

Board of Directors Meeting

February 24, 2022



Meeting Details

Meeting Agenda

Welcome

Spotlight Story

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Recognition

Roll Call

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Action Items

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Adjournment

2/24/22 BOARD OF DIRECTORS MEETING DETAILS**What:** Board of Directors Meeting**When:** Thursday, February 24, 2022
9:00 a.m. – 10:30 a.m.**Where:** Hyatt Regency Orlando
9801 International Drive (Manatee Spring Ballroom)
Orlando, FL 32819

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/82563168445?pwd=MIMrR1p6RDV0TXA5T3FQM29zeHF4dz09>

Dial In: 1 (929) 205-6099 / Meeting ID: 825 6316 8445

Passcode: 814237

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome - Pledge of Allegiance - Host Welcome	Jody Wood	
2.	CSCF Spotlight Story	Mark Havard Mimi Coenen	
3.	Board Recognition	Jody Wood	
4.	Roll Call / Establishment of Quorum	Kaz Kasal	
5.	Public Comment		
6.	Consent Agenda A. 1) 12/16/22 Board Meeting Draft Minutes 2) Acceptance of 2CFR 200 Audit Report (Audit) 3) Procurements Approvals: a) Audit Services (Audit) b) MFD Copier Replacement (Finance) c) Laptop/Docking Station Replacement (Finance) 4) Policy Approval: a) Local Governance Policy #WIOA 18 (Executive) 5) Budget Adjustment (Finance) 6) Transfer of WIOA Adult/DW Funding (Finance)	Jody Wood	X
7.	Information / Discussion / Action Items A. Chair's Report B. President's Report 1) Scorecard 2) Organization Updates 3) Finance Report C. Committee Reports 1) Executive (met on 2/17/22) a) Approval of 3rd Year Renewals for Related Party Summer Contracts - Accelerate Program - Explorer Program	Jody Wood Pam Nabors Eric Ushkowitz Jody Wood	

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7.	Information / Discussion / Action Items (continued)	
	2) Audit (met on 2/8/22 with Finance)	Sheri Olson
	a) DEO Monitoring Results: FY 2020-2021	
	3) Career Services (met on 1/27/22)	Andrew Albu
	4) Community Engagement (meeting on 3/10/22)	David Sprinkle
	5) Facilities Ad Hoc (no meetings scheduled)	Matt Walton
	6) Finance (met on 2/8/22 with Audit)	Eric Ushkowitz
	7) Governance (met on 2/3/22)	Richard Sweat
	8) Revenue Diversity Ad Hoc (meeting on 3/16/22)	Eric Jackson
	D. CareerSource Central Florida – 2020-2021 Annual Performance	Charles Williams / Daniel Harper Department of Economic Opportunity
	E. Sunshine Law Presentation	Heather Ramos GrayRobinson
8.	Insight	
	A. Strategic Retreat Preview	Richard Chapa Disney Parks, Experiences & Products
9.	Other Business	
10.	Adjournment / Board Orientation Session Begins	

Upcoming Meetings:

Board Orientation	2/24/22	10:30 a.m.- 12:00 p.m.
Board Meeting and Retreat	4/28/22	9:00 a.m. - 3:00 p.m.

Committee Meetings:

- Community Engagement	3/10/22	3:00 p.m. – 4:30 p.m.
- Revenue Diversity	3/21/22	1:30 p.m. – 3:00 p.m.
- Career Services	3/24/22	3:00 p.m. – 4:30 p.m.
- Finance	4/13/22	2:30 p.m. – 4:00 p.m.
- Executive	4/21/22	2:00 p.m. – 3:30 p.m.

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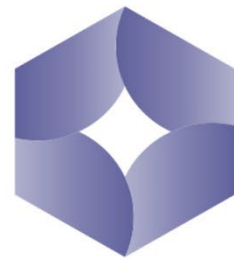
WELCOME



The background of the image is a close-up, slightly blurred view of the American flag, showing the stars and stripes in a draped, wavy pattern. The colors are vibrant red, white, and blue.

**I pledge allegiance
to the flag
of the United States of America
And to the Republic
for which it stands,
One nation, under God,
indivisible,
With liberty and justice for all**

Special Thanks to our Host:



**HYATT
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SPOTLIGHT STORY



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BOARD RECOGNITION



BOARD RECOGNITION



Congratulations to
Steve Ball

Outstanding Service
Recognition

Steve Ball

CareerSource Central Florida

Board of Directors

July 1, 2017 – December 30, 2021

BOARD RECOGNITION



Congratulations to
Brooke Morris

Outstanding Service
Recognition

Brooke Morris
CareerSource Central Florida
Board of Directors
July 1, 2020 – March 31, 2022

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ROLL CALL



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PUBLIC COMMENT



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CONSENT AGENDA



Draft Minutes of 12/16/21 Board Meeting

**DRAFT****Consortium & Board of Directors Joint Meeting****Thursday, December 16, 2021, 9:00 a.m.****MINUTES****CONSORTIUM MEMBERS****PRESENT:**

Mayor Jerry Demings, Commissioner Andria Herr, Commissioner Josh Blake and Commissioner Gary Search

CONSORTIUM MEMBERS**ABSENT:**

Commissioner Peggy Choudhry

BOARD MEMBERS PRESENT: Jody Wood, Andrew Albu, Steve Ball, Paul Bough, Kari Conley, Keira des Anges, Wendy Ford, John Gill, John Gyllin, Mark Havard, Jeff Hayward, Sheri Olson, Renee Quintanilla, Manuel Rascon, Joseph Richardson, David Sprinkle, Richard Sweat, DeAnna Thomas, Al Trombetta, Eric Ushkowitz, and Matt Walton

BOARD MEMBERS ABSENT: Wendy Brandon, Glen Casel, Nicole Guillet, Shawn Hindle, Eric Jackson, Brooke Morris, Bryan Orr, Stella Siracuza, Sharron Washington and Christopher Wilson

STAFF PRESENT:

Pam Nabors, Mimi Coenen, Leo Alvarez, Becca Bides, Dyana Burke, Steven Nguyen, Nilda Blanco, Lorri Shaban, Cliff Marvin, Angel Ramos, Marek Hulva, Sean Masherella, Carla Sosa, Vanessa Noguiera and Kaz Kasal

GUESTS PRESENT:

Stephanie / CSCF Participant; Heather Ramos / GrayRobinson; Gui Cunha / Orlando North Seminole County Tourism; Sean Donnelly / Central Florida J.A.T.C; Jessie Dzierney-Lukash; Maria Vazquez / Orange County Public Schools

Consortium Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> Mayor Demings, Consortium Chair, called meeting to order at 9:08 am and welcomed attendees. Dr. Gyllin, Vice President, Resource Development & Executive Director, Foundation for Seminole State College and CSCF Board Member, provided an overview of Seminole State College. 	
2	CSCF Spotlight Story <ul style="list-style-type: none"> Ms. Stephanie, CSCF Participant thanked CSCF for providing her training through Roadmaster Drivers School of Orlando to attain her CDL A, and is now working as a professional truck driver for Mercer Enterprises. 	



Consortium Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
	Recognition of Board Services – Departing Board Members <ul style="list-style-type: none"> The following Board Members were recognized for their service on the CSCF Board, which concludes this month, December 2021: <ul style="list-style-type: none"> Paul Bough Nicole Guillet Al Trombetta Sharron Washington Christopher Wilson 	
3	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present on the Consortium. 	
4	Public Comment <ul style="list-style-type: none"> None offered. 	
6	Approval of Minutes – 6/25/21 Consortium Meeting <ul style="list-style-type: none"> Reviewed draft minutes from 6/25/20 Consortium Meeting (attachment). Approval of Consortium Agreement <ul style="list-style-type: none"> Reviewed updated Consortium Agreement which has been signed by each county within this region (attachment). Approval of Board Representative Appointment Policy and Process <ul style="list-style-type: none"> Reviewed Board Representative Appointment Policy and Process (attachment). Approval of Board Appointments <ul style="list-style-type: none"> Reviewed appointments of CSCF Board (attachment). 	<p>Commissioner Herr made a motion to approve minutes from the 6/25/21 Consortium meeting. Commissioner Blake seconded; motion passed unanimously.</p> <p>Commissioner Herr made a motion to approve the Consortium Agreement, as presented. Commissioner Search seconded; motion passed unanimously.</p> <p>Commissioner Herr made a motion to approve Board Representative Policy and Process, as presented. Commissioner Search seconded; motion passed unanimously.</p> <p>Commissioner Herr made a motion to approve the Board Appointments, as presented. Mayor Demings seconded; motion passed unanimously.</p>



Consortium Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
7	Adjournment of Consortium <ul style="list-style-type: none"> Consortium adjourned at 9:32 am. 	
Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
8	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present on the Board. 	
9	Public Comment <ul style="list-style-type: none"> None offered 	
10	Clarification on Voting Ms. Ramos, GrayRobinson provided a refresher and clarification on Board voting and conflicts of interest.	
8	Consent Agenda <ul style="list-style-type: none"> Ms. Wood asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 9/30/21 Board Meeting Community Engagement Committee Charter – Updated Retirement Plan – Fund Adjustment Policy Approval <ul style="list-style-type: none"> Process revision to WP T01: Trade Adjustment Assistance (TAA) Services Process New Policy: WIOA 15/TAA 04: Mandatory WIOA Title 1 and TAA Co-Enrollment New Policy: WIOA -16: Disaster Recover Worker Grants New Training Provider Approvals 	Mr. Ushkowitz made a motion to approve all items on the consent agenda. Mr. Bough seconded; motion passed unanimously.
9	Information / Discussion <u>Chair's Report</u> <ul style="list-style-type: none"> Ms. Wood thanked the Consortium for approving the following appointments to CSCF Board: <ul style="list-style-type: none"> Gui Cunha, Orlando North, Seminole County Tourism Sean Donnelly, Central Florida Electrical Joint Apprenticeship & Training Committee Jessie Dzierney-Lukash, International Union of Painters & Allied Trades, Florida Finishing Trades Charles Scherer, Florida Department of Children & Families Dr. Maria Vazquez, Orange County Public Schools 	



Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>President's Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors reported on following highlights (attachment): <ul style="list-style-type: none"> – Orange County grant approved - \$10.3M – Status of other incoming funds and grants – Thanks to Ms. Wood for donating Disney leadership resources to CSCF staff. – April 2022 Board Retreat will focus on strategic planning for next 3 to 5 year business cycle – Thanks to Mr. Sweat for his work on the Career Passport project. – New cybersecurity training and policy for staff. – Scorecard on CSCF performance 1st quarter (7/1/21 thru 9/30/21). • <u>Finance Report</u> <ul style="list-style-type: none"> – Mr. Alvarez, CFO, reviewed financials through 9/30/21, 1st quarter, trending on target at 21% expended. <p><u>Committee Reports</u></p> <p><u>Executive:</u> Ms. Wood, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 12/9/21. • Reviewed CSCF updates and committee reports. 	
	<p><u>Audit</u> Ms. Olson, Audit Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 10/5/21 • Reviewed: <ul style="list-style-type: none"> – Charter and concurred good as is. – Audit planning for FY 21-22. – Procurement for 3rd party auditor. <p><u>Career Services</u> Mr. Albu, Career Services Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 11/18/21 • Reviewed: <ul style="list-style-type: none"> – Scorecard for 1st quarter (7/1/21 thru 9/30/21). – Performance and training activities in previous fiscal year (7/1/20 thru 6/30/21). – New programs for ETPL list. 	



Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<ul style="list-style-type: none"> – Approved for Board’s final approval: <ul style="list-style-type: none"> ○ New training providers (Gwinnett Institute and Med Tech Institute). ○ Two policies and one process. <p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 11/4/21. • Welcomed Becca Bides, VP Strategic Communications. • Revised Charter, streamlined and easier to understand. • Survey: updates and timelines. Test survey with Board and launch in January. <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met jointly with Audit Committee on 10/5/21. • Reviewed financials through 8/31/21. • Approved for Board’s final approval a few fund adjustments on CSCF’s Retirement Plan. <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated Committee will meet on 1/12/22.</p> <p><u>Revenue Diversity</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 12/7/21. • Working on Charter as this is Committee is now a standing committee. • Reviewed FY 2021-2022 year-to-date results; on track meeting or exceeding goals. • Discussed possible organizational structures for the new venture. 	



Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
10	Insight <u>Workforce Trends</u> <ul style="list-style-type: none"> Ms. Blanco, provided a presentation entitled “Workforce Trends” (attachment) and reviewed the Region’s unemployment stats, industry demands and growing occupations. Also reviewed the “great resignation” impact and expected labor shortage gap in the Region. Discussed strategies for hiring, retaining, and providing more flexibility to improve work-life balance and better address needs of workers. This discussion will continue at the Board Retreat in April 2022. 	
11	Other Business <ul style="list-style-type: none"> None offered. 	
12	Adjournment Meeting adjourned at 11:07 am.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

Acceptance of 2CFR 200 Audit Report

CareerSource Central Florida Workforce Board Audit Fiscal Year End 6/30/2021



Opinion

- Financial Statements
 - Unmodified Opinion
- Statement of Expenditures of Federal Awards
 - Unmodified Opinion

Statement of Financial Position 6/30/2021

ASSETS

Current assets:

Cash	\$ 1,634,960
Grant receivable	1,943,461
Other receivables	137,291
Prepaid expenses and other current assets	<u>904,087</u>
Total current assets	<u>4,619,799</u>

Property and equipment:

Leasehold improvements	2,039,577
Software	1,340,164
Data processing equipment	737,569
Vehicles	<u>43,670</u>
Total Property and equipment	4,160,980
Less accumulated depreciation	<u>(4,052,550)</u>
Property and equipment, net	<u>108,430</u>

Deposits	<u>98,987</u>
Total assets	<u><u>\$ 4,827,216</u></u>

LIABILITIES AND NET ASSETS

Current liabilities:

Accounts payable and accrued expenses	\$ 1,208,099
Accrued compensation	1,218,657
Grant advances	209,743
Deferred rent	<u>109,004</u>
Total current liabilities	2,745,503

Net assets without donor restrictions	2,081,713
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Total liabilities and net assets	<u><u>\$ 4,827,216</u></u>
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Statement of Activities for the Fiscal Year Ended 6/30/2021

Revenues:

Federal financial assistance	\$ 41,263,723
Contributions and other revenue	830,250
Interest income	<u>5,606</u>
Total revenues	<u>42,099,579</u>

Expenses:

Program services	39,661,828
Management and general	<u>2,767,052</u>
Total expenses	<u>42,428,880</u>

Change in net assets	(329,301)
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Net assets without donor restrictions, beginning of year	<u>2,411,014</u>
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Net assets without donor restrictions, end of year	<u><u>\$ 2,081,713</u></u>
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Compliance Reports

- Yellow Book
 - No instances of noncompliance noted
 - No material weaknesses or significant deficiencies
 - No other findings
- Uniform Guidance
 - Major Programs
 - Coronavirus Relief Fund (Help is Here)
 - WIOA National Dislocated Worker Grants (COVID and Opioid)
 - Employment Services Cluster
 - Wagner Peyser
 - Disabled Veterans' Outreach Program
 - Local Veterans' Employer Representative Program
 - Unmodified opinion on compliance
 - No material weaknesses or significant deficiencies
 - No other findings



Procurements



Action Item

To: CareerSource Central Florida Board of Directors
From: Audit Committee
Subject: Audit Services RFP Review Team Results and Recommendation
Date: February 24, 2022

Purpose:

The purpose of this memo is to provide a summary of CareerSource Central Florida's procurement process for audit services. Based on the responses received and the Review Team's recommendation, the Audit Committee is seeking CSCF Board's approval to complete negotiations with the selected firm.

Background:

A request for proposal (RFP) was developed to obtain the audit services of an accounting firm whose principle officers are independent certified public accountants to perform a financial and compliance audit of Central Florida Regional Workforce Development Board, d/b/a CareerSource Central Florida. The RFP was released via the company website for a 20-day duration beginning January 12, 2022, with a bid closing date of February 1, 2022, in conjunction with publishing a legal notice in Orlando Sentinel. The RFP was based on specifications developed by the CareerSource team. A budget of \$60,000 for the first year of the contract was established (Annual Audit: \$45,000, 403b Retirement Audit: \$13,000, 990 Tax Return: \$2,000).

Advance notification of legal notice publication for Audit Services RFP was provided to fifty-four (54) firm representatives deemed capable of supplying services. Seven firms responded to the solicitation providing qualifications and proposals. Those who responded were as follows: (1) James Moore & Co., P.L. (2) Carr, Riggs & Ingram CPA's and Advisors, (3) Grau & Associates, (4) Cherry Bakaert LLP, (5) MSL CPA's & Advisors, (6) Withum Smith & Brown, PC, and (7) Thomas Howell Ferguson P.A..

