



Executive Committee Meeting
CareerSource Tampa Bay
Zoom Meeting
Sep 16, 2021 11:00 AM - 12:30 PM EDT

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Pledge of Allegiance



CareerSource Tampa Bay

Minutes of the Executive Committee Meeting

Date: June 17, 2021
Location: ZOOM Meeting

Call to Order

Vice Chair Mike Bach called the meeting to order at 11:01 a.m. There was a quorum present with the following Executive Committee members participating.

Members in Attendance

Tom Aderhold, Michael Bach, Sean Butler, Lindsey Kimball, Commissioner Kemp, Steve Morey, and Don Noble.

Not in Attendance

Rick Bennett, Benjamin Hom, and Sophia West.

Staff Present

Sheila Doyle, Anna Munro, Doug Tobin, Jody Toner, Chad Kunerth, Don Shepherd, Michelle Schultz, Jennifer Wilson, Michelle Zieziula, and Tammy Stahlgren.

Board Counsel

Mary Hellen-Farris.

BOCC Liaison/Representative

Ken Jones.

Others Present

James Randolph and Paul Dunn.

The items are listed in the order of discussion.

▶ Indicates Committee Action

□ Indicates Action Needed

Pledge of Allegiance

Tom Aderhold led the Pledge of Allegiance.

Public Comments

There were none.

▶ Approval of Minutes

1. April 15, 2021, Executive Committee Minutes
 - A motion to approve the minutes of the April 15, 2021, Executive Committee Meeting.
 - Motioned: Sean Butler
 - Seconded: Tom Aderhold
 - The motion carried.
2. May 13, 2021, Special Executive Committee Minutes
 - A motion to approve the minutes of the May 13, 2021, Special Executive Committee Meeting.
 - Motioned: Sean Butler
 - Seconded: Tom Aderhold

- The motion carried.

Chairman's Report

(Refer to Pages 8-13 of the June 17, 2021 Executive Committee Agenda Packet for the entire Chair Report)

The unemployment numbers are heading in the right direction. We have seen some positive gains in jobs. Government sector jobs continue to decrease.

Board Counsel Report – Report given by Mary Helen Farris.
Nothing to report to the Board currently.

CEO Report

(Refer to Pages 14-15 of the June 17, 2021, Executive Committee Agenda Packet for the entire Chair Report)

No discussion.

▶ Action Item #1: Audit and Tax Engagement Letter for Fiscal Year Ending June 30, 2021.

(Refer to Pages 16- 31 of the June 17, 2021, Executive Committee Agenda Packet)

- A motion to approve to engage James Moore & Co., P.L. to provide audit and tax services for the fiscal year ending June 30, 2021.
 - Motioned: Don Noble
 - Seconded: Tom Aderhold
- The motion carried.

Information Items

Information Item #1 CSTB and EDSI Transition Update

(Refer to Pages 32-33 19 of the June 17, 2021, Executive Committee Agenda Packet)

Information Item #2 Performance Dashboard PY 20-21

(Refer to Pages 34- 35 of the April 15, 2021, Executive Committee Agenda Packet)

Lengthy discussion occurred around how we compare to other regions and the current graphs displayed in the packet. Current graphs do not reflect an accurate comparison because the regions have different measures/expectations.

- It was recommended to display the graphs differently. Current graphs do not represent a true comparison since all Workforce boards have different measures and targets. Moving forward the graphs will represent actual performance rather than percentages.

Information Item #3 Training Vendor Outcome Report

(Refer to Pages 36-39 of the June 17, 2021, Executive Committee Agenda Packet)

Information Item #4 WIOA Primary Indicators of Performance

(Refer to Page 40-46 of the June 17, 2021, Executive Committee Agenda Packet)

Information Item #5 CSTB Brandon Center Update

(Refer to Pages 47-62 of the June 17, 2021, Executive Committee Agenda Packet)

Brandon Center will open on July 6th. A ribbon Ceremony will be held. All Board members will receive a formal invitation via email.

Committee Reports

Finance Committee update given by Don Noble.

The Finance Committee last met on May 17, 2021.

The items below were reviewed during the Action Item/Discussion.

- Audit and Tax Engagement Letter for Fiscal Year Ending June 30, 2021

We need to appoint additional Board members that have a Finance background. We currently have only two Board members representing this area.

Future Business

Discussion occurred about community members joining the Workforce Performance and Youth Development Committee. A procedure is being developed to allow community members to serve on committees and will be presented at the next Board of Directors meeting in August.

