



EXECUTIVE COMMITTEE MEETING

CareerSource Central Florida | 12/7/23

CareerSourceCentralFlorida.com



12/7/23 EXECUTIVE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

What: Executive Committee Meeting

When: Thursday, December 7, 2023
2:00 p.m. – 3:30 p.m.

Where: CSCF Administration Office
390 N. Orange Ave., Suite 700 (7th Floor)
Orlando, FL 32801

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/89508011934?pwd=MG44cndHWmxwN1JSY2hWZINBWU4yZz09>

Dial In: 1 (929) 205-6099 / Meeting ID: 895 0801 1934 / Passcode: 734315

12/7/23 EXECUTIVE COMMITTEE MEETING DETAILS

Agenda Item #	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
2.	Roll Cal / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 9/19/23 Executive Committee Meeting	Richard Sweat	X
5.	Information / Discussion / Action Items A. Chair's Report B. President's Report 1) Health Insurance Broker Update 2) Education & Industry Consortiums Recommendation 3) Regional Planning Areas Strategic Recommendation C. Committee Reports 1) Audit (<i>meeting on 1/10/24</i>) 2) Career Services (<i>met on 11/16/23</i>) 3) Community Engagement (<i>met on 10/27/23</i>) 4) Facilities Ad Hoc (<i>met on 10/24/23</i>) 5) Finance (<i>met on 10/18/23</i>) 6) Governance (<i>meeting on 1/17/24</i>) 7) Revenue Diversity & New Markets (<i>met on 10/10/23</i>) D. 12/15/23 Board Meeting Agenda	Richard Sweat Pam Nabors Matt Walton Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill	X X
6.	Other Business		
7.	Adjournment		

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WELCOME



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ROLL CALL



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PUBLIC COMMENT



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APPROVAL OF MINUTES



**Draft
 Executive Committee Meeting**

Thursday, September 19, 2023, 1:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, John Gill, Jeff Hayward, Sheri Olson, David Sprinkle, Eric Ushkowitz and Matt Walton

STAFF PRESENT: Pam Nabors, Leo Alvarez, Dyana Burke, Fabia Diaz, and Kaz Kasal

GUEST PRESENT: Heather Ramos / ~~Gray Robinson~~

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 1:00 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 6/15/23 Executive Committee Meeting</u> <ul style="list-style-type: none"> Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 6/15/23 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.
5	Information/Discussion / Action Items Chair’s Report Mr. Sweat reviewed the following: <ul style="list-style-type: none"> Executive Committee Charter <ul style="list-style-type: none"> Committee concurred no changes at this time. PY 2023-2024 Committee Structure – reviewed current Committee Chairs and current membership of each Committee. Discussed a survey for Board Members to provide their personal mission/goals for being on the CSCF Board. President’s Report Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> Two initiative opportunities: <ul style="list-style-type: none"> National Science Foundation (NSF) initiative opportunity for the semi-conductor industry/Osceola County. Central Florida Workforce Collaborate initiative, led by Mayor Demings, to develop a pipeline of labor to support growth industries Reviewed CSCF activity highlights being provided at next week’s board meeting. 	Governance Committee to do a further review of all Committee Charters.



	<p><u>Committee Reports</u></p> <p><u>Audit</u> Mr. Walton, Audit Committee Chair, stated Committee met on 9/6/23 and reviewed its charter, as well as audit planning to be performed by auditors Cherry Bekaert. Audit results will be presented at the 1/10/24 joint meeting of <u>Audit</u> and Finance Committees.</p> <p><u>Career Services</u> Mr. Abu, Career Services Committee Chair, stated Career Services Committee met on 9/14/23 and reviewed: scorecard for PY 2022-2023, Level Up Orange updates, federal metrics and committee’s charter of which committee concurred no updates needed at this time. Committee also approved to forward to CSCF Board to approve eight new registered apprenticeships to ETPL – which <u>board</u> has approved under Consent Agenda in this meeting.</p> <p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee will meet on 10/27/23.</p> <p><u>Facilities Ad Hoc</u> Mr. Walton, Facilities Ad Hoc Committee Chair, stated no meetings scheduled, nothing to report.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee will meet on 10/18/23.</p> <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated the Committee met on 8/16/23 and reviewed its charter, concurring no updates needed at this time. Committee also reviewed board engagement metrics for 2022-2023 and current board demographics vs. previous years.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee will meet on 10/10/23.</p> <p><u>9/28/23 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed agenda for upcoming Board Meeting 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 1:47 pm.</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator



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Public Comment


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INFORMATION/ DISCUSSION/ ACTION ITEMS

 Strategic Policy		
Title:	Education and Industry Consortiums	
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

 <p>CareerSource[®] FLORIDA</p> <p>Strategic Policy</p>		
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](#)