The Review Team reviewed submitted proposals then met. Each team member provided individual scores for each Proposer. Based on the average scores submitted, the Review Team recommends the firm Cherry Bekaert.

Action:

The Audit Committee is recommending the CSCF Board approve for staff to negotiate with the highest evaluated proposer: Cherry Bakaert LLP.

Approved:

Audit Committee: 2/8/22



Action Item

To: CareerSource Central Florida Board of Directors
From: Finance Committee
Subject: MFD/Copier Replacement Review Team Results and Recommendation
Date: February 24, 2022

Purpose:

The purpose of this memo is to provide a summary of CareerSource Central Florida's procurement process for copier replacement. Based on the responses received and the Review Team's recommendation, the Finance Committee is seeking the CSCF Board's approval to complete negotiations with the selected vendor.

Background:

A request for quote (RFQ) was developed to obtain pricing quotations from qualified firms to replace all copiers in the CSCF locations. The devices supplied will support copying, scanning, and printing at a set rate for color and black and white pages. The current lease is ending. Entering a new lease will allow the refresh of all copiers with new equipment to support these needs during the next five years. The RFQ was released via the company website for a 12-day duration beginning January 7, 2022, with a bid closing date of January 19, 2022, in conjunction with publishing a legal notice in Orlando Sentinel. The RFQ was based on specifications developed by the CareerSource team. A budget of \$175K was established for MFD/Copier Replacements.

Advance notification of legal notice publication for MFD/Copier Replacement RFQ was provided to twenty-seven (27) firm representatives deemed capable of supplying MFC/Copier replacement. Price quotes were submitted by the following: (1) Toshiba, (2) Smart Technologies, (3) AXSA Imaging Solutions, (4) AD Solutions, and (5) Sissine's. A no bid letter was transmitted by Canon.

The Review Team reviewed submitted proposals then met. Each team member provided individual scores for each Proposer. Additionally, interview was conducted with proposer earning the highest scores to technically confirm the validity of submitted proposal. As the interview confirmed technical soundness, no further interviews were warranted.

Action:

The Finance Committee is recommending CSCF Board approve for staff to negotiate with highest evaluated proposer: SISSINE's.

Approved

Finance Committee: 2/8/22



Action Item

To: CareerSource Central Florida Board of Directors

From: Finance Committee

Subject: Laptop and Docking Station Replacement Review Team Results and Recommendation

Date: February 24, 2022

Purpose:

The purpose of this memo is to provide a summary of CareerSource Central Florida's procurement process for laptop and docking station replacement. Based on the responses received and the Review Team's recommendation, the Finance Committee is seeking the CSCF Board's approval to complete negotiations with the selected vendors.

Background:

A request for quotation (RFQ) was developed to obtain pricing quotations from qualified firms to replace current laptops and desktops used remotely at centers. The equipment supplied will function seamlessly with the supplied dock, existing USB keyboard & mouse and HDMI monitors. The RFQ was released via the company website for a 20-day duration beginning November 18, 2021, with a bid closing date of December 8, 2021, in conjunction with publishing a legal notice in Orlando Sentinel. The RFQ was based on specifications developed by the CareerSource team. A budget of \$200K was established for Laptop and Docking Station Replacements.

Advance notification of legal notice publication for laptop and docking station RFQ was provided to twenty-six (26) firm representatives deemed capable of supplying laptop and docking station replacements. Price quotes were submitted by the following: (1) SHI, (2) CDW-G, (3) Advanced Document Solutions, Inc., and (4) Avixum Inc./vTECH io. Note that SHI submitted an earlier non-compliant response that was missing required solicitation forms and certifications; therefore, that earlier response was disqualified.

The Review Team reviewed submitted proposals then met. Each team member provided individual scores for each Proposer. Additionally, interviews were conducted with those proposers earning the two highest scores to technically confirm the validity of submitted proposals.

Action:

The Finance Committee is recommending the CSCF Board approve for staff to negotiate with the two highest evaluated proposers: SHI and CDW-G.

Approved:

Finance Committee: 2/8/22

Policies



POLICY: Central Florida Regional Workforce Development Board Governance
POLICY NUMBER: WIOA 18

Author: Gina Ronokarijo, Senior Planning Manager	Effective Date: 02/14/2022	Revision Date:
Description of Revision(s):		
Approval:	Mimi Coenen, Chief Operations Officer	
Signature:		

- I. **PURPOSE:** The purpose of this policy is to provide the requirements for CareerSource Central Florida “local area” and Board of Directors governance. This policy outlines roles, responsibilities and requirements of the entities and individuals that make up the workforce development system within Local Workforce Development Board (LWDB) – 12 CareerSource Central Florida (CSCF).

- II. **BACKGROUND:** Each local workforce development area in the state must establish a local workforce development board to carry out the functions specified for the local board under WIOA sec. 107(d) for such area. WIOA requires LWDBs and Chief Local Elected Officials (CLEOs) to design and govern the system regionally, align workforce policies and services with regional economies and support service delivery strategies tailored to those needs. The local area serves as a jurisdiction for the administration of workforce development activities which requires the CLEO to plan an active role in both the strategic planning and ongoing operation of the local system. Agreements between the CLEO and the entities responsible for the local workforce development system will address how the local area functions and how administrative tasks will be carried out.

- III. **DEFINITIONS:**

Consortium: the group of Mayors/Chairman or designated County Commissioners from the Region.

Region: the five Florida counties served by CareerSource Central Florida (CSCF): Lake, Orange, Osceola, Seminole, and Sumter

Director: means an individual member of the Board of Directors

Chief Local Elected Official (CLEO): the Chairman of the Consortium

Person with optimum policy making authority – 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.

Local Workforce Development Area (LWDA): a geographical area that serves as jurisdiction for the administration of workforce development activities and has been granted designation as such.

Local Workforce Development Board (LWDB): a board established under WIOA Sec. 107, to set policy for the local workforce development board.

IV. **REFERENCES:**

[Public Law 113-128, Workforce Innovation and Opportunity Act, Sections 106 and 107](#)

[20 Code of Federal Regulations 679.310](#)

[20 Code of Federal Regulations 679.320](#)

[20 Code of Federal Regulations 679.370](#)

[Sections 445.004 and 445.007 F.S.](#)

[Chapter 119, F. S.](#)

[Chapter 286, F.S.](#)

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

[CSF Strategic Policy 2018.09.26.A.1 – Ethics and Transparency Policy](#)

[CSF Administrative Policy 110](#)

[CSF Administrative Policy 91](#)

[CSF Administrative Policy 106](#)

[CSF Administrative Policy 93](#)

V. **POLICY:**

A. Roles and Responsibilities

1. Consortium of Chief Elected Officials

The Consortium of Chief Elected Officials, which will be comprised of either the Mayor/Chair or a currently serving County Commissioner designated by the Mayor/Chair from each of the five counties, as agreed upon in the Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement, has the following responsibilities:

- a) Elects from among its five members, one member to act as Chair of the Consortium and one member to act as the vice chair.
- b) Chair of the Consortium shall act as the **chief local elected official (CLEO)** for the local workforce development area.
- c) Designates CareerSource Central Florida as the local workforce development board.
- d) Requests LWDB certification (as prescribed in [CSF Administrative](#)

Policy 091)

- e) Appoints the membership of CareerSource Central Florida Board of Directors. The CLEO may not delegate this responsibility to the executive director or to staff.
- f) In coordination with the CSCF Board of Directors, establish bylaws.
- g) Designates CareerSource Central Florida as the administrative entity and fiscal agent for all programs promulgated under the Workforce Innovation and Opportunity Act (WIOA). The CLEO may not delegate this responsibility to the executive director or to staff.
- h) In coordination with the CSCF Board of directors and/or staff to the board, negotiating and reaching agreement on local performance measures with the state.
- i) Meets during each fiscal year, no less than semi-annually, to conduct such business as necessary. At least one of the two meetings shall be a joint meeting between the Consortium and the CSCF Board of Directors. The Consortium shall comply with the Florida Sunshine Law requirements.
- j) Approves the CareerSource Central Florida annual fiscal year budget.
- k) Remains liable for any misuse of WIOA grant funds by the local area.

2. Fiscal Agent

The fiscal agent is the entity that performs accounting and funds management on behalf of the CLEO. As the designee of this role, CSCF will be responsible for:

- a) Ensuring sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget (OMB) circulars, WIOA, corresponding federal regulations, state law, and state policies.
- b) Developing an annual budget for the purpose of carrying out the duties of CSCF including, but not limited to, all programs promulgated under the ACT for the region.
- c) Providing for the conduct of an annual audit of all funds managed by CSCF and submit a copy of that audit and copies of financial statements prepared for the conduct of CSCF business to the Consortium.
- d) Ensuring the purchase of goods and services is conducted in an open manner with competitive pricing, proper management, and oversight controls to ensure Finance accountability and efficiency and to prevent waste, fraud and abuse and avoid acquisition of unnecessary or duplicative items.

3. Local Workforce Development Board

The LWDB is appointed by the CLEO in each local area in accordance with state criteria established under WIOA sec. 107(b) and certified by the Governor every two years in accordance with WIOA sec. (c)(2). CareerSource Central Florida responsibilities include, but are not limited to:

- a) Develop and submit the local plan to the Governor of Florida.
- b) Designate one-stop operators and providers.
- c) Designate eligible providers of youth services.
- d) Provide oversight for the one-stop delivery system, local employment and training activities, and youth activities.
- e) Provide such staff and other support to the Consortium as deemed necessary for the conduct of Consortium business.
- f) Submit to the Consortium, for review and approval, the one-stop operator designation.
- g) Coordinate the activities of the workforce development system with economic development strategies and other business and employer activities as appropriate.
- h) Negotiate and reach agreement on local performance measures with the CLEO and the state.
- i) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers.

4. Local Workforce Development Board Chairperson

The CSCF Board of Directors chairperson is elected by the members of the Board of Directors and must be a business representative on the board. The chairperson will serve a term of no more than two years and can serve no more than two terms.

The Chairperson is responsible for:

- a) Presiding over at all meetings of the Board and determining the agenda for all Board meetings in consultation with the President/CEO.
- b) Making all Committee appointments other than the officers elected.
- c) Serving as an ex-officio member of all committees with the exception of the Executive Committee, for which the Chairperson may opt to serve either as committee chair or as a regular committee member.
- d) Perform all duties assigned to the Chairperson under the [Bylaws of Central Florida Workforce Development Board, Inc.](#)

5. Local Workforce Development Board Executive Director

The President and Chief Executive Officer (“President”) will be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of CSCF and not a member of the Board of Directors. The President’s performance will be reviewed annually by the Executive Committee and the President’s salary and incentives will be set by the Executive Committee. The President will be the chief executive officer of CSCF and will be responsible for the general and active management of the business and affairs of CSCF, subject to the direction of the Executive Committee and the Board of Directors. The Executive Director must have the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of CSCF Board which may include:

- a) Coordinating with the CLEOs regarding the identification and nomination of members to the Board of Directors and ensuring membership is compliant with WIOA and Florida Statutes.
- b) Organizing board meetings and ensuring meetings are held according to the CSCF bylaws and Florida’s sunshine laws.
- c) Developing and submitting the local and regional workforce development plan.
- d) Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system, including development of policies and monitoring the administration of the programs.
- e) Negotiating and reaching agreement on local performance measures.
- f) Negotiating with CLEO and required partners for the Memorandum of Understanding (as prescribed in [Administrative Policy 106 - Memorandums of Understanding and Infrastructure Funding Agreements](#)).
- g) In compliance with CSCF’s procurement policy, provide oversight of the competitive procurement process.
- h) Developing a budget for activities of CSCF.
- i) Certifying the one-stop career centers. One-stop certification requirements may be found in [Administrative Policy 93 – One-Stop Career Center Certification Requirements](#).

B. One Entity Performing Multiple Functions

WIOA establishes clear roles and responsibilities for each entity or organization involved in the workforce delivery system. One entity may perform multiple functions if appropriate firewalls and internal controls are in place. Local entities or organizations often function

simultaneously in a variety of roles, including fiscal agent, board staff, one-stop operator, provider of career services, and provider of youth services. CSCF makes every effort to ensure that roles and duties of workforce delivery system entities are clearly defined and delineated with established processes and procedures that clearly detail steps taken to mitigate risks and firewalls created. These processes and procedures are included in [CareerSource Central Florida's Strategic Plan](#).

C. Local Workforce Development Boards as Direct Provider of Workforce Services

Career Source Central Florida (CSCF) is currently operating as a direct service provider under continued designation as a One-Stop Operator from July 1, 2020, through June 30, 2023, as approved by CareerSource Florida in June 2020.

As stated in Final Guidance OSPA-83, a year-end report is presented to the Department of Economic Opportunity responding to the following areas:

1. An analysis of the actual cost savings realized as a result of providing the direct workforce services
2. A description of any improvements to the local service delivery system and/or performance outcomes.
3. Descriptions of “best practices” that could be shared with other regional workforce boards

CSCF will continue to reassess designations annually and submit appropriate requests to DEO and CareerSource Florida.

D. Temporary Assumption of Duties for Procured and Contracted Services

CSCF may procure and contract with providers to fill the roles and duties of workforce delivery system entities following the guidance issued in the CSCF Procurement Policies and Procedures. In certain critical circumstances, (e.g., sudden termination of contract or failed procurement), CSCF may be faced with needing to temporarily assume the role(s) of one of these system entities. If this happens, CSCF may request to temporarily assume the responsibilities that were being provided by a contracted vendor or services being sought when the procurement failed. Requests for boards to act as a one-stop operator and provider of workforce and/or youth program services on a time-limited basis must be approved by the CLEO and submitted to DEO. The request must include the duration for which the board will act as a one-stop operator and provider of services. DEO will make a

recommendation to the state workforce development board.

E. Governance Agreements

Implementation of a local workforce development system pursuant to WIOA requires that the CLEOs play an active role in both strategic planning and ongoing operation of the local system. When a local area includes more than one unit of general local government, the chief elected officials of such units may execute a written agreement that specifies the respective roles and liability of the individual chief elected officials. Chief local elected officials are liable in their official capacity but not personally liable for the misuse of WIOA funds.

1. Interlocal, Consortium and Other Agreements

The purpose of the [Central Florida Area Workforce Development Consortium Interlocal Agreement](#) is to ensure the decisions that are delegated to the consortium reflect the agreement of all chief elected officials in all jurisdictions on the local area.

The Central Florida Area Workforce Development Consortium Interlocal Agreement and other applicable agreements address the following items:

- a) Identification of the local workforce development area
- b) Designation and responsibilities of the CLEO
- c) Establishment, appointment, and operation of the LWDB
- d) Designation and responsibilities of the fiscal agent
- e) Process for CLEOs to provide input
- f) Liability
- g) Performance Accountability
- h) Dispute Resolution Process
- i) Duration of the agreement and process for modification or termination

2. Bylaws

The [Central Florida Regional Workforce Development Board Bylaws](#) provide consistency and clarification on the roles and responsibilities of the various representatives governing the local workforce development system. CSCF will ensure that the bylaws are up to date and in alignment with requirements of WIOA and state policy. The bylaws address the following items:

- a) Functions and responsibilities of the LWDB
- b) Membership
- c) Authority of LWDB
- d) Duties and Terms of the members
- e) Officers
- f) Committees
- g) Meetings and Minutes
 - (i) Record Keeping
 - (ii) Voting, Board Actions, and Conflict of Interest

F. WIOA Public Disclosures, Transparency, and the Florida Sunshine Provision

CSCF will comply with the Florida “sunshine provision” to conduct business in an open manner and make available, on a regular basis through electronic means and open meetings, information about the activities of CSCF. CSCF will also adhere to the transparency and public disclosure requirements in 445.007, F.S. as well as requirements detailed in the Grantee-Subgrantee Agreement.

In accordance with federal and state requirements, the following items will be posted on the CareerSource Central Florida Website (www.careersourcecentralflorida.com):

1. Local Strategic Plan
2. List of Current Board Members
3. Selection of One-Stop Operators
4. Minutes of formal meetings
5. Bylaws
6. Compensation Disclosures
7. Written declaration from the Chief Financial Officer
8. IRS Form 990
9. Statement of Financial Interest
10. Vendor agreements and contracts

G. New Board Member Orientation and Annual Training

As part of its annual onboarding of new Board members, CSCF will conduct annual orientation and training to ensure they understand the purpose of their participation. This orientation and training will empower

Board members to effectively serve in their role.

1. New Board Member Orientation

Within Six months of appointment, new board members will complete orientation that will cover:

- 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) Board composition
- f) Roles and Responsibilities of the CLEO, fiscal agent, LWDB, Chairperson, President, and staff
- g) Required programs and partners
- h) Funding
- i) Performance requirements
- j) Sunshine law requirements
- k) Conflict of interest policy and disclosure of potential conflicts of interest.