Adjournment

The meeting was adjourned at approximately 12:14 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

Key Regional Workforce / Demographic Indicators

- In July 2021, the unemployment rate in Hillsborough County was 4.7 percent, 6.3 percentage points lower than last year's rate of 11.0 percent.
- The region's July 2021 unemployment rate was 0.4 percentage points lower than the state rate of 5.1 percent. The labor force was 798,811, up 39,209 (+5.2) over the year. There were 37,163 unemployed residents in the region.

Unemployment Rates (not seasonally adjusted)	Jul-21	Jun-21	Jul-20
CareerSource Tampa Bay (Hillsborough County)	4.7%	5.2%	11.0%
Tampa -St-Petersburg-Clearwater MSA	4.7%	5.2%	10.6%
Florida	5.1%	5.7%	11.9%
United States	5.7%	6.1%	10.5%

- The industries gaining in jobs over the year:
 - Leisure and Hospitality +24,000 jobs
 - Professional and Business services +19,500 jobs
 - Trade, Transportation, and Utilities +10,100 jobs
 - Other Services +6,700 jobs
 - Education and Health Services +4,800 jobs
 - Mining, Logging, and Construction +4,000 jobs
 - Financial activities +1,800 jobs
 - Manufacturing +1,500 jobs
 - Information +900 jobs
- The government (-2,300 jobs) industry lost jobs over the year.

September is Workforce Development Month!

Workforce Development Professionals Month was created in 2005 by the National Association of Workforce Development Professionals (NAWDP) to raise awareness about the importance of our industry to a growing national economy.

Celebrate National Workforce Development Month!



For National Workforce Development Month 2021, we want to highlight the importance of community in workforce development by highlighting workforce development employees and workforce development business partners each week, organized by category. Below are weekly themes and sample social media posts that we plan to share via our social media accounts. Be sure to tag NAWB on Facebook, Twitter, and LinkedIn, and we are using the hashtags #WkDevMonth, #WkDevCounts, #WkDevEmployees, #WkDevFunding, #WkDevPartners, & #WkDevWorks.

Weekly Themes and Sample Posts

Week 1 “#WkDevCounts”: *Throughout the first (partial) week of September, highlight these numbers to raise public awareness of workforce development boards and their impact on their communities.*

Sample Social Media Post:

- Did you know that our workforce development board helps 24,704 number of individuals in our community every year? Learn more about our work at [URL to WDB <https://www.nawdp.org/page/WorkforceDevMonth>

Week 2 “Celebrate #WkDevEmployees”: *Recognize workforce development employees who work in administration, programs, grants/funding, partnerships, etc. throughout the week.*

Sample Social Media Post:

- We are grateful for our #WkDevEmployees who helps with our [operations, partnerships, programs, grants/funding]. #WkDevMonth
<https://www.careersourcetampabay.com/>

Week 3 “Highlight #WkDevPartners”: Workforce development boards are business-led and have partners who are influential members of the community. *Recognize these invaluable partners throughout the week by tagging them in your social media posts.*

Sample Social Media Post:

- Workforce development boards rely on our #WkDevPartners, to determine which job skills are most needed for today and in the future. #WkDevMonth
<https://www.careersourcetampabay.com/>

Week 4 “Take Action for #WkDev”: Throughout September, members of Congress will be working vigilantly to pass infrastructure and reconciliation packages, especially before the debt limit expires on September 30th. NAWB will create an action alert specific to workforce development funding in the reconciliation package and promote during the week.

Sample Social Media Post:

- Take action TODAY and urge your Members of Congress to support #WkDevFunding in the final budget reconciliation package

Week 5 “#WkDevWorks”: *Share what a day at your workforce development board looks like.* For example, you can demonstrate how your board helps clients with career navigation, partners with local businesses, or utilizes technology to be more efficient.

Sample Social Media Post:

- We know #WkDevWorks – especially when our board helps clients learn the right skills for the careers they want! Learn more about our programs:
<https://www.instagram.com/careersourcetampabay/> and
- <https://twitter.com/CareerSourceTB>



State and Federal Reemployment Assistance Claim Workflow March 15, 2020 - September 1, 2021

Select a green number on the left side to see more details about that section.

