened to develop a collaborative strategic policy that meets statutory requirements of Senate Bill 240 and aligns all relevant federal, state and local laws and policies. The goal for these consortia is for the local workforce development board to obtain local community-based information related to educational programs and industry needs and provide that information to local workforce development boards to inform programs, services and partnerships in the service delivery area. This approach ensures local workforce development boards are informed about the current workforce and talent needs of their targeted industries and existing educational and training offerings. This approach also affords businesses the opportunity to closely collaborate with workforce and education stakeholders to eliminate barriers and identify innovative talent pipeline opportunities like work-based learning experiences, internships, preapprenticeship, registered apprenticeship, on-the-job training, customized training, Incumbent Worker Training and other training opportunities.

The workgroup, which included stakeholders from education, business, state government and local workforce development boards, met six times and made recommendations informing the strategic policy elements listed below.

III. POLICY

Required Membership

Each local workforce development board shall create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. The chair of the local workforce development board shall appoint the consortium members. A member of a local workforce development board shall not serve as a member of the consortium. Consortium members shall be appointed for two-year terms beginning on Jan. 1 of the year of the appointment, and any vacancy on the consortium must be filled for the remainder of the unexpired term in the same manner as the original appointment.

The membership of the education and industry consortium must meet the following requirements:

Industry Representative Requirements:

- Chief Executive Officers or presidents or other executive level staff from the top public and private employers in the local area.
- Industry representatives should reflect the priority industries in the local area.

Education Representative Requirements:

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in:
 - K-12 education
 - District Technical Colleges
 - State Colleges
 - Universities
 - Other degree or credential granting institutions in the local area

If a member of the education and industry consortium is unable to attend a meeting, a designee from the members' executive team may attend.

Meetings

Each education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area must meet at least quarterly. The local workforce development board will ensure that administrative support is provided to the consortium as needed and will be specifically responsible for the following:

- Maintaining a roster of consortium members and posting the current roster on the local workforce development board website.
- Posting scheduled consortium meetings on the local workforce development board website.
- Posting the quarterly reports from each meeting on the local workforce development website.

It is not required that consortium meetings be separately conducted from existing, similar meetings in the local area. Consortium meetings' discussions need only focus on the local labor market needs including:

1. Industry representatives sharing their specific talent development needs or observations on talent in the local area.
2. Education representatives sharing what specific education offerings are available in the local area.

Reports

Education and industry consortiums in each local area shall provide quarterly reports to the applicable local workforce development board (and locally designated areas) which provide community-based information related to educational programs and industry needs to inform the local workforce development board on programs, services, and partnerships in the service delivery area.

Quarterly reports shall include:

- A record of the consortium members in attendance.
- A summary analysis of the local labor market based on industry representative needs and education offerings.
- Information on priority industry sectors and occupations for the local area.
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.

Local workforce development boards are encouraged to consider information obtained from the education and industry consortium to determine effective ways to grow, retain and attract talent to the service delivery area.

As noted above, quarterly education and industry consortium reports shall be published on the local workforce development board's website. Links to education and industry consortium reports and rosters shall be included in each local workforce development board's Workforce Innovation and Opportunity Act local plan.

IV. AUTHORITY

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

[Chapter 445.004, Florida Statutes](#)

[Chapter 445.007, Florida Statutes](#)

V. ATTACHMENTS

Consortium Member Appointment Letter Template

Consortium Roster Matrix Template

Quarterly Report Template

A RESOLUTION BY THE WORKFORCE INVESTMENT AND OPPORTUNITY ACT RECOGNIZED CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS FOR THE FOUR LOCAL WORKFORCE DEVELOPMENT BOARDS IN NORTHWEST FLORIDA SUPPORTING THE FORMATION OF THE NORTHWEST FLORIDA REGIONAL PLANNING AREA CONSISTING OF LOCAL WORKFORCE DEVELOPMENT BOARDS CAREERSOURCE ESCAROSA, CAREERSOURCE OKALOOSA-WALTON, CAREERSOURCE CHIPOLA, AND CAREERSOURCE GULF COAST.

WHEREAS, the Workforce Investment on Opportunity Act places responsibility on the Chief Local Elected Official(s) for each recognized local workforce development area; and

WHEREAS, as the Chief Local Elected Officials and Local Board Chairs for our respective local workforce development area, we believe it is of the utmost importance to maintain a locally developed and driven system where the local workforce board operates and performs its duties with the highest level of efficiency and effectiveness; and

WHEREAS, CareerSource Florida has mandated the creation of workforce regions comprised of two or more local boards; and

WHEREAS, the creation of regions among local workforce areas that share commonalities of industry sectors and a history of cooperation would be beneficial for each of the local workforce boards, employers, and job seekers within the region; and

WHEREAS, all counties in each of the local workforce areas supporting this resolution are members of Florida's Great Northwest and share a common economic development mission and a history of cooperation in economic development and workforce development issues; and

WHEREAS, as a Chief Local Elected Official and Local Board Chairs representing the counties served by the four local workforce areas agreeing to this resolution, we agree methods should be developed to serve the entire region while also protecting the ability to provide targeted services within the boundaries of each local area.