2. Annual Training

All Board members will complete an annual refresher training to remind them of the purpose of their appointment as a member of the CSCF Board of Directors. The annual training will include:

- 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, Chairperson, President, and staff
- d) Funding
- e) Performance requirements
- f) Sunshine law requirements
- g) Conflict of interest policy

H. State and Local Monitoring

CSCF will utilize a third-party agency to complete monitoring on the procurement process and resulting contracts and agreements, as well as fiscal monitoring.

DEO will perform programmatic and fiscal monitoring and will review CSCF's agreements and contracts during the annual monitoring review for compliance with federal and state laws and regulations.

VI. INQUIRIES:

Policy: Questions regarding this policy should be directed to the President and CEO of CSCF. Any updates to this policy will be communicated through the Chief Operating Officer or their designee and noted on page one of the policy.

VII. ATTACHMENTS

[Central Florida Regional Workforce Development Board Bylaws](#)
[Central Florida Area Workforce Development Consortium Agreement](#)
[CareerSource Central Florida Board of Directors Manual](#)

Budget Adjustments

FISCAL YEAR 2021/22 MID-YEAR BUDGET ADJUSTMENT

	<u>Current</u>	<u>Revised</u>	<u>DIFFERENCE</u>	<u>%</u>
Reserves from Prior Year	\$10,857,751	\$11,453,123	\$595,372	
Current Year Funding Allocation	\$39,542,249	\$38,241,304	(\$1,300,945)	
Orange County – ARPA	\$ ---	\$10,300,000	\$10,300,000	
Osceola County – CARES	\$ ---	\$750,000	\$750,000	
CSF – At Risk Floridians	\$ ---	\$2,500,000	\$2,500,000	
Available Revenue	\$50,400,000	\$63,244,427	\$12,844,427	
Planned Reserves For FY 22 - 23	(\$8,400,000)	(\$18,244,427) {A}	(\$9,844,427)	
Total Budget	\$42,000,000	\$45,000,000	\$3,000,000	7.1%

Notes: {A}

Detailed Breakout of Additional Funding: Amount

Orange County ARPA Grant: 2Yr (01/2022 to 12/2023)	\$10,300,000
Osceola County CARES: 1Yr (01/2022 to 12/2022)	\$750,000
CSF At Risk Floridians: 2Yr (10/2021 to 09/2023)	\$2,500,000

FISCAL YEAR 2021/22 MID-YEAR BUDGET ADJUSTMENT

	Original Revenue	Adjusted Revenue		
Reserves From Prior Year	10,857,752	11,453,123		
Current Year Funding Allocation	39,542,249	51,791,304		
Award Total - Available Funds	50,400,000	63,244,427		
LESS planned Carryover For FY 22 - 23	(8,400,000)	(18,244,427)		
Total Available Funds Budgeted	42,000,000	45,000,000	\$ 3,000,000	7.1%
Expenditure Category	Original Budget	Proposed Revised Budget		
Salaries/Benefits	16,715,273	17,193,000	477,727	
Program Services	18,200,000	21,000,000	2,800,000	
Professional Services	1,315,000	1,315,000	-	
Outreach	500,000	500,000	-	
Infrastructure/Maintenance & Related Cost	3,277,727	3,000,000	(277,727)	
IT Cost/Network Expenses	1,587,000	1,587,000	-	
Staff Development & Capacity Building	405,000	405,000	-	
EXPENDITURES	42,000,000	45,000,000	3,000,000	7.1%

DIVERSIFIED REVENUE – BUDGET ADJUSTMENT

UNRESTRICTED REVENUE

REVENUE		BUDGET
Unrestricted Balance As of April 2021	\$	837,157
Additional Revenue – May - June 2021	\$	62,843
* Unrestricted Donations Made to CSCF	\$	100,000
*Ticket to Work Projected Revenue (Rounded)	\$	250,000
TOTAL PROJECTED REVENUE	\$	1,250,000

EXPENDITURES

Business Service/Community Relations Activities/Incidentals, and Advocacy	\$	130,000	Earmark \$130K of discretionary funds for activities that align with CSCF's which are not allowed under grant funding.
Ticket to Work- Staff and OH Cost (1FTE)	\$	120,000	
Fundraising & Business Development (.5FTE)	\$	60,000	
Orange County CARES – Indirect Cost Rate Recovery	\$	100,000	
TOTAL PROJECTED EXPENDITURES	\$	410,000	
PROJECTED BALANCE AT 06/30/22 - (ROUNDED)	\$	840,000	
ORIGINAL PROJECTED BALANCE AT 06/30/22 - (ROUNDED)	\$	940,000	

* Diversified Revenue

➤ Ticket to Work Projected Revenue + Unrestricted Donations + Restricted Revenue = \$2,500,000

RESTRICTED REVENUE

RESTRICTED REVENUE		BUDGET
*TOTAL PROJECTED REVENUE	\$	2,150,000

Funding sources include grants, municipalities, business investments and sponsorships

Action: To adjust the projected balance in the unrestricted budget by \$100K to pay for under recovered in indirect cost for the Orange County CARES project.



Action

To: CareerSource Central Florida Board of Directors
 From: Finance Committee
 Subject: DEO Approval for WIOA Transfer of Funds (Policy 118)
 Date: February 24, 2022

Purpose: The purpose of this memo is to request approval from the CSCF Board to add transfer of funds flexibility between WIOA Adult and Dislocated Worker funding.

Background: Due to CSFL Policy # 118 released in September of 2021 regarding Workforce Investment Opportunity Act (WIOA) Adult and Dislocated Worker Funds Transfer Authority, a Prior Approval Transfer Request Form must be approved by the full board to transfer funds between the Adult and Dislocated Worker WIOA funding streams. In the past board staff had 100% authority to transfer between these funds, but the new policy requires the board of directors approve the transfer. The signed form along with corresponding board minutes must be provided to Department of Economic Opportunity (DEO) for final approval. CSCF is requesting for authority to request up to 75% of Program Year 2020 & 2021 Dislocated Worker program funding stream be transferred to the Adult funding stream. During Program Year 2020 & 2021 CSCF has received \$17M in WIOA National Emergency Grant (NEG) Funding to serve Dislocated Workers in Central Florida. Over \$7M has already been spent and nearly \$10M remains of this funding. The request below allows CSCF greater flexibility to train the Adult population that does not meet the dislocated worker requirements.

Department of Economic Opportunity (DEO)



Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

From 07/01/21 through 06/30/23

LWDB Number and Name (Requestor): CareerSource Central Florida (RWB12)						
Name / Title of Requestor Representative: Leo Alvarez, CFO						
Adult and Dislocated Worker Transfer Request						
Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2020	Dislocated Worker	\$ 5,238,945.00	\$ -	\$ -	\$ 3,929,208.75	75%
2021	Dislocated Worker	\$ 5,749,875.00	\$ -	\$ -	\$ 4,312,406.25	75%

Action: The Finance Committee recommends the CSCF Board approve the transfer request as presented above.

Approved:

Finance Committee: 2/8/22

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Awards
Recognition

Board
Recognition

Roll Call

Public Comment

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



Chair's Report

Jody Wood



President & CEO Report

Pam Nabors

To Be Presented Day-Of



As of 12/31/21

CSCF Budget FY 2021 - 2022		INDIRECT COST	RESEA	WIOA Adult	Youth	WIOA DW	WT	TAA	SNAP	WP	DVOP	LVER	Special Grants/ Other Awards	NEG COVID	Project Opioid	UNRESTRICTED	Actual Expenditures	% of Expenditures
Funding Sources	Total Revenue		119	20	22	30	60	81	85	90	94	98						
Carry In Funds From FY 20 - 21	10,857,752		219,498	1,593,724	-	3,258,077	2,378,413	15,075	158,432	14,821	-	-	-	3,219,711				
FY 21 - 22 Award	39,542,249		741,973	5,251,369	4,664,703	5,749,875	7,105,664	157,000	692,583	2,362,320	162,148	148,180	481,602	7,000,000	2,524,832	2,500,000		
Award Total - Available Funds	50,400,000		961,471	6,845,093	4,664,703	9,007,952	9,484,077	172,075	851,015	2,377,141	162,148	148,180	481,602	10,219,711	2,524,832	2,500,000		
LESS planned Carryover For FY 22 - 23	(8,400,000)		-	(1,600,000)	(800,000)	(3,000,000)	(1,500,000)	-	-	-	-	-	-	-	(1,500,000)			
Total Available Funds Budgeted	42,000,000		961,471	5,245,093	3,864,703	6,007,952	7,984,077	172,075	851,015	2,377,141	162,148	148,180	481,602	10,219,711	1,024,832	2,500,000		
PROGRAM	Authorized Budget																	
Salaries/Benefits	16,715,273	1,035,000	321,480	2,137,406	1,070,669	210,359	1,253,301	2,725	328,146	266,346	59,822	57,877	50,171	570,069	48,533	61,135	7,473,037	44.7%
Program Services	18,200,000	360	300	1,373,872	596,129	928,934	1,846,959	19,793	460	830	1,714	1,687	278,425	1,316,775	2,500	77	6,368,816	35.0%
Professional Services	1,315,000	130,708	7,761	52,965	28,386	4,849	28,201	245	7,975	25,144	5,052	4,243	4,704	14,568	864	21,255	336,920	25.6%
Outreach	500,000	(537)	4,894	48,608	32,294	3,021	19,993	152	5,218	15,366	3,090	2,863	251	9,182	474	224	145,092	29.0%
Infrastructure/Maintenance & Related Cost	3,277,727	74,196	12,398	107,560	43,563	7,769	48,430	408	12,889	678,865	6,951	14,412	630	25,335	3,052	50,345	1,086,803	33.2%
IT Cost/Network Expenses	1,587,000	62,440	20,201	137,371	68,463	13,047	55,187	722	20,894	65,366	11,833	12,048	23,891	37,186	2,408	5,384	536,441	33.8%
Staff Development & Capacity Building	405,000	30,657	3,452	47,804	10,591	1,960	14,054	103	3,982	13,375	2,126	2,391	127	7,809	408	26,140	164,978	40.7%
Indirect Cost (10%)		(1,398,373)	36,985	393,452	183,045	61,739	317,144	2,412	40,797	48,034	9,033	9,132	35,477	206,229	5,641	16,740		
EXPENDITURES	42,000,000	(65,549)	407,470	4,299,039	2,033,140	1,231,677	3,583,269	26,559	420,361	1,113,326	99,621	104,652	393,676	2,187,152	63,880	181,300	16,112,086	38.4%
TOTAL AVAILABLE FUNDS	25,887,914	65,549	550,300	1,114,067	1,740,109	4,488,538	4,385,837	145,403	427,723	1,343,918	60,460	41,781	151,276	8,032,559	1,024,832	2,318,699		
% OF FUNDS EXPENDED BY GRANT	38.4%		42.8%	78.8%	55.0%	25.3%	45.1%	15.5%	49.7%	43.5%	62.7%	71.8%	68.6%	21.4%	0.0%	7.3%		
% OF FUNDS EXPENDED (INCLUDING OBLIGATIONS)	44.8%																	
TRAINING OBLIGATIONS	\$	% of Budget																
Training Expenditures as of 12/31/21	6,368,816	35.0%	A- The states mandates that 30% of total WIOA adult and dislocated worker funds are spent in client intensive training activities.															
Obligations (Training not yet billed by vendors)	2,701,150	14.8%																
Total Training & Expenditures	9,069,966	49.8%	B - The state mandates that total administrative cost are not to exceed 10% of total cost.															
	ACTUAL	TARGET																
ITA % (Adult DW)	40.0%	30.0%																
ITA% (Youth)	20.0%	20.0%																
ADMINISTRATIVE COST %	9.2%	10.0%																

CareerSource Central Florida
Current Year Budget and 2 yr Expenditure Comparison
As of 12/31/21

	CY	PY	\$	%
Funding Sources	Revenue	Revenue	Difference	Difference
Carry In Funds From FY 20 - 21	10,857,752	10,000,000	857,752	
FY 21 - 21 Award	39,542,248	40,500,000	(957,752)	
Award Total - Available Funds	50,400,000	50,500,000	(100,000)	
LESS planned Carryover For FY 22 - 23	(8,400,000)	(8,000,000)	(400,000)	
Total Available Funds Budgeted	42,000,000	42,500,000	(500,000)	-1.2%

	Budget	CY Expenditures	PY Expenditures	\$ Difference	% Difference
Salaries/Benefits	16,715,273	7,473,037	6,737,592	735,445	10.9%
Career & Youth Services	18,200,000	6,368,816	12,439,234	(6,070,418)	-48.8%
Professional Fees	1,315,000	336,920	946,023	(609,103)	-64.4%
Outreach	500,000	145,092	191,015	(45,923)	-24.0%
Infrastructure/Maintenance & Related Cost	3,277,727	1,086,803	1,104,766	(17,963)	-1.6%
IT Cost/Network Expenses	1,587,000	536,441	614,517	(78,076)	-12.7%
Staff Development & Capacity Building	405,000	164,978	128,011	36,967	28.9%
TOTAL EXPENDITURES	42,000,000	16,112,086	22,161,158	(6,049,072)	-27.3%

	BUDGET	CY ACTUAL	PY ACTUAL
ITA %	30.0%	40.0%	47.8%
ADMINISTRATIVE COST %	10.0%	9.2%	8.6%

REPORTS BY COMMITTEE CHAIR

Executive

Jody Wood

Audit

Sheri Olson

Career Services

Andrew Albu

Community Engagement

David Sprinkle

Facilities Ad Hoc

Matt Walton

Finance

Eric Ushkowitz

Governance

Richard Sweat

Revenue Diversity

Eric Jackson

[Jump to Agenda Item 7D](#)



[RETURN TO AGENDA](#)



ACTION ITEM

To: CareerSource Central Florida Board of Directors
From: Executive Committee
Subject: Summer Youth Accelerate Program
Date: February 24, 2022

Purpose:

To recommend to CareerSource Central Florida's Board of Directors to approve the vendor selection for its 2022 Summer Youth Accelerate Program.

Background:

During the summer of 2020, CareerSource Central Florida (CSCF) launched its Summer Youth Explorer Program, aimed at young adults, ages 16-19. These contract providers were engaged to deliver industry training courses for in-demand skills and career exploration for CSCF's Summer Youth Program for the Accelerate track. The Accelerate track partners with local colleges or educational providers to expose them to certification opportunities in high-demand industries under the instruction of qualified professionals. Though the procurement selection was made and approved in 2020, the Department of Economic Opportunity requires that all related party contracts are approved by the Board of Directors annually. Below is a listing of the postsecondary educational institutions interested in participating in the 2022 Summer Youth Program along with a cost analysis:

RECOMMENDATION:

Respondents	Industry	Number of Classes Offered	TOTAL COST *	Number of Students Per Class	TOTAL Number of Participants	Per Student Cost+
Orange Tech*	IT (AI)	1	\$ 38,400.00	30	30	\$ 1,280.00
Orange Tech*	IT (Robotics)	1	\$ 38,400.00	30	30	\$ 1,280.00
Orange Tech*	IT (Coding)	1	\$ 34,080.00	30	30	\$ 1,136.00
Orange Tech*	Adv Manufac	1	\$ 38,400.00	30	30	\$ 1,280.00
Codeskools	IT	2	\$ 50,000.00	20	40	\$ 1,250.00
Valencia College	IT	2	\$ 43,200.00	12	24	\$ 1,800.00
	Construction	1	\$ 27,000.00	15	15	\$ 1,800.00
	Healthcare	2	\$ 54,000.00	15	30	\$ 1,800.00
	Logistics	1	\$ 27,000.00	15	15	\$ 1,800.00
	Culinary	2	\$ 54,000.00	15	30	\$ 1,800.00
Tech Sassy Girlz	IT	3	\$ 75,000.00	20	60	\$ 1,250.00
TOTALS			\$ 479,480.00		334	
* Total cost is calculated by: Number of Classes X Cost Per Class + Curriculum Development Cost						
+ Per Student Cost is calculated by: Total Cost / Total Number of Participants						

*Pending legal review and approval of draft contract from Orange Technical College.

Requirements:

CSCF and the Department of Economic Opportunity (DEO) require that contracts with a board member be approved by two-thirds vote of the board when a quorum has been established; and the board members who could benefit financially or have any relationship with the contracting vendor abstain from voting.

Action Item:

The Executive Committee recommends that the CSCF Board approve the proposed contract execution of the training providers herein with a budget not to exceed \$500,000. A two-thirds vote and approval of the Board is required by the CareerSource Florida and DEO's Conflict of Interest Policy.