SUBMISSION METHOD

Total Claims Received
7,085,854
Confirmed Unique Claims Received
5,931,683
Unique Claimants
3,325,313

Claims Filed Through Connect	Claims Filed Through Paper & Mobile Friendly Site
3,635,050	3,450,804

Paper Applications Entered by State Employees
262,490

Individuals may have submitted an application through multiple methods. The Total Claims may include duplicate or triplicate claim counts. These numbers may fluctuate as duplicates or incomplete claims are identified and removed.

Claim Verification Queues
47,288

CLAIM VERIFICATION QUEUES

Identity	Out of State Claims	Fraud Detection	Employer and Wage
4,986	657	39,265	1,825

A claim may be in the queue for one or more of these processes at any given time, causing the sum of all categories to be greater than the "Claim Verification" total. The Claims Verification Queue excludes claims with no claimant activity in CONNECT for more than 90 days.

Total Claims Processed**
5,649,488
99.2% of Confirmed Unique Claims Submitted
Total Eligible Claims Processed
2,519,404

MONETARY ELIGIBILITY STATUS

Eligible for State Reemployment Assistance	Eligible for Federal Pandemic Emergency Unemployment Compensation	Eligible for Federal Pandemic Unemployment Assistance	Ineligible for State and/or Federal Reemployment Assistance*
1,252,401	926,295	907,242	727,984

Claims by status will not sum to Claims Processed. *Individuals determined to be ineligible for State Reemployment Assistance may be eligible for other benefits under the C.A.R.E.S. Act, such as Federal Pandemic Unemployment Assistance. ** Individuals that have transitioned between programs are included only once in Total Eligible Claims Processed.

Total Claimants Paid
2,416,702
95.9% of Eligible Claimants Paid
Federal PUA Claimants Paid
879,096
Federal PEUC Claimants Paid
910,201

SOURCE OF FUNDING

State Reemployment Assistance (RA)	Federal Pandemic Emergency Unemployment Compensation (FPEUC)	Federal Pandemic Unemployment Assistance (FPUA)	Federal Pandemic Unemployment Compensation (FPUC)/ Lost Wage Assistance (LWA)
\$7,141,281,839	\$2,399,645,580	\$3,164,896,246	\$18,857,906,451

\$31,563,730,116 Paid to Claimants

AUGUST JOBS REPORT

On average, we've added

750,000 jobs per month

for the last 3 months

Source: bls.gov

Per the U.S. Bureau of Labor Statistics' latest jobs report, employment rose by 235,000 and the unemployment rate dropped from 5.4% to 5.2%.

Read the following excerpts from: <https://blog.dol.gov/2021/09/03/5-numbers-from-the-august-jobs-report>

- Over the past three months, the economy has added an average of 750,000 jobs per month. Lower growth in August may reflect ongoing concerns about the coronavirus.
- Our current rate of recovery is five times faster than what we saw during the Great Recession – great news for wages and working conditions. Average wages in restaurants and supermarkets are above \$15/hour, and leisure and hospitality workers were earning an average of \$18.82/hour, compared to \$17.06 a year ago.
- To date, we've recovered 76% of the jobs we lost in March and April 2020.
- U-6 is a fancy economic term for the total number of unemployed people, plus everyone marginally attached to the labor force, plus everyone employed part time for economic reasons, as a percent of the civilian labor force, plus all people marginally attached to the labor force. It's essentially our broadest measure of economic hardship, showing us how many people are working less than they want to. In August, that number dropped to 8.8% (down from 14.3% a year ago).

Growth in specific industries was a bit of a mixed bag this month. Manufacturing went up. Leisure and hospitality were essentially unchanged. Retail dropped. Transportation and warehousing went up. Health care and nursing went down.

Updates

Welcome

Elizabeth Ventura is our new Program Director. Elizabeth started with EDSI on September 7, 2021. She has spent the last twelve years as a program director for a civic education nonprofit that focuses on leadership development and civic engagement for high school students. She recently received her MBA from the University of South Florida. She is very excited to be joining the EDSI team!

CSTB Board Retreat

We are excited to hold a CSTB Board Retreat. It will be held in-person at Tampa Marriot Water Street on Tuesday, September 28, 2021. We have reserved a large enough room for social distancing.

We will be offering a pre-session from 11:00 a.m. – 1:00 p.m. In this session you will learn more about WIOA and what it means to be a Workforce Development Board member.

The Board Retreat will be held from 1:00 p.m. – 4:00 p.m.