NOW, THEREFORE, BE IT RESOLVED BY THE CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS FOR THE LOCAL WORKFORCE BOARDS CAREERSOURCE ESCAROSA, CAREERSOURCE OKALOOSA-WALTON, CAREERSOURCE CHIPOLA, AND CAREERSOURCE GULF COAST AS FOLLOWS:

SECTION 1. The undersigned Chief Local Elected Officials and Local Board Chairs agree to the creation of the Northwest Florida Workforce Planning region consisting of the local workforce boards known as CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

SECTION 2. The undersigned Chief Local Elected Officials and Local Board Chairs agree each local workforce board shall maintain local control and the ability to determine how to serve best local employers, job seekers, and the local community.

SECTION 3. The undersigned Chief Local Elected Officials and Local Board Chairs agree the four local member boards of the Northwest Florida Planning Region will utilize common areas of interest and local benefit to develop common policies, procedures, and technologies. Such agreements and implementations shall meet the requirements, rules, and regulations established by each local workforce board, member counties, CareerSource Florida, Florida Commerce, the State of Florida, the United States Department of Labor, and the United States of America.

SECTION 4. The undersigned Chief Local Elected Officials and Local Board Chairs agree to ensure our local workforce areas implement the requirements of the REACH Act as well as policies and procedures established by the State of Florida for Regional cooperation.

SECTION 5. The undersigned Chief Local Elected Officials and Local Board Chairs agree that to ensure local officials are informed and able to provide proper guidance and to ensure local control is maintained, a quarterly report shall be submitted providing updates to the Chief Local Elected Officials for each of the four participating local workforce boards and each local workforce board. The quarterly report shall update any regional agreements developed and any recognized improvements shared across the regional planning area.

SECTION 6. The undersigned Chief Local Elected Officials and Local Board Chairs understand and agree this Resolution shall remain in effect for a minimum of three years unless changes are required by responsible state or federal entities or changes in state or federal law. Any changes shall be in writing and shall require the agreement and signature of each local Chief Local Elected Official and Local Board Chair. Additional agreements may be reached among the parties and utilized to govern the actions of the Northwest Florida Regional Planning Region if agreed upon and signed by each Chief Local Elected Officials and Local Board Chairs.

DONE AND RESOLVED by our signatures as the Chief Local Elected Officials and Local Board Chairs representing each of the four local workforce boards represented by this resolution.

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE BOARD NAME HERE.

Local Board Chair: _____
Name Here Date

Chief Local Elected Official: _____
Name Here Date

Chief Local Elected Official: _____
Name Here Date

Chief Local Elected Official: _____
Name Here Date

**CAREERSOURCE ESCAROSA
ACTION ITEM
WIOA TRAINING PROVIDER AGREEMENT EXTENSION**

Date: October 19, 2023

ITEM FOR DISCUSSION

With the continuing formulation of the REACH Act language for WIOA Training Provider Agreements, CSE has Training Provider Agreements that expired in September 2023 and one that will expire in November 2023. The Department of Economic Opportunity (DEO) has suggested that we extend agreements by either a 3-month or a 6-month period until the necessary REACH Act language becomes available. CSE request the Training Provider Agreements with the below institutions be extended for an additional 6-monthh period.

- Pensacola State College (PSC)
- Coastal Alabama Community College (CACC)
- Truck Driver Institute (TDI)
- Security Services Training Institute (SSTI)
- University of West Florida (UWF)
- George Stone Technical College (GSTC)
- Locklin Technical College (LTC)
- Fortis Institute (Fortis)
- Reid State Technical College (RSTC)
- Applied Technology Academy

RECOMMENDATION: To approved the above Training Provider Agreements for an additional 6-month period.

**CAREERSOURCE ESCAROSA
ACTION ITEM
REVISIONS TO CSE BY-LAWS**

DATE: October 19, 2023

ITEM FOR CONSIDERATION

The By-Laws Review Committee met on September 13, 2023, to review the CSE By-Laws, as required annually.

Revisions to the By-Laws were made to:

ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Betting and Nomination, page 5, added language:

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 CareerSource Escarosa Board of Director for review and selection prior to submitting to the Chief Local Elected Official for appointment consideration.

ARTICLE IV. MEETINGS OF DIRECTORS, Section 1. Meetings, page 5, revised:

The Board shall meet every quarter or as called by the Chair, but in no event shall the Board meet less than four (4) times per year.

RECOMMENDATION:

The Board approve revisions to the CSE By-Laws.

**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 CareerSource Escarosa Board of Director for review and selection prior to submitting 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 quarter or as called by the Chair, but in no event shall the Board meet less than four (4) times per year.