Approved:

Executive Committee: 2/17/22



ACTION ITEM

To: CareerSource Central Florida Board of Directors
From: Executive Committee
Re: Summer Youth Explorer Program
Date: February 24, 2022

Purpose:

To recommend to CareerSource Central Florida's Board of Directors to approve the vendor selection for its 2022 Summer Youth Explorer Program.

Background:

During the summer of 2020, CareerSource Central Florida (CSCF) launched its Summer Youth Explorer Program, aimed at young adults, ages 16-19. This program enabled young adults to learn about career opportunities within high-growth industries and demystified the opportunities and experiences that regional state colleges, state universities, and public postsecondary educational institutions offered. CSCF is entering the third and final option year of its contract. Though the procurement selection was made and approved in 2020, the Department of Economic Opportunity requires that all related party contracts are approved by the Board of Directors annually. Below is a listing of the postsecondary educational institutions interested in participating in the 2022 Summer Youth Program along with a cost analysis:

Institution	Orange * Tech	Valencia College	Lake Tech	TOTAL
Per Youth Cost	\$ 837.00	\$ 1,300.00	\$ 911.00	
Cost Per Class	\$ 12,555.00	\$ 30,000.00	\$ 30,000.00	
Number of Classes to be Offered	4	12	1	
Class Length (in Weeks)	4	4	4	
Total Participants in Program	60	216	24	
TOTAL COST	\$ 50,220.00	\$ 280,800.00	\$ 21,867.00	\$ 352,887.00

**Pending legal review and approval of draft contract from Orange Technical College.*

Requirements:

CSCF and the Department of Economic Opportunity (DEO) require that contracts with a board member be approved by two-thirds vote of the board when a quorum has been established; and the board members who could benefit financially or have any relationship with the contracting vendor abstain from voting.

Action Item:

The Executive Committee recommends that the CSCF Board approve the vendor selection for the 2022 Summer Youth Explorer Program. A two-thirds vote and approval of the Board is required by the CareerSource Florida and DEO's Conflict of Interest Policy.

Approved:

Executive Committee: 2/17/22



Memorandum

To: CareerSource Central Florida Board of Directors

From: Leo Alvarez, CFO

Subject: Fiscal Year 2020-21 DEO Monitoring

Date: February 24, 2022

Purpose: The purpose of this memo is to summarize the Fiscal Year 2020-21 DEO monitoring results for both the program and fiscal departments.

Background: Below is a summary table extracted from the DEO monitoring report for discussion purposes:

PY 2020-2021 Financial Monitoring Results				
Category	Repeat of Prior Year	Reference(s)		
Prior Year Corrective Action Follow-Up	None	There were no findings or issues of noncompliance in the prior year.		
Category	Findings	Issues of Non-Compliance	Observations	Technical Assistance Provided
Contracting/Contract Monitoring – Contracting entity was not included on the discriminatory vendor list.				1
TOTAL	0	0	0	1

- **Financial Monitoring** - There were 0 findings, 0 observations and 1 technical assistance.
 1. There was one technical assistance provided by the DEO monitor regarding a contracting disclosure. This item was corrected during fieldwork.

N=No. Y=Yes. N/A=Not Applicable.

2020-21 Monitoring Results					
Workforce Program	Issue	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue
WT	A safety plan was missing and the Individual Responsibility Plan (IRP) did not include safety plan elements for a victim of domestic violence.	Y	Y		
	Employment documentation in a participant file did not match information recorded in OSST.			Y	Y
	Transitional support services and activities were not ended in OSST timely for a couple of participants.			N	Y
WT Totals		1	1	1	2
WIOA Common Issue	Measurable Skills Gains (MSG) were not recorded in Employ Florida for several participants.			N	Y
WIOA Totals		0	0	0	1
WP	Permission to create Employ Florida registrations and referrals to job orders were not documented for several job seekers. Also, several job seeker applications were incomplete.	Y	Y		
	A few Migrant and Seasonal Farmworkers (MSFW) were incorrectly coded in Employ Florida.	Y	Y		
	A placement on a job order was missing verification documentation and another job order did not document that multiple placements met Florida's minimum wage rate requirements.	Y	Y		
	A few services recorded in Employ Florida did not meet the definition of a service or were inadequately documented.	N	Y		
	A staffing (private employment) agency job order did not contain the phrase "Position offered by no-fee agency".			N	Y
RESEA	Several EDPs did not contain all required information.			N	Y
	The Red Flag Drop-Off Report contained a few participants that were not managed by staff within 90 days.			N	Y
WP Totals		3	4	0	3
Results-All Programs		4	5	1	6

- **Program Monitoring** - There are 5 main programmatic grants (programs) that are monitored annually. There were 0 findings in the WIOA program areas (training programs). There were 0 findings related to disallowed cost (all expenditures were justified and correctly done). Findings are related to administrative issues, missing documents, signatures, case notes, etc.

Program Year 2020-21

Quality Assurance Report

*Programmatic and Financial
Compliance Monitoring Review*

May 10, 2021



Local Workforce Development Board - 12

**Florida Department of
Economic Opportunity**

**Division of Workforce Services
And Division of Finance and
Administration**



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EXECUTIVE BRIEFING AND OVERVIEW

The Department of Economic Opportunity (DEO) must perform annual monitoring of its subrecipient workforce entities as required by federal and state laws, rules, regulations and applicable DEO guidance. To accomplish DEO's monitoring goal, a joint programmatic and financial monitoring review of CareerSource Central Florida's (the "LWDB") workforce programs was conducted by DEO's Bureau of One-Stop and Program Support (OSPS) and Bureau of Financial Monitoring and Accountability (FMA) staff.

The monitoring activities included assessing the LWDB's program operations, management practices, system protocols, internal controls, financial record keeping and reporting to determine if the LWDB operated in compliance with each of the programs' laws, regulations, state and local plans, policies and guidance, and any contracts or agreement terms. Monitoring also included sample testing of randomly selected participant case file records from each of the workforce programs reviewed.

Programmatic and financial management issues identified in the report are generally categorized as Findings, Issues of Noncompliance, and Observations based on a scale of high, medium and low risk probabilities. High, medium and low risk factors are used to separate those issues that present more of a threat to program operations than others including issues that may potentially impact the fiscal integrity or delivery of services within program operations.

The review revealed that the LWDB has the systems in place to perform the broad management, operational, and financial functions required to operate workforce programs. However, deficiencies in case file documentation requirements and operational and system practices in several program review areas were identified during the review. There were also several new and repeat issues found which may affect program operations if not corrected.

In accordance with [Administrative Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards](#), as subrecipients of authorized funds administered by DEO, LWDBs are accountable for failing to correct performance, programmatic and financial deficiencies found during compliance monitoring reviews. To reduce performance, programmatic or financial deficiencies, and to increase program integrity at the local level, any subrecipient not meeting the regulatory or statutory standards shall be subject to specific conditions, remedies, and sanctions consistent with applicable federal laws, regulations, and state guidance. Correcting and eliminating deficiencies maintains credibility in the administration of workforce programs, reduces risk of recurring noncompliance findings, and reduces the potential for questioned and/or disallowed costs which could lead to recapture of funds by the United States Department of Labor (USDOL) or other federal or state agencies.

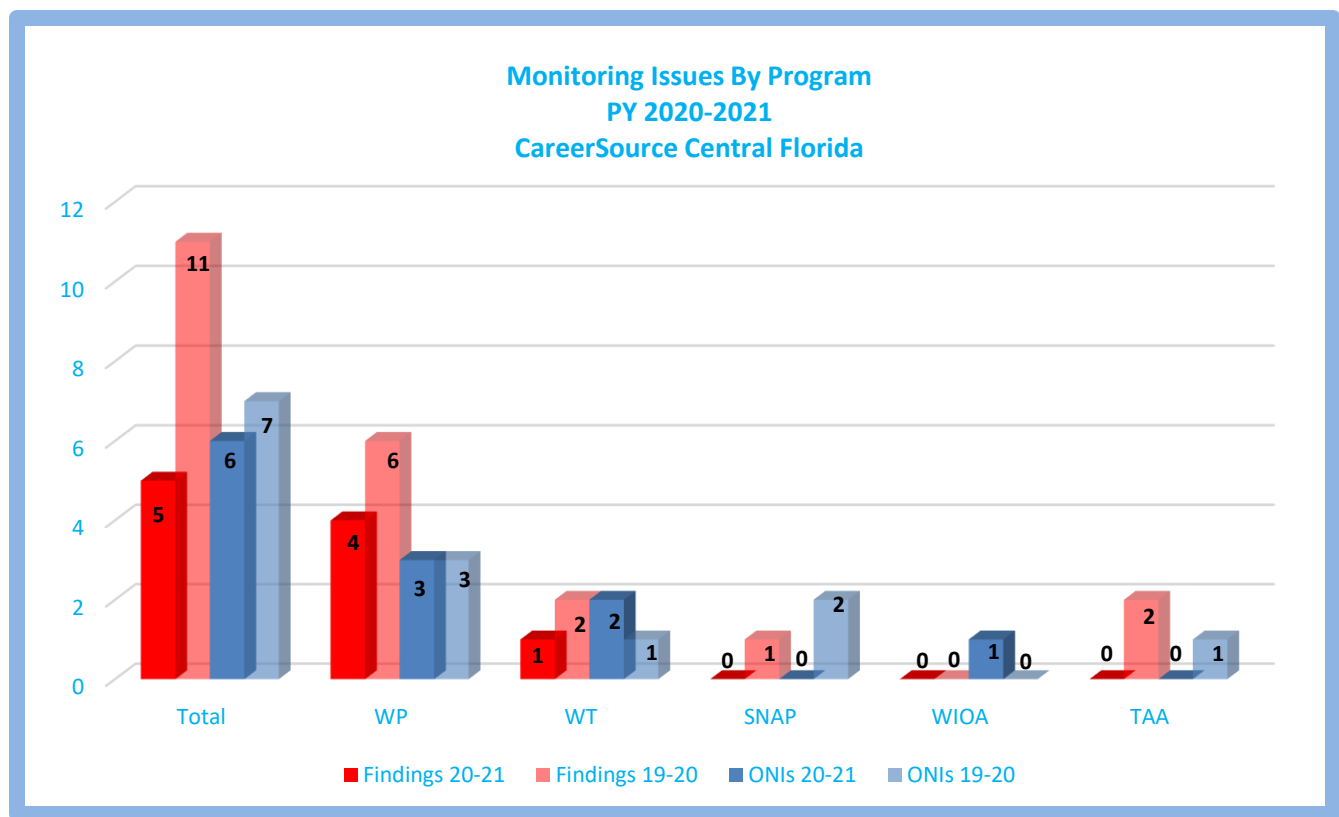
For additional programmatic and financial monitoring information and resources, click here: [Monitoring Overview](#).

The results of each of the LWDB's workforce programs are summarized in the following charts by program and category.

SUMMARY TABLE OF PROGRAMMATIC MONITORING RESULTS

N=No. Y=Yes. N/A=Not Applicable.

2020-21 Monitoring Results					
Workforce Program	Issue	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue
WT	A safety plan was missing and the Individual Responsibility Plan (IRP) did not include safety plan elements for a victim of domestic violence.	Y	Y		
	Employment documentation in a participant file did not match information recorded in OSST.			Y	Y
	Transitional support services and activities were not ended in OSST timely for a couple of participants.			N	Y
WT Totals		1	1	1	2
WIOA Common Issue	Measurable Skills Gains (MSG) were not recorded in Employ Florida for several participants.			N	Y
WIOA Totals		0	0	0	1
WP	Permission to create Employ Florida registrations and referrals to job orders were not documented for several job seekers. Also, several job seeker applications were incomplete.	Y	Y		
	A few Migrant and Seasonal Farmworkers (MSFW) were incorrectly coded in Employ Florida.	Y	Y		
	A placement on a job order was missing verification documentation and another job order did not document that multiple placements met Florida's minimum wage rate requirements.	Y	Y		
	A few services recorded in Employ Florida did not meet the definition of a service or were inadequately documented.	N	Y		
	A staffing (private employment) agency job order did not contain the phrase "Position offered by no-fee agency".			N	Y
RESEA	Several EDPs did not contain all required information.			N	Y
	The Red Flag Drop-Off Report contained a few participants that were not managed by staff within 90 days.			N	Y
WP Totals		3	4	0	3
Results-All Programs		4	5	1	6



Note: The above chart reflects a two-year comparison of the number of monitoring issues (PY 2019-20 and PY 2020-21).

DEFINITIONS APPLICABLE TO PROGRAMMATIC MONITORING

1. Finding – A high risk issue which directly impacts the integrity or effectiveness of program operations or could potentially result in major program deficiencies (e.g., participant ineligibility, missing files, lack of fully executed contracts, issues indicative of systemic problems in program operations, appearance of fraud or abuse, non-conforming services provided to participants, questioned costs, etc.). Findings are expected to be responded to in the Corrective Action Plan (CAP).
2. Other Noncompliance Issue (ONI) – A medium risk issue that results in deviation from process or practice not likely to result in failure of the management system or process but has a direct impact on program operations (data validity, timeliness of entering system information, missing program elements and employment plan information, failure to timely conduct follow-ups, etc.). ONIs could potentially be upgraded to a finding over time based on the nature of the deficiency (e.g., repeat violations, issues indicative of systemic problems in program operations, questioned costs, etc.). ONIs are expected to be responded to in the CAP.

SUMMARY TABLE OF FINANCIAL MONITORING RESULTS

PY 2020-2021 Financial Monitoring Results				
Category	Repeat of Prior Year	Reference(s)		
Prior Year Corrective Action Follow-Up	None	There were no findings or issues of noncompliance in the prior year.		
Category	Findings	Issues of Non-Compliance	Observations	Technical Assistance Provided
Contracting/Contract Monitoring – Contracting entity was not included on the discriminatory vendor list.				1
TOTAL	0	0	0	1

DEFINITIONS APPLICABLE TO FINANCIAL MONITORING

1. Finding – Lack of compliance with federal or state laws, rules and regulations, administrative codes, or state guidance that may result in disallowed costs or impact the integrity of program operations. Findings are expected to be responded to in the CAP.
2. Noncompliance – Lack of compliance with federal or state laws, rules and regulations, administrative codes, or state guidance but may not result in disallowed costs or do not impact the integrity of program operations. Issues of Noncompliance are expected to be responded to in the CAP.
3. Observation – Informative statements or constructive comments to improve the delivery of services and to help ensure continued fiscal integrity of the LWDB. Observations are not expected to be responded to in the CAP.
4. Technical Assistance – Any assistance provided by the financial monitoring team to LWDB staff.

**QUALITY ASSURANCE REPORT
CAREERSOURCE CENTRAL FLORIDA
LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) 12**

I. DESCRIPTION OF MONITORING APPROACH

Review Scope

The monitoring scope consisted of a joint programmatic and financial review of the LWDB's workforce programs. Local operating procedures (LOP), program services and activities, local plans and reports, as well as financial management practices, record keeping, safeguards and reporting were reviewed to determine if appropriate processes, procedures and controls were in place and properly implemented. The monitoring review also included sample testing of randomly selected participant case file records from each of the workforce programs reviewed.

II. FINANCIAL MONITORING RESULTS

FMA performed financial monitoring procedures based on the elements described in the DEO 2020-21 Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries to (1) determine the status of recommendations from the prior year monitoring visit(s), and (2) to adequately support current year Findings, Issues of Noncompliance, Observations and Technical Assistance. The results of the financial monitoring testing are described below:

Findings and Issues of Noncompliance

There were no Findings or Issues of Noncompliance identified during the financial monitoring review period of October 1, 2019 – September 30, 2020.

Observations

There were no Observations identified during the financial monitoring review period of October 1, 2019 – September 30, 2020.

Technical Assistance

Technical Assistance #12-21-01

Category: Contracting/Contract Monitoring

Prior to entering into a procurement or contract, the LWDB should verify that the entity is not included on the discriminatory vendor list as described in section 287.134, Florida Statutes. This can be verified on the State of Florida Department of Management Services website at:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists/discriminatory_vendor_list

III. PROGRAMMATIC MONITORING RESULTS

The outcome of the programmatic monitoring is detailed in the following sections of the report. The information presented describes the issues noted and, where appropriate, required corrective actions for improvement.

NOTE: The following general program corrective action plan (CAP) requirements must be submitted with each Finding and Other Noncompliance Issue identified in the report. Additionally, a separate CAP response must be submitted for any additional program specific issues identified in each section of the report.

General Program CAP requirements

- A specific plan of action outlining the reasons for noncompliance as well as efforts taken to prevent future occurrences.
- A copy of a monitoring schedule showing timeframes and the activities and services that will be monitored.
- Documentation showing staff training or refresher training has been or will be provided. Documentation must include training date(s), a training roster, and an agenda listing training topics.
- Documentation of written communication to staff informing them of the requirements.