Center Traffic Update

August 2021 Center Traffic update below (Timeframe August 1 - August 31)

- Total of 6,414 unduplicated customer visits occurred this month.
 - Main reasons for customers visit:
 - Resource Center: 3,044 customers.
 - Re-employment Assistance: 2,125 customers.
 - Averaging 292 visits per business day.
 - Tampa represents 87.5% of all traffic.
 - +1,814 (+39.4%) difference when compared to July 2021 total center traffic.
 - Pin Reset traffic has declined significantly.
 - PIN reset center traffic has drastically reduced since DEO began emailing the PIN reset instructions to the customers on 8/11/21.

YTD PY 21-22 Center Traffic update below

- Time frame: July 1 - August 31, 2021.
- Total of 11,014 customer visits occurred during this time. This represents an increase of 54% when compared to the same timeframe of PY 20/21.
- 9,812 customer visits occurring at the Tampa office during PY 20/21, which is an increase of 70% when compared to the same time frame to PY 20/21.
- Averaging 250 visits per business day.
- Tampa represents 87.5% of all traffic; followed by Brandon representing 5.8%, then Ruskin at 3.6%.

One Stop Operator -Secret Shopper Report

The secret Shopper evaluation was conducted on August 18, 2021, at Brandon Center and received a score of 99%.

View the evaluation:

<https://www.realitybasedreports.com/bnc.php?TP=2&M=106&J=2863868&A=c70c2720a9>

AED / CPR Training - AED defibrillators and first aid kits have been purchased for the Brandon and N. Florida locations. The organization has also prepaid for two training sessions. Participants will be certified at no cost. We are hoping to get the classes scheduled in late September and early October.

Events and Happenings

2021 Florida Workforce Professional Summit: September 12-15th. <http://workforcesummit.org/> We were able to send 50 of our staff to attend the Summit.

The CareerSource Tampa Bay Leadership Team would like to take a moment to congratulate the following individuals and organizations who were nominated for various awards mentioned below. They will be recognized at next week's statewide Workforce Professional Development Summit in Orlando. We appreciate all their hard work and dedication to Workforce and working with CareerSource Tampa Bay.

[Workforce Professional Champion Award](#) - Don Shepherd

Honors individuals on the frontline who demonstrate traits and characteristics worthy of emulation. Recipients of this award serve as teachers, role models, and confidante to their peers as we prepare the workforce of today for the economic structure of tomorrow. These individuals should be recognized for sharing their expertise and transferring their knowledge in a capacity that goes far beyond the standard expectations of the job.

[Workforce Partner Award](#) - Hillsborough County School District

Recognizes the Department of Education and its contribution to our industry. This award nomination is your opportunity to highlight one of your strongest advocates from a WIOA required partner.

[Barbara K. Griffin Workforce Excellence Award](#) - CDC of Tampa, Inc.

Acknowledges a Workforce Development Professional or partner who is a passionate provider of superb customer service, a champion for partnership and collaboration, a results-driven innovator, or a standard-bearer for performance improvement, excellence, and integrity.

[Florida Workforce Chairs Alliance \(FWCA\) Lighthouse Award](#) - Tammy Stahlgren

Recognizes a workforce employee who works quietly behind the scenes, someone anyone and everyone relies upon. Recipients of this award serve as a beacon for their coworkers and do not necessarily work directly with the public — their coworkers may be their primary customers.

Vision 2021: Business and Education Summit has been postponed. The new date will be on **Monday, January 10, 2022**. We did not make this decision lightly and made the change based on concerns we received about COVID-19. We feel moving the date should ease people's concerns.

We will also be changing the name to **Vision 2022: Business and Education Summit**. We hope you will still be able to join us for the event.

We are currently working with speakers who've committed to attending the event to check their availability for our new date. We will update the event website <http://www.careersourcetampabay.com/vision2021/> with any additional event changes.

Again, our goal is to gain valuable feedback on industry needs, the vision for the future of work in Tampa Bay, talent challenges, and the skills required to take businesses and workers to the next level. This event is a regional Think Tank allowing various discussions focusing on workforce trends in Tampa Bay.

If you have any questions about your registration at the event, don't hesitate to get in touch with us at Vision2021@CareerSourceTB.com or call 813.397.2070.

SJC Year End Celebration Awards Ceremony was held on August 27, 2021.

- Worksite Excellence-** This award was given to the Hillsborough County Public Schools In recognition of an SJC partner's outstanding dedication for embracing the overarching goal of CareerSource Tampa Bay's Summer Job Connection and being a great partner. Creating a positive work environment for the youth with meaningful work experience opportunities that taught the youth new skills and challenged them to excel beyond their imagination. It was accepted by Superintendent Addison Davis. Chris Jargo was also in attendance at the event.