12/15/23 BOARD OF DIRECTORS MEETING AGENDA

	Agenda Item #	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	Richard Sweat Nicole Euler	
Meeting Agenda		<ul style="list-style-type: none"> - Pledge of Allegiance - Host Welcome 		
Welcome	2. 3.	CSCF Spotlight Story Board Recognition & Welcome New Board Members	Sean Donnelly Pamela Nabors	
Spotlight Story	4.	Roll Call / Establishment of Quorum	Kaz Kasal	
Board Recognition	5.	Public Comment		
Roll Call	6.	Consent Agenda	Richard Sweat	X
Public Comment		<ul style="list-style-type: none"> A. 9/28/23 Board Meeting B. Education & Industry Consortiums Strategic Recommendation C. Regional Planning Strategic Recommendation D. Committee Actions: <ul style="list-style-type: none"> 1) Training Investment Priorities (Career Services) 2) CSCF New Training Providers (Career Services) 		
Consent Agenda	7.	Information / Discussion / Action Items	Richard Sweat Pamela Nabors Eric Ushkowitz	
Information/ Discussion/ Action Items		<ul style="list-style-type: none"> A. Chair's Report B. President's Report <ul style="list-style-type: none"> 1) Finance Report C. Committee Reports <ul style="list-style-type: none"> 1) Executive 2) Audit 3) Career Services <ul style="list-style-type: none"> a. Approval of JATC (Electrical Training Alliance of Central Florida) 4) Community Engagement 5) Facilities Ad Hoc <ul style="list-style-type: none"> a. Lake-Sumter Career Center Lease Renewal 6) Finance 7) Governance 8) Revenue Diversity & New Markets 	Richard Sweat Matt Walton Andrew Albu	X
Insight			David Sprinkle Matt Walton	X
Other Business			Eric Ushkowitz Sheri Olson John Gill	X
Adjournment				

12/15/23 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item #	Topic	Presenter	Action Item
8.	Insight		
	A. Review of 2024 Legislative Session	Chris Carmody	
	B. Board Survey Update – CSCF Value Proposition Brainstorm	Richard Sweat	
9.	Other Business		
10.	Adjournment		

Upcoming Meetings:

Board 2/29/24 9:00 a.m. - 10:30 a.m.

Committee Meetings:

- **Audit & Finance** 1/10/24 2:30 p.m. – 4:00 p.m.

- **Governance** 1/17/24 3:00 p.m. – 4:30 p.m.

- **Community Engagement** 1/25/24 3:00 p.m. – 4:30 p.m.

- **Revenue Diversity & New Markets** 1/31/24 3:00 p.m. – 4:30 p.m.

- **Career Services** 2/15/24 3:00 p.m. – 4:30 p.m.

- **Executive** 2/22/24 2:00 p.m. – 3:30 p.m.



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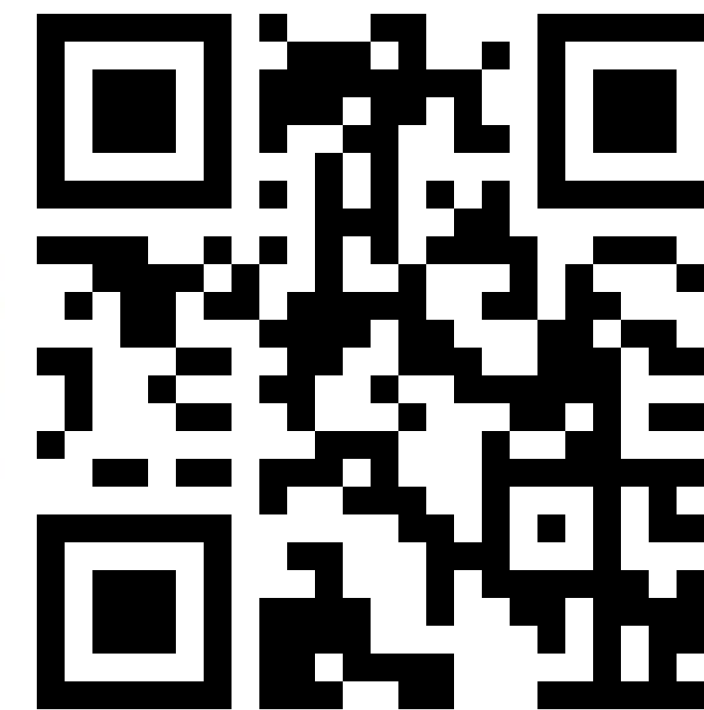
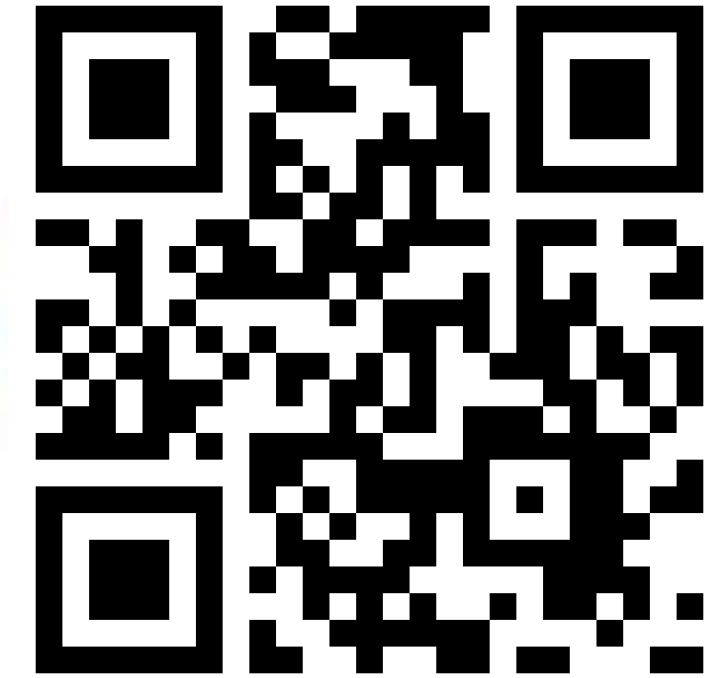
Other Business

▶ **Adjournment**

ADJOURNMENT



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