WELFARE TRANSITION (WT)

The sample size consisted of 40 participant case files. The following issues were identified:

Finding Number WT 12.21.01

Documentation of Safety Plan/Safety Plan Elements

Applicable references: FG 02-026 (Domestic Violence Program Final Guidance Paper); 414.065 Florida Statutes (F.S.)

Of the four case files reviewed of participants identified as victims of domestic violence, one (25 percent) did not have a safety plan documented in the case file nor were the safety plan elements documented on the IRP.

Recurring Issue from Previous Year: Yes (Prior year CAP reviewed and verified but noncompliance continues to occur).

Risk Impact: Absence of a safety plan and failure to outline the elements of the safety plan on the IRP/ARP could place participants in potential danger by not knowing what safety resources are available to them or how to react in a confrontational situation.

Required Action: In addition to the general required CAP actions, the LWDB must provide documentation showing staff have reviewed the one domestic violence participant file and developed a safety plan and updated the IRP/ARP to include the elements from the safety plan, if the case is still open. Additionally, an assurance that safety plans will be developed in the future for all victims of domestic violence and that all safety plan elements will be included on the IRPs must be provided with the CAP, as well as the process for accomplishing this in the future.

ONI Number WT 12.21.01

Employment Verification

Applicable reference(s): Chapter 445.010 F.S.; and Florida's Work Verification Plan.

Of the five case files reviewed of participants with an employment activity recorded in OSST, one (20 percent) had employment dates on documents in the case files that did not match the information recorded in OSST.

Recurring Issue from Previous Year: Yes (Prior year CAP reviewed and verified but noncompliance continues to occur).

Risk Impact: This data is used for reporting purposes and incorrect data entry impacts the validity of the data being reported and can negatively impact performance. The data entered in the system must be auditable and supported by documentation in the case files.

Required Action: In addition to the general required CAP actions, documentation must be provided showing staff have verified the participant's employment status and taken action to ensure case file documentation matches the information in OSST, if the file is still active. Additionally, an assurance that the LWDB will take measures to ensure that employment documentation maintained in the files is cross-referenced with data entered in the system for accuracy, as well as the process for accomplishing this in the future.

ONI Number WT 12.21.02

Transitional Service Eligibility

Applicable Reference(s): 445.028-.32 F.S., 445.024(n) F.S., FAC 65A-4.218 and FG 04-020 (Transitional Childcare).

Of the 12 case files reviewed of participants that received transitional childcare services, childcare was not ended in OSST in a timely manner for two (24 percent) participants.

Recurring Issues from Previous Year: No.

Risk Impact: If continuing eligibility is not verified and transitional services are not ended in a timely manner, funds could possibly be expended on ineligible participants which could be viewed as potential questioned costs if not corrected.

Required Action: In addition to the general required CAP actions, documentation must be provided showing staff have ended transitional childcare services in OSST for the two participant cases, if the files are still active. Additionally, the LWDB must provide an assurance that transitional childcare services are terminated in OSST when the participant is no longer eligible to receive services, as well as the process for accomplishing this in the future.

GENERAL PROGRAM COMMENTS

The case file review also revealed that a couple of participant IRPs did not include career goals specific to the steps the customer will take to self-sufficiency. The steps to self-sufficiency must be clear and specific to the individual in attaining his or goals.

Additionally, several participants were left in open WT activities for extended periods of time without closing the cases timely. If a case is reopened to allow the applicant an opportunity to complete the work registration process, and if no services or activities are provided and the time has expired for completing the work registration process, staff must ensure the case is closed timely in the OSST system.

WT/TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

The sample size consisted of 10 participant case files.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM - EMPLOYMENT AND TRAINING (SNAP E&T)

The sample size consisted of 30 participant case files.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA ADULT AND DISLOCATED WORKER PROGRAM

The sample size consisted of 27 Adult and Dislocated Worker participant case files (13 Adults and 14 Dislocated Workers).

See common issue section below.

WIOA YOUTH PROGRAM

The sample size consisted of 13 Out-of-School Youth participant case files.

See common issue section below.

WIOA SPECIAL PROJECTS

The sample size consisted of 31 participant case files for the following special projects: COVID-19 Public Health Emergency, WIOA-Incumbent Worker-20% Non-Waiver, America's Promise, Hurricane Irma DWG, Hurricane Maria, Center Training for the Visually Impaired, COVID OJT, Sector Strategies Hospitality, Tourism and Construction, Integrated Services Pilot Project, Evacuee Assistance, and the Apprenticeship Expansion USA and WIOA State Apprenticeship Expansion 2019.

COMMON ISSUE

The following common issue was identified in the WIOA Adult/Dislocated Worker and Youth programs, and the Special Projects:

ONI Number WIOA 12.21.03

Recording of Measurable Skill Gains (MSG)

Applicable reference(s): WIOA Section 116; 20 CFR Part 677.155(a)(v); TEGL 10-16, Change 1.

- Of the 16 WIOA Adult participant case files reviewed of participants enrolled in an education or training program, eight (50.0 percent) did not have a MSG recorded within the applicable program year.
- Of the eight WIOA Youth participant case files reviewed of participants enrolled in an education or training program, four (50.0 percent) did not have a MSG recorded within the program year. Additionally, the document used to capture the MSG attainment recorded in Employ Florida for one participant did not meet the definition of a MSG.
- Of the 15 Adult Special Project case files reviewed of participants enrolled in an education or training program, eight (53.3 Percent) did not have a MSG recorded within the applicable program year.

Recurring Issue from Previous Year: No.

Risk Impact: Failure to enter and accurately record MSG information in Employ Florida negatively impacts performance results.

Required Action: In addition to the general required CAP actions, the LWDB must also provide an assurance with the CAP that MSGs will be documented and recorded by the applicable program year, as well as the process for accomplishing this in the future.

TRADE ADJUSTMENT ASSISTANCE (TAA)

The sample size consisted of five TAA participant case files.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

WAGNER-PEYSER (WP) PROGRAM

The sample size consisted of 70 participant case files (30 job seekers, 20 job orders, 15 job seeker placements and five RESEA). The following issues were identified:

Finding Number WP 12.21.02

Job Seeker Permission for Registration, Referrals and Requirements for Participation

Applicable reference(s): 20 CFR 651.10, TEGL 19-16, and Administrative Policy 096 and 099 (rev. 5/24/2019, 2/20/2020, and 1/7/2021).

Staff registration of a new job seeker in Employ Florida and referral to job orders by staff have specific guidelines that must be followed such as obtaining the job seeker's permission prior to creating and entering a new registration in Employ Florida and referring a job seeker to a job order. Job seekers must also have a full application in Employ Florida prior to receiving a service that initiates or triggers participation.

- Of the nine job seekers reviewed with a staff entered registration between 5/24/2019 and 1/7/2021, three (33.3 percent) were missing documentation of permission to create the new accounts in Employ Florida.
- Of the 45 job seekers reviewed, eight (17.8 percent) did not have a full application documented in Employ Florida when a staff-assisted service initiated participation.
- Of the 15 job seeker placements reviewed with staff-entered job seeker referrals after 5/24/2019, two (13.3 percent) were missing documentation of permission to refer the job seeker.

Recurring Issue from Previous Year: Yes (Prior year CAP reviewed and verified but noncompliance continues to occur).

Risk Impact: Failure to document permission of staff registrations, staff referrals, or obtaining a full application before participation has an impact on performance reporting and can also lead to erroneous or fraudulent job seeker entry of invalid or false registrations.

Required Action: In addition to the general required CAP actions, the LWDB must provide documentation of the efforts made by staff to contact and verify the job seekers' permission to create an Employ Florida registration and referrals to job orders by staff. An assurance must also be provided that the LWDB will take necessary steps to document all future registrations and referrals in case notes on the job seeker's Employ Florida account, along with the process for accomplishing this.

Finding Number WP 12.21.03

Migrant and Seasonal Farmworker (MSFW) Identification

Applicable reference(s): 20 CFR 653 and DEO FG 03-040.

Each career center must determine whether WP applicants are MSFWs. The three job seekers coded as MSFWs were incorrectly identified. The job seekers did not have documentation recorded during the review period in Employ Florida of previous employment in farmwork in the last 12 months. It should be noted that LWDB staff added documentation for two of the three job seekers after the review.

Recurring Issue from Previous Year: Yes (Prior year CAP reviewed and verified but noncompliance continues to occur).

Risk Impact: This issue impacts MSFW service delivery and performance reporting. It may also limit job and training opportunities and lead to possible farmworker civil rights violations.

Required Action: In addition to the general required CAP actions, the CAP must include documentation that the LWDB has reviewed and verified MSFWs with applications opened subsequent to the review to ensure correct MSFW status. Documentation must also be provided of the LWDB's efforts to verify, provide, and record in Employ Florida the correct coding for the three participants identified, if the case files are still active.

Finding Number WP 12.21.04

Job Order Placements and Multiple Placement Wage Rate Verification

Applicable reference(s): Fair Labor Standards Act of 1938 as amended, 29 U.S.C. section 206; 20 CFR 680.170; section 448.01, F.S.; TEGL 19-16 and DEO Administrative Policy 099.

Of the 15 job seeker placements reviewed, one (6.7 percent) did not have documentation that the placement was verified. Additionally, of the two job orders reviewed with multiple job seeker hires, one (50 percent) did not have documentation of the job seeker's placement wage rate recorded on the job order.

Recurring Issue from Previous Year: Yes (Prior year CAP verified but noncompliance continues to occur).

Risk Impact: Noncompliance with placement guidelines has an impact on performance reporting (Monthly Management Report and other staff reports), as well as erroneous information being recorded in the system if placements are not valid. Additionally, noncompliance with wage rates less than the minimum wage could lead to minimum wage compensation violations.

Required Action: In addition to the general required CAP actions, the LWDB must include documentation of staff efforts to review all job orders recorded in Employ Florida subsequent to the review to ensure placements are verified and documented, and that wages are recorded on the job order when multiple placements have been recorded. Documentation must also be provided showing efforts made to verify the placements and placement wage rates of the individuals identified, if the case files are still active.

Finding Number WP 12.21.05

Wagner-Peyser Job Seeker Services and Activities

Applicable reference(s): 20 CFR 651.10, Administrative Policy 96, and Employ Florida Service Code Guide.

Of the 30 job seekers reviewed with at least one service entered on the Employ Florida activity screen, three (10 percent) job seekers had specific service codes entered (code 102 – Initial Assessment and 116 – Received Service From Staff Not Classified) as services provided; however, case notes in the files did not meet the requirements for the services provided under the respective service codes. Additionally, of the 15 job seekers reviewed with placements, one (6.7 percent) placement (code 750) was entered for a job order that was a job development (code 123) rather than a placement. The case note indicated the job seeker was identified prior to job order entry and referral.

Recurring Issue from Previous Year: No.

Risk Impact: Errant or undocumented services provided to job seekers which prolong participation will result in inaccurate reporting of state and federal performance numbers.

Required Action: In addition to the general required CAP actions, the LWDB must document efforts to review and monitor entry of WP job seeker services in Employ Florida to ensure the services are properly recorded and

documented. Documentation must also be provided of the LWDB's efforts to case note the correct service for the identified job seekers, if the application is still open and active.

ONI Number WP 12.21.04

Staffing (Private/Temporary Employment) Agencies

Applicable reference(s): Wagner-Peyser Act of 1933, as amended, Sec. 13(b)(1); Administrative Policy 99; DEO Memorandum entitled "Job Orders from Private Employment Agencies" dated June 31, 2007.

The Wagner-Peyser Act specifically states that job seekers are not to be charged a fee for referral and placement through the state employment security system. State guidance further requires all positions offered by staffing (private/temporary employment) agencies to carry the phrase "Position offered by no-fee agency" in the job description section of the job order.

Of the three job orders reviewed from staffing (private/temporary employment) agencies, one (33.3 percent) did not contain the phrase "Position offered by no-fee agency" in the job description section.

Recurring Issue from Previous Year: Yes (Prior year CAP verified but noncompliance continues to occur).

Risk Impact: Noncompliance may lead to possible complaints and other issues if the job seeker is charged a fee for referral and placement.

Required Action: In addition to the general required CAP actions, the LWDB must provide documentation that staff have or will review all open job orders from private/temporary employment agencies subsequent to the review to ensure the required language is included in the description.

REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM

The RESEA program review focused on the LWDB's compliance with the requirements of the grant to assist reemployment assistance (RA) claimants in returning to work faster by connecting claimants/participants with in-person assessments, and reemployment services and opportunities to further their reemployment goals and successful employment outcomes.

The sample size consisted of five participant case files. The following issues were identified:

ONI Number WP 12.21.05

Employability Development Plans (EDPs)

Applicable reference(s): 20 CFR 651.10; 443.1317(1)(b) and 443.091 FS; FL Administrative Rule 73B-21.028; 20 CFR Part 1010; DEO Employ Florida Service Code Guide, issued 7/20/2018; and State Veterans Program Plan of Service.

Of the five RESEA EDPs reviewed, four (80.0 percent) were missing specific action steps for the participants to reach their long-range occupational goals.

Recurring Issue from Previous Year: No.

Risk Impact: Absence of specific action steps on the EDP reduces staff's ability to work effectively and efficiently with participants in delivering services, tracking employability goals, and determining what the participant is required to do to attain the long-term occupational goals.

Required Action: In addition to the general required CAP actions, the LWDB must include documentation that staff have or will review all future EDP codes recorded in Employ Florida for WP and RESEA job seekers to ensure case notes have been recorded identifying all required elements of the service(s) provided. Documentation must

also be provided of attempts to contact and develop the missing goals for the identified job seekers if the application is still open or the job seeker is still active in Employ Florida.

ONI Number WP 12.21.06

RESEA Red Flag Drop-off Report

Applicable reference(s): DEO Administrative Policy 068.

The Red Flag report contains all RESEA participants who have not received all required services or those who have not had their attendance status changed. Required services for RESEA participants must be provided and recorded in Employ Florida within 90 days of the scheduled appointment date. If not managed and recorded, the participant will appear on a Red Flag Report and after 90 days, will automatically be deleted from the Red Flag Report and will be considered as a “drop-off”.

During the review period, three participants were identified as not being managed and appeared on the “Red Flag Drop-Off” report.

Recurring Issue from Previous Year: No.

Risk Impact: Having outstanding red flag issues impact RESEA reporting and may adversely affect a claimant’s RA benefits.

Required Action: In addition to the general required CAP actions, the LWDB must include documentation that staff have or will review the Red Flag report regularly to ensure participants have been or will be managed within 90 days of being on the Red Flag Report.

CAREER CENTER CREDENTIALING

The career center credentialing review focused on ensuring administrative requirements and records were posted and maintained, that front-line staff had completed all required Tier I certification and continuing education courses, and that an Employment Service Complaint System was in place to process any complaints received.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

IV. FINANCIAL DISCLOSURE REVIEW

Description of Review Methodology

The Financial Disclosure review focused on determining the LWDB’s compliance with financial disclosure requirements as referenced in Sections 112.3145 and 445.07, Florida Statutes, and DEO’s Final Guidance FG-075.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

V. COLLECTION OF DEMOGRAPHIC INFORMATION

The purpose of this section of the review is to determine compliance with the nondiscrimination and equal opportunity provisions of 29 CFR Part 37, and DEO’s Guidelines for Compliance with Section 188 of the Workforce Innovation and Opportunity Act regarding Collection of Demographic Data.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

VI. MANAGEMENT REVIEW PROCESS

The purpose of this review is to determine whether the LWDB is implementing requirements associated with local merit staffing responsibilities for DEO staff assigned to work under the functional supervision of the LWDB, local sector strategy implementation, and local board governance activities.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

VII. MANAGEMENT INFORMATION SYSTEMS (MIS)

The MIS security check focused on the effectiveness of the LWDB's information security controls and whether a business process and policy are in place that protects DEO data and information technology resources and complies with DEO's Information Technology (IT) guidelines and the DEO/LWDB Grantee/Subgrantee agreement requirements.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

VIII. TRAINING AND TECHNICAL ASSISTANCE

For questions and/or technical assistance in any of the program review areas, the LWDB should contact OSPS at the following email addresses:

- WT - WTProgram@deo.myflorida.com
- SNAP - SNAPETProgram@deo.myflorida.com
- WIOA - WIOA@deo.myflorida.com
- TAA - TRA@deo.myflorida.com
- WP - Wagner.Peyser@deo.myflorida.com
- RESEA - RESEA@deo.myflorida.com
- FLC - H-2A.JobOrder@deo.myflorida.com and H-2B.JobOrder@deo.myflorida.com
- MSFW – [State Monitor Advocate \(via direct email\)](#)

Additional training can be requested by sending a [Training Request Form](#) to WFSTraining@deo.myflorida.com.