Deleted: other month

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: ~~November 16, 2022~~ October 19, 2023

Deleted: March 17

Formatted: Strikethrough

By-Laws Revision History

Date	Description
October 19, 2023	
November 16, 2022	Revised and approved by CareerSource Escarosa Board of Directors
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

**CAREERSOURCE ESCAROSA
ACTION ITEM
COMPENSATION REVIEW
(CareerSource Escarosa Salary Scale)**

DATE: October 19, 2023

ITEM FOR CONSIDERATION

The Compensation Review Committee met on August 28, 2023 to review CSE' salary scale. Information relating to current and proposed pay grade, salary range, and positions was presented. Changes reflected on the proposed information was based on an increase to offer a beginning wage of at least \$15.00 per hour which will align with the proposed state law increasing to \$15.00 for hourly employees. It was noted the compression from the increase impacted all pay grades.

RECOMMENDATION: To approve the proposed CareerSource Escarosa Salary Scale.

Proposed CareerSource Escarosa Salary Scale		
PAY GRADE	SALARY RANGE	POSITIONS
1	31,200-38,200	Receptionist; Custodian
2	35,200-46,200	Intake Specialist; Administrative Assistant
3	36,200-49,200	Career Advisor, Accounting Clerk; Program Monitors
4	39,200-55,200	Executive Secretary; Business Service Representatives, Accounting Specialist, Program Coordinators
5	50,200-69,200	Program Manager; Senior Accountant; Program Director
6	59,200-82,200	Chief Operating Officer, Chief Financial Officer
7	92,200 – Federal Salary Cap	Chief Executive Officer
Reviewed by compensation committee 8.28.23		

PAY GRADE	SALARY RANGE	POSITIONS
1	\$24,000 - \$31,000	Receptionist; Custodian
2	\$28,000 - \$39,000	Secretary I ; Data Entry Clerk; Intake Specialist; <i>Administrative Asst.</i>
3	\$29,000 - \$42,000	Career Advisor I ; <i>Executive Admin Asst/</i> Secretary II ; Accounting Clerk; MIS Specialist;
4	\$32,000 - \$48,000	✓ Business Services Representative; Accounting Specialist; Career Advisor II;
5	\$43,000 - \$62,000	Managers Deputy Manager <i>Sr. Accountant</i>
6	\$52,000 - \$75,000	Chief Operations Officer; Chief Financial Officer
7	\$85,000 - \$105,000	Chief Executive Officer

Feb-19

Hourly, non-exempt

Salaried, exempt

31,200 f/t @ 15⁰⁰/hr

PY 2023-2024
CareerSource Escarosa Board of Directors
Meeting Attendance

	PY 2023-2024					
Member's Name	07/20/2023					
Anthony Eman	P					
Doug Brown	P					
Jeffrey Hondorp	A					
Kathaleen Cole	P					
Lloyd Reshard	P					
Michael Listau	P					
Michele Kelson	A					
Scott Luth	P					
Shannon Ogletree	A					
Charlin Knight	P					
Tawana Gilbert	P					
Jerry Kersey, Jr.	P					
Jameson Cutchens	P					
Fred Jenkins	P					
David Bouvin	A					
Brianna Russ	P					
Ex-Officio Member(s)						
Clara Long	A					
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)

**CAREERSOURCE ESCAROSA
INFORMATION/ACTION ITEM
ONE STOP OPERATOR PROCUREMENT AND SELECTION**

Date: October 19, 2023

ITEM FOR DISCUSSION

WIOA (Workforce Innovation Opportunity Act – Pub. L. 113-128), establishes requirement for procurement of One-Stop Operators to coordinate service delivery of One-Stop career center partners and providers at a career center.

As required to ensure compliance with the WIOA legislation, a Request for Proposals (RFP) for One-Stop Operator was released by a third party, Florida Workforce Development Association. The timeline is outlined below.

Advertising & Publishing RFP – June 27, 2023

- Posted on CSE Website
- Email notice forwarded to entities on Vendor List and local education agencies

Proposal Submittal Due Date – July 27, 2023, by 11:00 a.m., CST
Provision of Services – September 1, 2023

Following approved Florida Workforce Development Association local and Florida State procurement policies to ensure a comprehensive outreach to secure RFPs for local One-Stop Operator services, one response was received for the local One-Stop Operator services, CareerSource Escarosa.

It is the recommendation of the Florida Workforce Development Association to CareerSource Escarosa's Board of Directors, that CareerSource Escarosa be selected to serve as One-Stop Operator for PY2023-2026 based on the proposal submitted.

Following documented solicitation, federal and state (2CFR 220.320(f) delineates that local CareerSource Boards may be named as the One-Stop Operator ensuring the following parameters are in place:

- Conflict of Interest (CSE Board Members and Employees)
- Financial Disclosures (Board and Key Employees)
- Firewalls
- Oversight, Monitoring, and Evaluation of Performance (Fiscal and Programmatic)

RECOMMENDATION

The Board of Directors approve CSE to make application to the State Board to serve as One-Stop Operator based on Florida Workforce Development Association procurement process and recommendation.