CORRECTIVE ACTION PLAN REQUIREMENTS

A CAP is required to address how the LWDB will correct any programmatic and financial management findings and other noncompliance issues identified in the report. For the noted deficiencies, recommendations and suggestions have been provided to help respond to the issues identified, help develop and implement processes that result in positive program practices and performance outcomes, and also help to improve the quality and integrity of the data collected.

IX. APPENDICES

A. COMPLIANCE REVIEW BACKGROUND INFORMATION/MONITORING ACTIVITIES

MONITORING REVIEW LOGISTICS

LWDB Name: CareerSource Central Florida (LWDB - 12)

Programmatic Monitoring Review Dates: February 1 – 8, 2021

Financial Monitoring Review Dates: February 1 - 8, 2021

Programmatic Monitoring Sample Review Period (Time Period for Data Covered in the Review): January 1, 2020 – December 31, 2020

Financial Monitoring Sample Review Period (Time Period for Data Covered in the Review): January 1, 2020 – December 31, 2020

Programs Reviewed:

- Welfare Transition
- Supplemental Nutrition Assistance Program - Employment and Training
- Workforce Innovation and Opportunity Act
- Trade Adjustment Assistance
- Wagner-Peyser
- Any identified special projects operational during the review period
- Financial management practices, record keeping, safeguards and reporting

Entrance and Exit Conference Attendees:

The entrance conference with LWDB staff was conducted on February 1, 2021. The exit conference was conducted on February 8, 2021. The entrance/exit conference attendees are listed below:

NAME	Agency	Entrance Conference	Exit Conference
Andy Windsor	DEO (Review Lead)	x	x
Sanchez Emanuel	DEO	x	x
Freida Houston	DEO	x	x
Barbara Walker	DEO	x	x
Terry Wester-Johnson	DEO	x	x
Pam Nabors	LWDB	x	x
Mimi Coenen	LWDB	x	x
Gina Ronokarijo	LWDB	x	x
Karl Allen	LWDB		x
Victor Alvarez	LWDB		x
Alexis Echeverria	LWDB	x	x
Gustavo Henriquez	LWDB	x	x
Jason Lietz	LWDB	x	x
Mayra Nunez	LWDB		x
Vicki Pesonen	LWDB	x	x
Eneydi Rivera	LWDB	x	x
Ada Rodriguez	LWDB	x	x
Adlih Trotman-Diaz	LWDB	x	x

The financial monitoring entrance conference with LWDB staff was conducted on February 1, 2021. The exit conference was conducted on February 8, 2021. The entrance/exit conference attendees are listed below:			
Thomas Abney	DEO	x	x
Delaine Arrington	DEO		x
Leo Alvarez, Chief Financial Officer	LWDB	x	x
Kristi Vilardi, Controller	LWDB		x

B. COMPLIANCE REVIEW SCOPE AND METHODOLOGY

Review Scope

The monitoring scope consisted of a joint programmatic and financial monitoring review of the LWDB's workforce programs. Local operating procedures (LOP), program services and activities, local plans and reports, as well as financial management practices, record keeping, safeguards and reporting were reviewed to determine if appropriate processes, procedures and financial controls were in place and properly implemented. The monitoring review also included sample testing of participant case file records. To maximize resources and accomplish the review objectives, collaboration with program experts in the evaluation of both programmatic and financial data by a joint monitoring review team was conducted.

Programmatic Monitoring Review Methodology

The participant case file review sample consisted of randomly selected files from each of the workforce programs reviewed based on OSPS's sampling methodology. The files were reviewed to determine whether adequate documentation was maintained to support participant eligibility and services rendered. The files were also reviewed and validated by checking the accuracy of management information system (MIS) records and comparing keyed entries made by the LWDB against case file source documents.

Financial Monitoring Review Methodology

The financial monitoring review focused on all financial management systems to determine if the LWDB properly accounted for and correctly recorded and reported expenditures. During the financial review, an examination of the LWDB's accounting records, internal controls, and supporting documentation which included, but was not limited to, a review of cash management, general ledger and cost allocations, payroll and personnel activity report (PAR) testing, disbursement testing, and reporting of program data in the MIS was completed. A sample of participant records identified from the programmatic sample was also reviewed and tested for financial monitoring reporting and compliance by the financial monitoring team. The monitoring procedures used during the review are described in detail in the financial monitoring tool and risk assessment plan.

The sample size and selections for each monitoring objective was based on, but not limited to, a risk assessment performed by FMA staff and reviews of the monthly general ledger and cost allocation statistics. The risk assessment includes factors such as the funding allocation to each LWDB, results of prior monitoring and audit reports, personnel and staffing changes, and organizational structure.

Programmatic and Financial Monitoring Review Tools

DEO's programmatic and financial monitoring review tools were used to conduct the review. The tools were developed to provide a framework for monitoring activities performed by OSPS and FMA staff as well as the criteria used to monitor. The tools are designed to provide a comprehensive assessment of the processes and procedures used by the LWDB to capture, manage, safeguard, and account for and report data. Use of the monitoring tools also ensured that the review process followed a planned and consistent course of action that provided adequate verification of specific program data elements.

CareerSource Central Florida

Florida Department of Economic Opportunity Annual Performance Presentation

Charles Williams, DEO Workforce Programs Administrator

Daniel Harper, DEO Senior Management Analyst Supervisor

February 24, 2022



Workforce System Funding

- United States Department of Labor Employment and Training Administration (USDOL - ETA)
- United States Department of Health and Human Services (HHS)
- United States Department of Agriculture (USDA)
- State of Florida General Revenue (GR)
- Other Sources

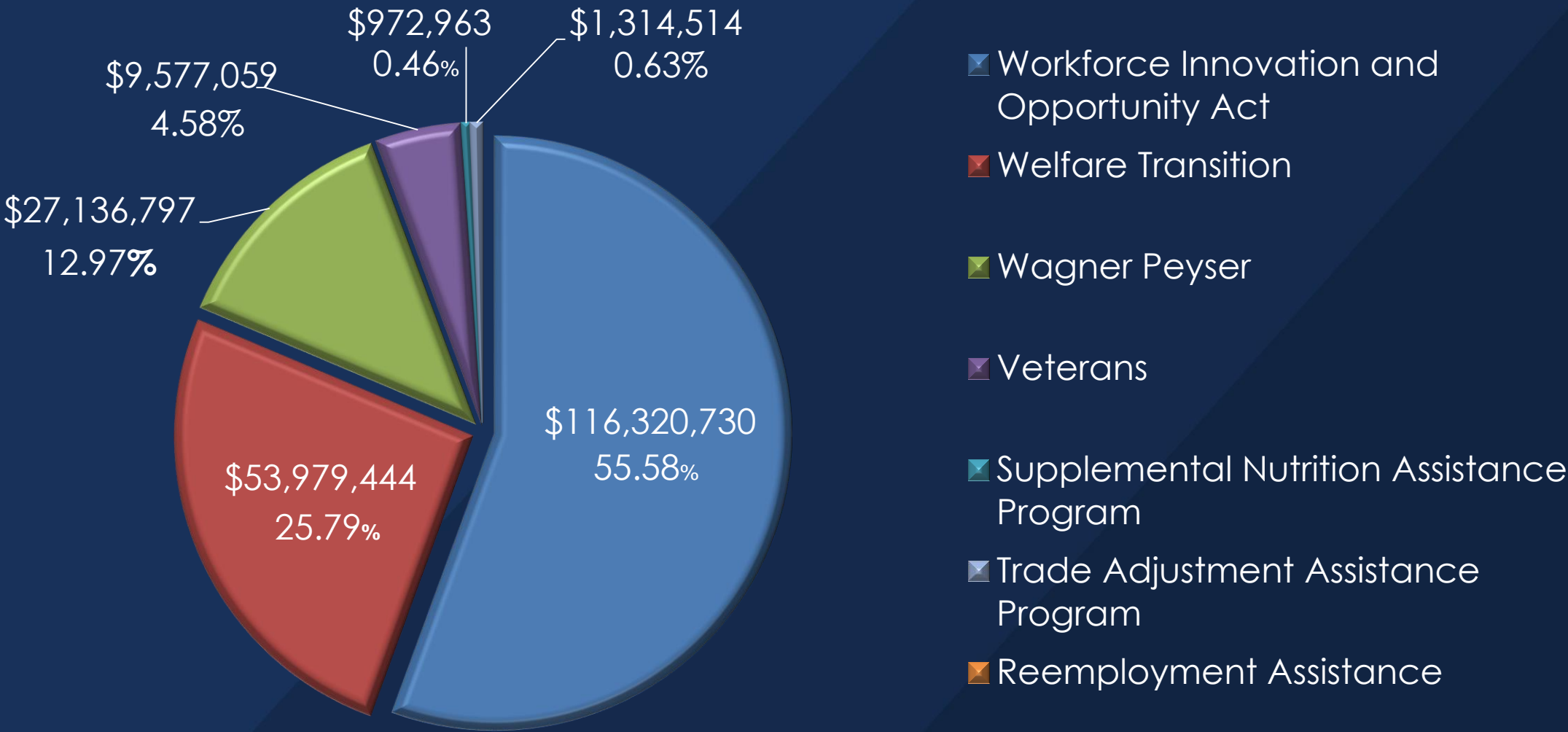
Workforce System Oversight

- United States Department of Labor Employment and Training Administration (USDOL - ETA)
- Florida Legislature
- Reimagining Education and Career Help (REACH) Office
- Department of Economic Opportunity (DEO)
- CareerSource Florida (CSF)
- Chief Local Elected Officials or Consortiums (CLEO)
- Local Workforce Development Boards (LWDB)

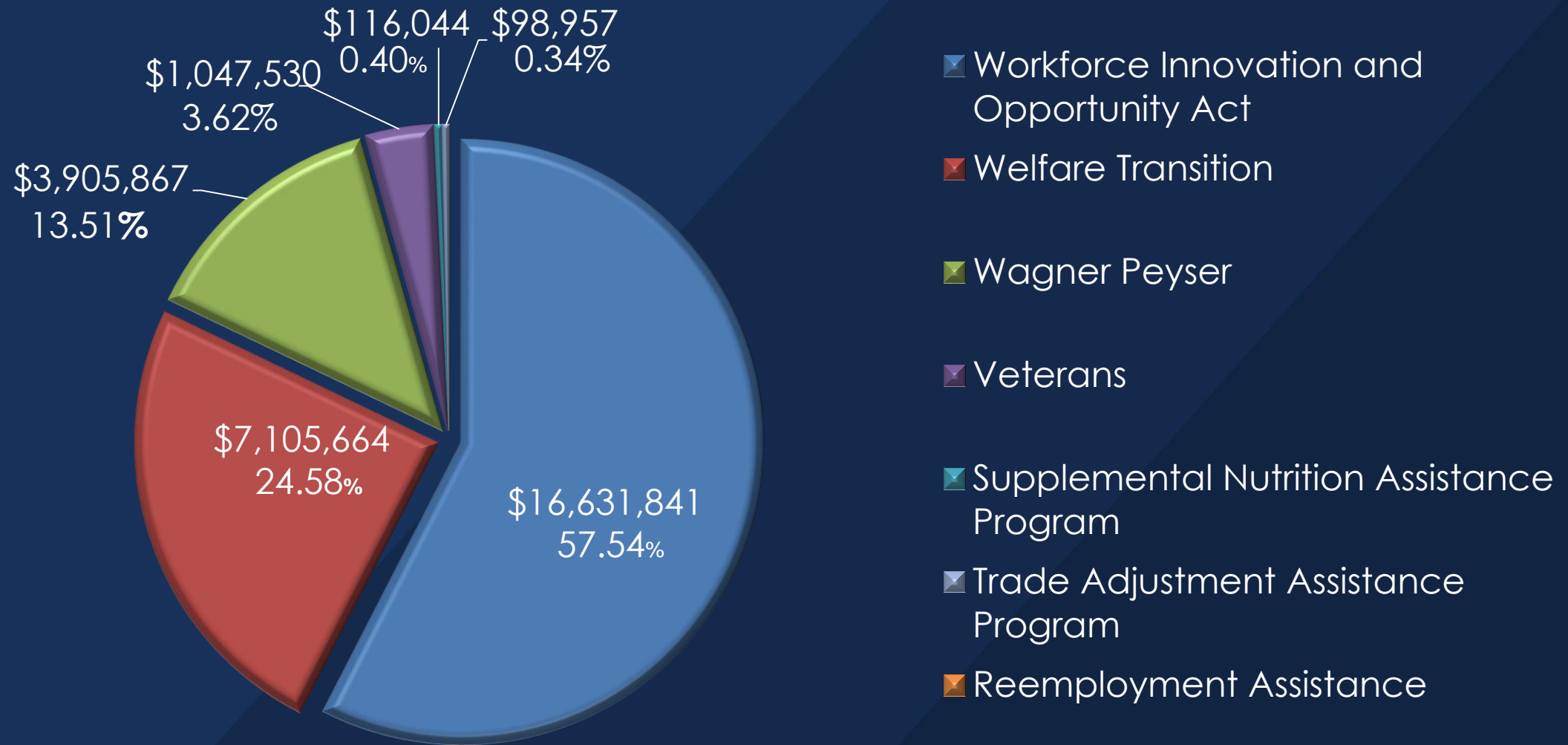
Local Service Delivery

- One-Stop Career Centers
 - Core Partners and Required Partners
 - Other Local Partnerships
- Job Seekers
- Employers

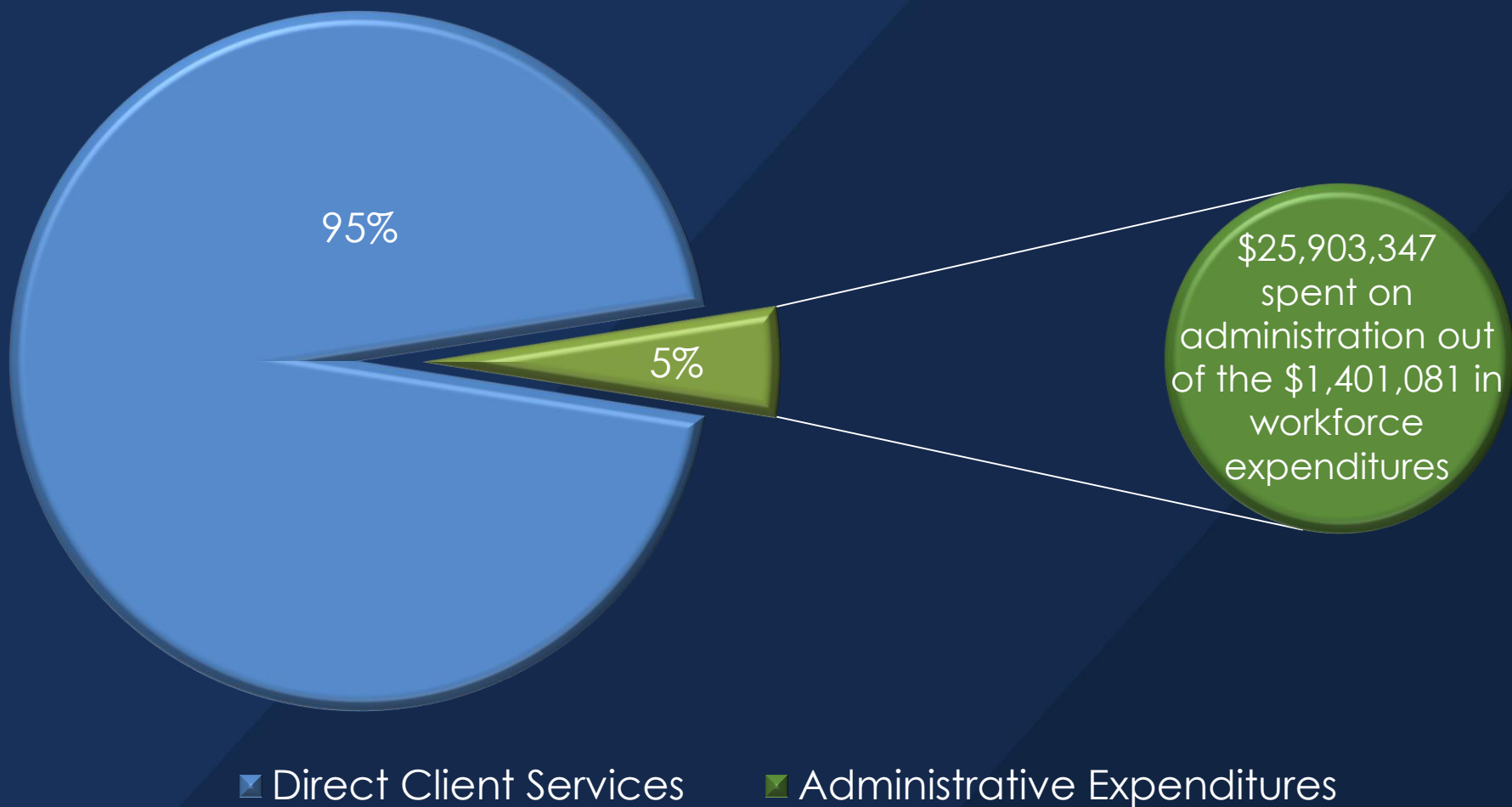
Statewide Funding \$209,301,507



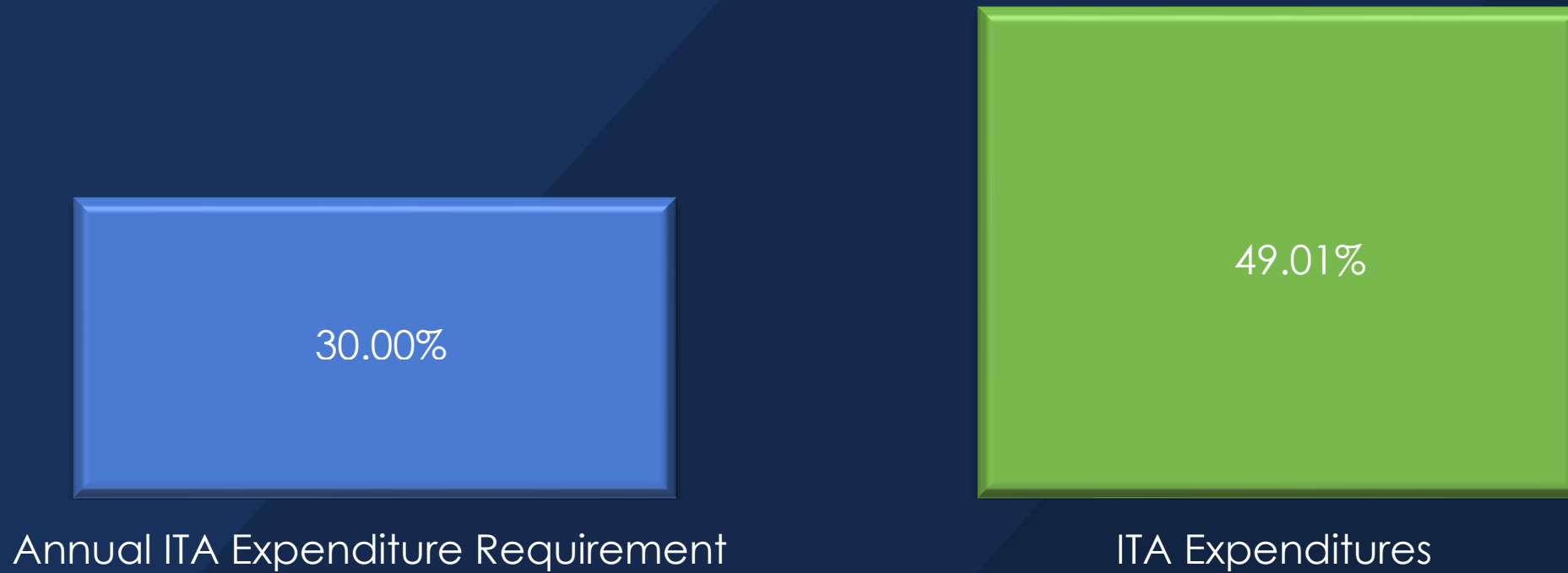
Local Board Funding \$28,905,903



Direct Client Services and Administrative Expenditures

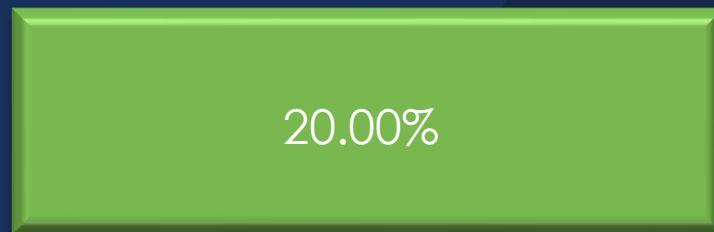


Individual Training Account (ITA) Expenditures

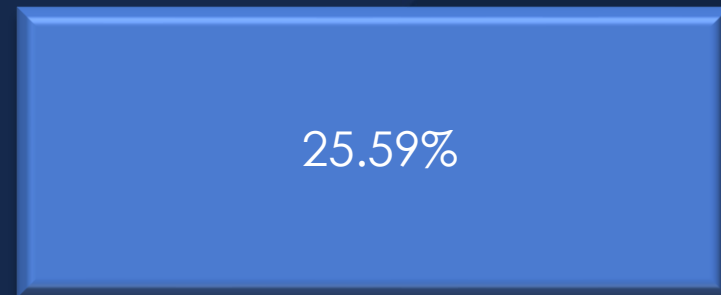


Work Experience Expenditures

WIOA Requirement: Greater than 20% Work Experience Expenditures

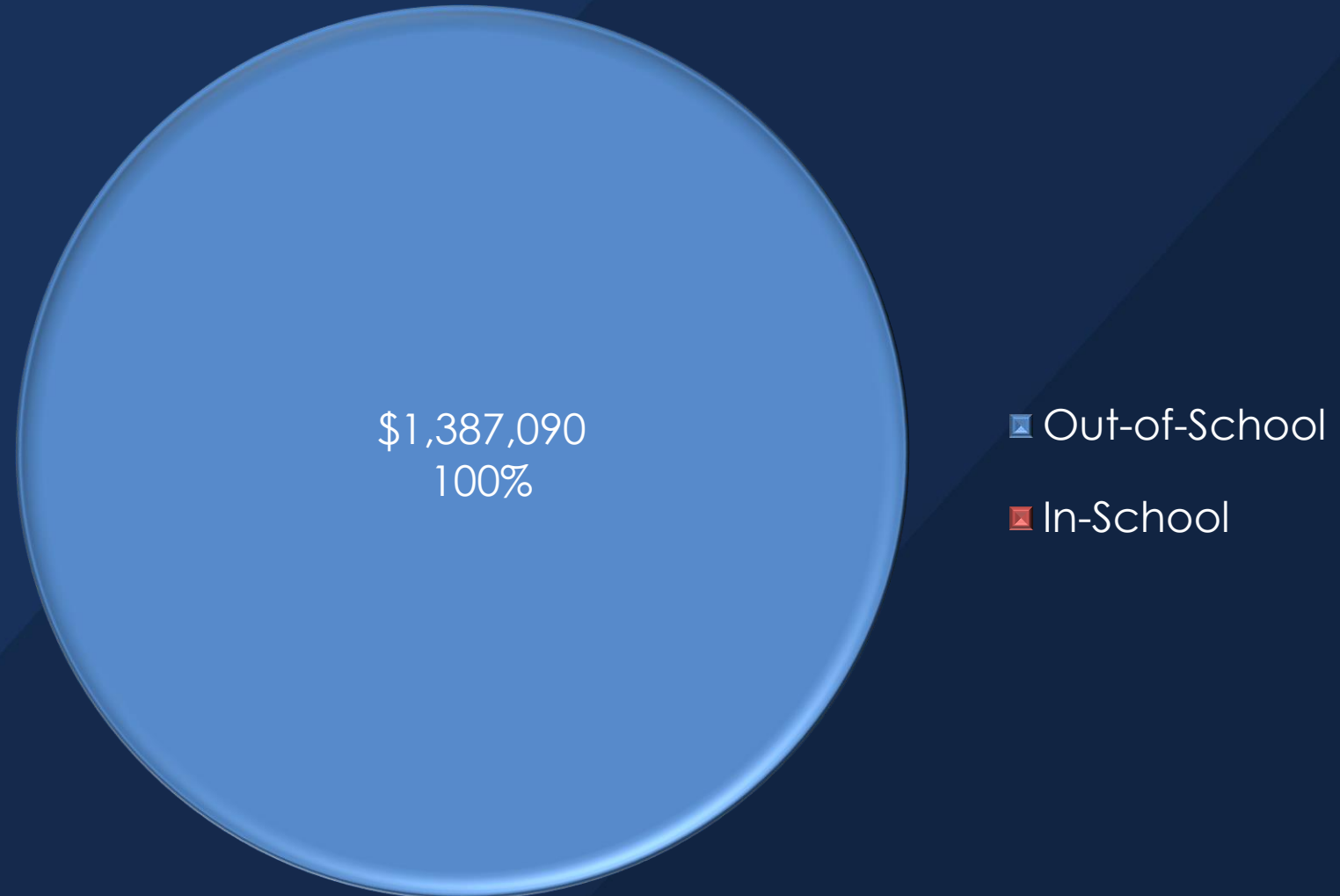


PY2019



PY2020

Out-of-School Youth Expenditures



Primary Indicators of Performance

Customer Groups

- Adult Metrics (5)
- Dislocated Worker Metrics (5)
- Youth Metrics (5)
- Wagner Peyser Metrics (3)

Metrics

- Employed in 2nd quarter after exiting the program
- Employed in 4th quarter after exiting the program
- Median wages in 2nd quarter after exiting the program
- Credential attainment rate (Not applicable to Wagner Peyser)
- Measurable Skill Gains (Not applicable for Wagner Peyser)

Primary Indicators of Performance Results

LWDB 12 Program Year (PY) 2020 Performance for July 1, 2020 – June 30, 2021	PY2020-2021 1st Quarter Performance	PY2020-2021 2nd Quarter Performance	PY2020-2021 3rd Quarter Performance	PY2020-2021 4th Quarter Performance	PY2020-2021 Performance Goals
Adult Programs:					
Employed 2nd Quarter After Exit	89.7%	89.1%	87.3%	86.2%	85.5%
Median Wage 2nd Quarter After Exit	\$7,039.00	\$6,942.00	\$6,967.00	\$7,242.00	\$7,000.00
Employed 4th Quarter After Exit	88.0%	87.0%	86.0%	83.8%	84.0%
Credential Attainment Rate	69.2%	71.3%	73.4%	76.9%	70.0%
Measurable Skill Gains	59.7%	54.2%	62.5%	81.4%	60.0%
Dislocated Workers Programs:					
Employed 2nd Quarter After Exit	88.6%	89.6%	86.0%	84.8%	85.0%
Median Wage 2nd Quarter After Exit	\$8,246.00	\$7,954.00	\$7,981.00	\$7,526.00	\$7,000.00
Employed 4th Quarter After Exit	86.9%	83.2%	80.8%	78.5%	81.0%
Credential Attainment Rate	79.2%	77.7%	78.4%	85.4%	70.0%
Measurable Skill Gains	30.5%	41.2%	63.2%	85.0%	70.0%
Youth Programs:					
Employed 2nd Quarter After Exit	82.4%	81.3%	77.7%	77.4%	79.0%
Median Wage 2nd Quarter After Exit	\$4,400.00	\$4,290.00	\$4,246.00	\$4,459.00	\$3,800.00
Employed 4th Quarter After Exit	79.6%	78.4%	76.8%	74.8%	73.0%
Credential Attainment Rate	84.2%	94.4%	93.6%	92.7%	87.0%
Measurable Skill Gains	34.9%	32.7%	37.4%	63.2%	50.0%
Wagner Peyser Programs:					
Employed 2nd Quarter After Exit	67.1%	67.8%	64.5%	61.5%	68.0%
Median Wage 2nd Quarter After Exit	\$5,557.00	\$5,428.00	\$5,472.00	\$5,551.00	\$5,000.00
Employed 4th Quarter After Exit	66.0%	68.8%	66.4%	63.3%	65.0%

■ Not Met (less than 90% of negotiated)
 ■ Met (90-100% of negotiated)
 ■ Exceeded (greater than 100% of negotiated)

Programmatic Monitoring Activities

LWDB 12 Program Year (PY) 2020 July 1, 2020 – June 30, 2021	PY 2019 Findings	PY 2020 Findings
Welfare Transition	2	1
Wagner-Peyser / MIS / MSFW	6	4
Supplemental Nutrition Assistance Program - Employment and Training	1	0
WIOA Adult / Dislocated Worker / Youth	0	0
Trade Adjustment Assistance Act	2	0
Total Findings	11	5

Financial Monitoring Activities

LWDB 12 Program Year (PY) 2020 July 1, 2020 – June 30, 2021	PY 2019	PY 2020
Findings	0	0
Issues of Non-Compliance	0	0
Observations	2	0
Technical Assistance Contracting/Contract Monitoring – Contracting entity was not included on the discriminatory vendor list.	0	1

Q&A



Contact



Thank You

Please contact our office with questions or comments about this presentation.



Office: DEO Bureau of One-Stop & Program Support

Main Line: 850-245-7424

Email: Charles.Williams@DEO.MyFlorida.com

Sunshine Law Public Records Ethics

Government in the Sunshine Public Records Ethics

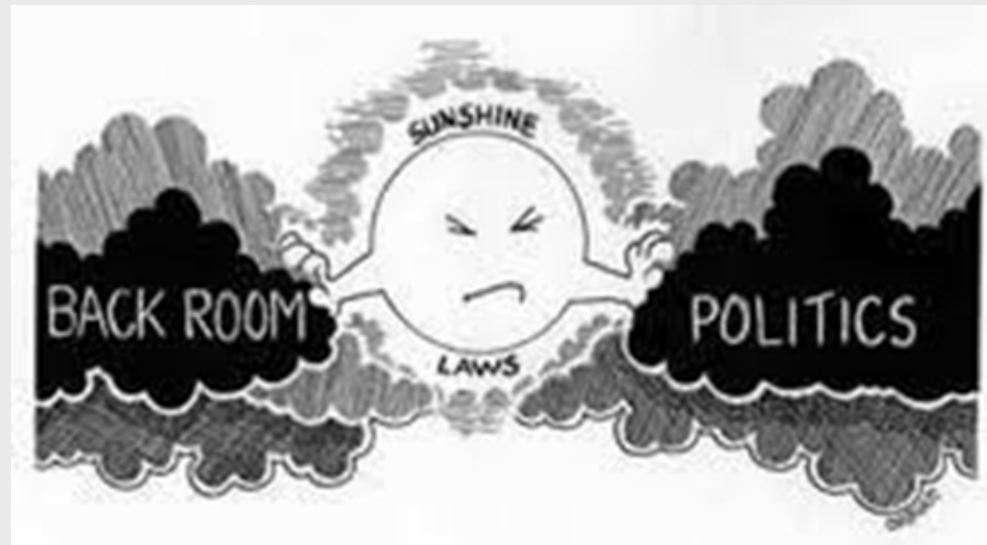
**A Briefing for the
CareerSource Central Florida
Board of Directors
February 24, 2022**



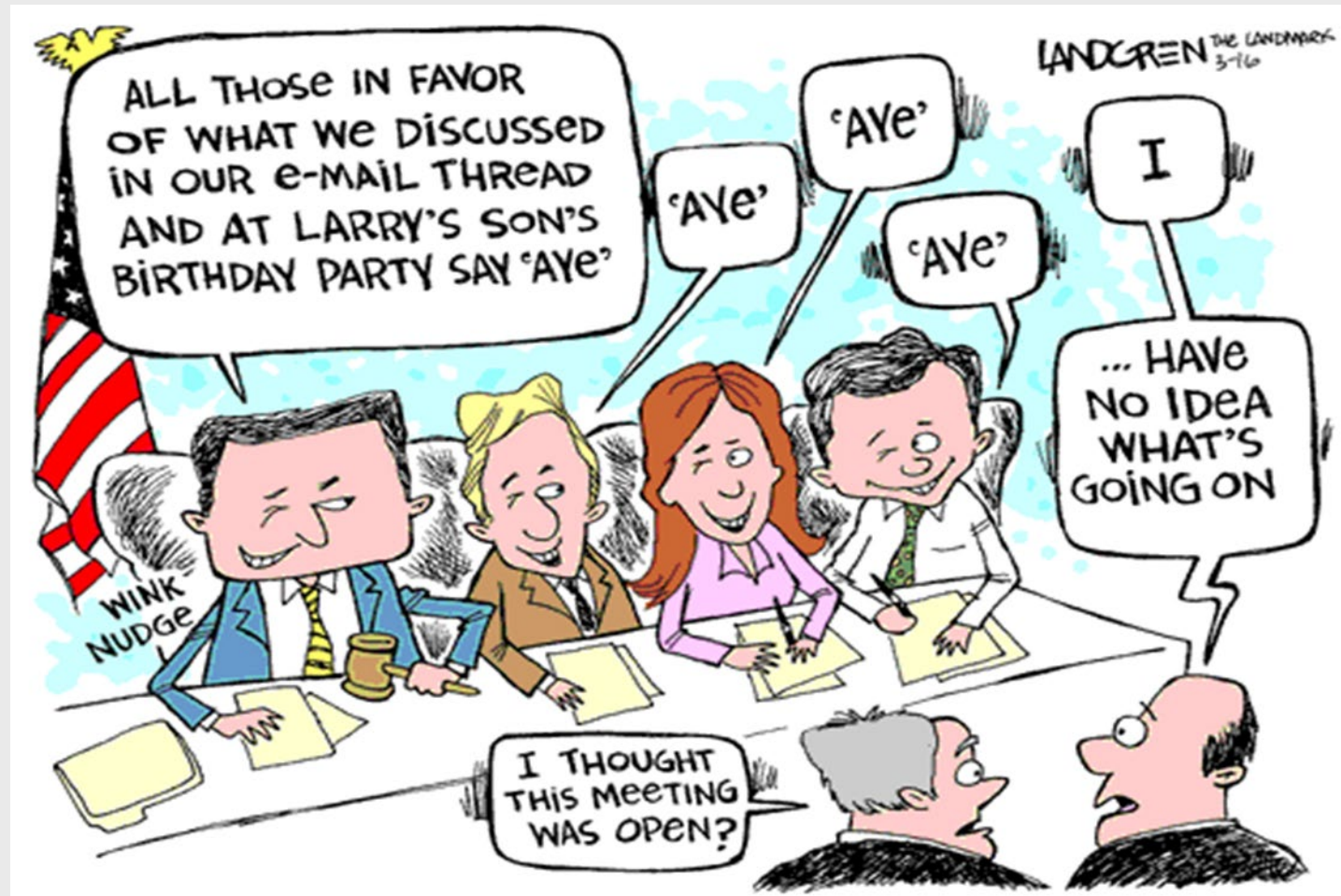
GRAY | ROBINSON
ATTORNEYS AT LAW

Overview

1. Government in the Sunshine Law — *Chapter 286, Fla. Stat.*
2. Public Records Law — *Chapter 119, Fla. Stat.*
3. Code of Ethics — *Part III of Chapter 112, Fla. Stat.*



SUNSHINE LAW



SUNSHINE LAW

Basic requirements:

1. Meetings must be open and accessible to the public.
2. Meetings must be noticed.
3. Written minutes must be taken.

§286.011 Florida Statutes

SUNSHINE LAW

Applicable to:

- **CSCF Board**
- **Committees of the Board**

When such committees have been delegated “**decision-making authority**” as opposed to mere “**information gathering or fact-finding authority**”.

SUNSHINE LAW

Things to remember:

- If 2 or more board members need to discuss CSCF related business, a meeting must be officially noticed.
- Do not call, text or e-mail each other on CSCF related business -- all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between”.
- Whispering and passing notes at a noticed meeting could be considered an unnoticed meeting if discussing CSCF business.
- Once a meeting is adjourned, don't talk about CSCF business on your way out of the room.
- Members of the public must be provided an opportunity to address the board during the decision-making process, and **before** a decision is made.

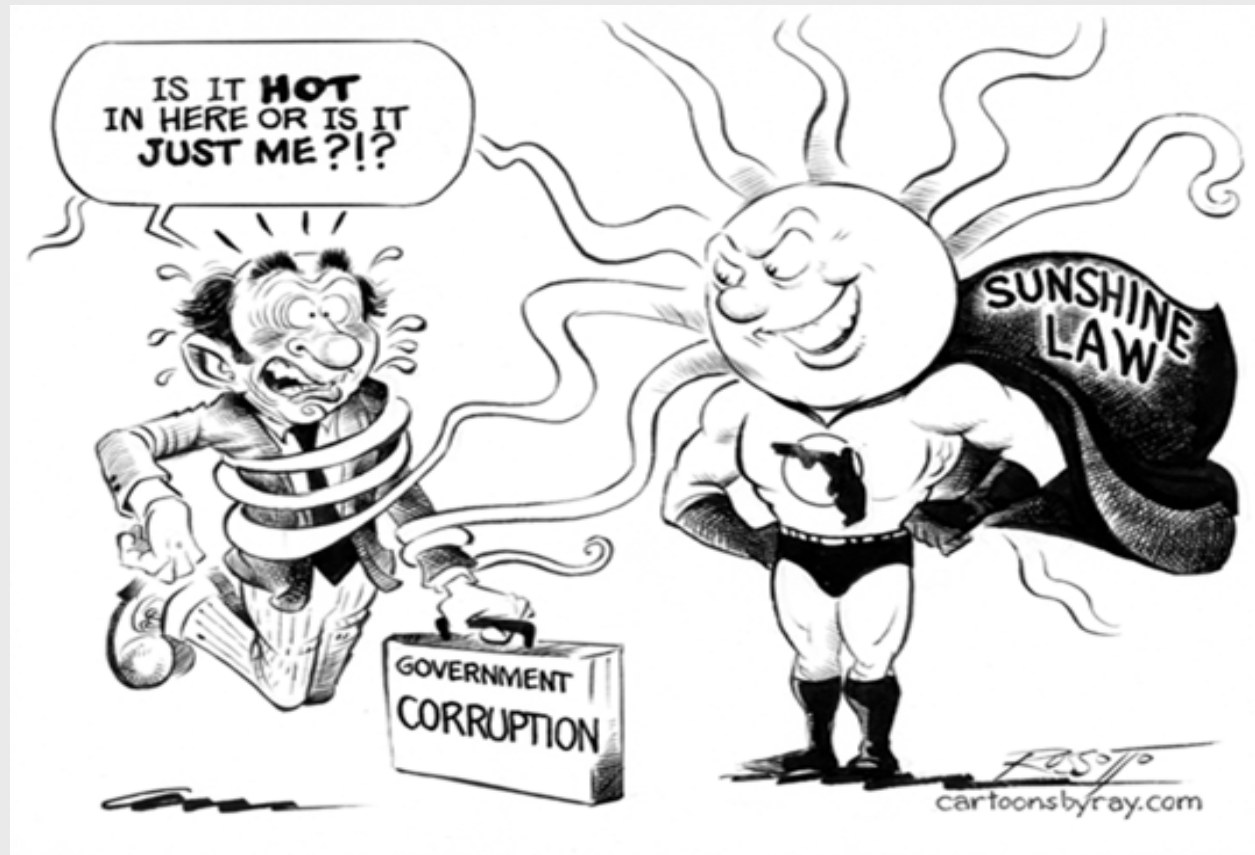
SUNSHINE LAW

Meetings do *not* include:

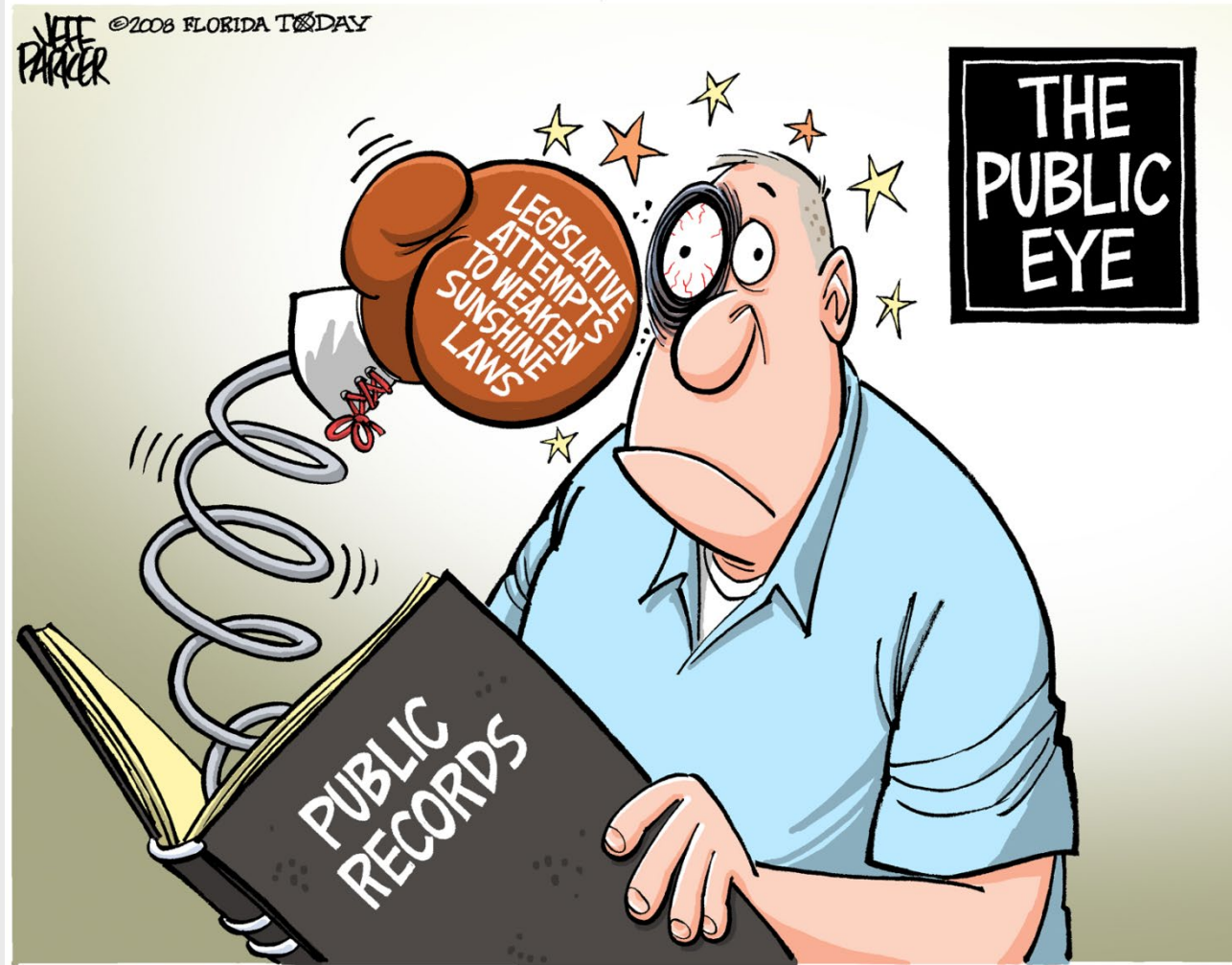
- Discussions with Consortium members
- Discussions with state legislators
- Discussions with CareerSource Florida board members
- Discussions with CSCF staff

SUNSHINE LAW

Questions?



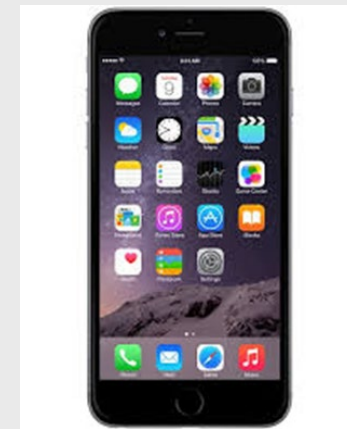
PUBLIC RECORDS LAW



PUBLIC RECORDS LAW

Important things to know:

- Every record made or received in connection with CSCF business.
- All CSCF board members and CSCF employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes texts and emails made or received in connection with official business.
- Includes YouTube videos, Facebook posts, tapes, photographs, videos and sound recordings.



PUBLIC RECORDS LAW

Important things to know:

- Public records can only be destroyed in accordance with a specific process under state law.
- Public records must be retained for certain periods of time.
- The law applies to communications with residents, members of the public, employees, consultants, contractors and legal counsel and others involving CSCF business, **even if it is on your private computer, laptop or phone**. It is the nature of the record – not the location.
- Purely personal e-mails are not public records, but there is no “expectation of privacy” for communications on a CSCF owned computer.

PUBLIC RECORDS LAW

Important things to know:

- Public records include metadata.
- There is **no “unfinished business” exemption** – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person at any time for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- If you receive a public records request, let Pam know immediately.

SUNSHINE AND PUBLIC RECORDS LAW

For violations of the law -

- **The State Attorney or a Grand Jury can be involved**
- **Private parties can sue**
- **Penalties can include:**
 - Jail time – 1 year in jail for a knowing violation
 - Fines -- \$500 for an unintentional violation
 - Attorney's fees
 - Trial
 - Nasty press coverage



PUBLIC RECORDS LAW

Questions?



CODE OF ETHICS

ETHICS/FINANCIAL DISCLOSURE/GIFTS



ETHICS

Part III of Chapter 112 **Applies to:**

- CSCF Board Members
- Committee members
- Employees



ETHICS

The following is a [brief summary](#) of the Ethics Code. If you are in a situation where something may apply to you, please ask!



ETHICS

What to remember:

Do not use your position with CSCF to secure anything **special** for yourself, your family, friends, or anyone else.



ETHICS

Caution areas:

- Doing business with CSCF – you or your family should not do business with CSCF. *[Sec. 112.313(3), Fla. Stat.]*
- Secondary employment – there cannot be any conflict with your CSCF position. You cannot take a job with a company doing business with CSCF. *[Sec. 112.313(7), Fla. Stat.]*
- Using information -- Don't use information (now or in the future) which you learned from your CSCF position to gain a special advantage for you or your family or anyone else. *[Sec. 112.313(8), Fla. Stat.]*

ETHICS

Caution areas:

- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. [Sec. 112.3149, Fla. Stat.]
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with CSCF. [Sec. 112.3135, Fla. Stat.]



ETHICS

GENERAL RULES ABOUT VOTING:

- You **must vote** on all CSCF issues.
- *Unless* you have “conflict of interest” or there appears to be a “possible conflict of interest”. [Sec. 286.012, Fla. Stat.]
- “Abstentions” are not allowed.



ETHICS

VOTING CONFLICTS:

- Must disclose if, on *any* issue, the Board's vote would benefit ... or hurt ...
 - You
 - Your relative
 - Your business partner
 - Your employer
 - Your client/customer
 - The parent company, subsidiary company, or sister company of ...
 - Your employer
 - Your client

ETHICS

If you have a voting conflict:

- Do not vote!
- Must file Form 8B (with Kaz) within 15 days after the vote.
- May participate in the discussion if the conflict is first disclosed (but why would you?)



ETHICS

CSCF Board Member-Related Contracts

*****EXCEPTION***** *Sec. 445.007(11), Fla. Stat.*

- CSCF may contract with a Board member or a Board member's relative
- Approval by 2/3 vote of the Board of Directors, a quorum having been established
- Board member must disclose and abstain from voting *[do not have to leave the room]*
- Disclosed to DEO and DEO approves [over 25k]
- DEO Forms and Form 8B

ETHICS

Penalties (*employees, officers, candidates*):

Impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of one-third salary per month for twelve months, a civil penalty up to \$10,000, restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

FINANCIAL DISCLOSURE

What is disclosed and where?

- Form 1: certain assets and liabilities, sources of income, and certain other information.
- Form 1F: financial disclosure statement ... from January 1 to your last day in office.
- Both filed with the Supervisor of Elections in the county you reside

Sec. 445.007(1), Fla. Stat.



FINANCIAL DISCLOSURE

Penalties:

- Fail to file by July 1st: delinquency notice.
- Fail to file, then, by September 1st: **\$25-per-day** fine.
- Max fine: **\$1,500**.

Note: The Commission on Ethics must send Form 1 to Board members no later than June 1st of each year. F.S. 112.3145(6)(b)

GIFTS

What is a “gift”?

- money
- real estate
- use of real estate
- tangible personal property
- intangible personal property
- use of personal property
- food or beverages
- membership dues
- transportation
- plants & flowers
- admission tickets (sports, concerts, cruises, theme parks, etc.)
- forgiveness of debt
- a preferential rate or price on a debt, loan, goods or services
- any other thing having value
- any other service having value

GIFTS

Caution areas:

- Taking gifts – taking anything of value for you or your family **over \$100** can be an ethics violation. *[Sec. 112.3148, Fla. Stat.]*
- Asking for gifts – don't ask people **working with** or **associated with** CSCF business for anything -- lobbyist, vendor, customer, or anyone doing business with CSCF. *[Sec. 112.313(2), Fla. Stat.]*

GIFTS

DISCLOSURE OF GIFTS BY YOU:

- Any gift which is accepted AND worth **over \$100**
- Exceptions:
 - Gifts from relatives
 - **Prohibited** gifts (*i.e.*, from lobbyists and vendors)



GIFTS

GIFTS DISCLOSED ... BY LOBBYISTS AND VENDORS:

- All gifts to you worth **over \$25**.
- Disclosed quarterly ... by the lobbyist or vendor, not you.



FLORIDA COMMISSION ON ETHICS

- Available for advice: ethics / gifts / financial disclosure
- Phone: 850-488-7864
- Website: www.ethics.state.fl.us

ETHICS/FINANCIAL DISCLOSURE/GIFTS



Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Awards
Recognition

Board
Recognition

Roll Call

Public Comment

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

INSIGHT



STRATEGIC RETREAT PREVIEW



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OTHER BUSINESS



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ADJOURNMENT



THANK YOU!



[RETURN TO AGENDA](#)