- Worksite Hero-** This award was given to the CDC of Tampa. It recognizes an SJC Worksite Supervisor who truly poured into an SJC intern, going above and beyond to inspire the youth to excel during their internship. Encouraged the youth to dream beyond what they thought was every possible, inspired them to consider post-secondary education, registered apprenticeship opportunities and career exploration. Their mentoring helped impact immeasurable change in the youth's life. The award was accepted by the CEO Ernest Coney and David Jones was also in attendance.



- Making a Difference-** This award was given to the Boys and Girls Club. It recognizes an SJC Employer who experienced the value of the SJC intern and was able to offer the youth either PT or FT employment.

- **Above and Beyond-** This award was given to TIER! In recognition of an SJC employer's outstanding dedication for embracing the overarching goal of CareerSource Tampa Bay's Summer Job Connection and being a great partner.

- **Shining Star-** This award went to Articia Pride, Career Exploration participant. Recognizes an SJC participant that stood out as a shining star by consistently exceeding expectations in their participation. This young adult made a lasting impression on the SJC staff completing all assignments, asking for additional workload assignments, and proved to be a tremendous asset to the program.



by

- **Beacon of Hope -** This award was given to Jaron Paulk, Young Leaders of Tomorrow Participant. This award recognizes an SJC intern that faced personal adversity and hardship during their participation in the program and preserved in the midst of adversity. This young adult did not allow their personal circumstances to define their success but instead, against all odds, overcame these obstacles, pushed through, did so with grace and humility all while never missing a day of work, always delivering excellence in their work assignments, in the quality of their work. They were able to inspire others to do better, be better and never give up no matter what the circumstances are in life.



- **Leadership-** Two Leadership participants, Chelsea Delancy and Bishoi Bagheri received this award for the inaugural cohort of YLT. This award recognizes an SJC participant in the Young Leaders of Tomorrow Leadership Academy who consistently exhibited leadership qualities, characteristics, and traits. This young adult embodied the essence of leadership through participation in all the individual and team activities, attentively participated during guest speakers and panel presentations. They encouraged and inspired their peers.

- **Worksite Hero and Shero** – The Worksite Hero was Leander Harrold and the Worksite Shero was Hedaia Mohammad, Both Paid Work Experience participants. Recognizes an SJC intern, who displayed courage, and excelled during their participation in the Summer Job Connection 2021 program by channeling their inner superhero. This young adult consistently showed up, smiled, and supported their colleagues each and every day.



- Special Recognition by way of certificates were presented to a few selected supporters of SJC 2021. These recipients included Dress For Success Tampa Bay accepted by Diane Howard in recognition of the organizations unerring support of Summer Job Connection and Hyatt House accepted by Maria Thornall and Raj Thakore in recognition for the concierge service and hospitality during YLT and the End of Program planning and execution.
- The event was emceed by Director of Marketing Doug Tobin. MR Flanagan, CEO distributed awards and both he and the Superintendent of HCPS addressed the attendees, expressing their pride in the success of SJC 2021. amongst the attendees were family and friends of the Youth award recipients, Executive Leadership and staff of the Employer Award recipients, representatives from the business community, and supporters of SJC 2021. The new Youth Summer Program name was also unveiled by Mr. Tobin.

Presentation to CEO Group - Renaissance Executive Forums – On September 2, 2021, I talked to a group of CEOs about Career Source employer programs. The CEOs represented varied industries including: home healthcare, payroll pay card, advertising, construction, legal, manufacturing, and software development.

Upcoming Conferences

- IEDC Conference – October 3-6th.
https://www.iedconline.org/index.php?src=events&srctype=detail&refno=68&category=Conferences&submenu=cecd_program
- Benchmarking Conference – Tampa Bay Chambers - October 24 -26th.
<https://www.tampabaychamber.com/events/2021/10/24/policy-advocacy/benchmarking-visit-san-antonio/>



Action Item

PY 2021-2022 Budget Modification No. 1

Information:

Total budgeted revenue has increased from \$23,268,867 to \$27,079,708 for an overall increase of \$3,810,841. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Adult of \$856,011

Increase in WIOA Youth of \$516,306

Increase in WIOA Dislocated Worker of \$810,884

New award - WIOA Rapid Response of \$263,236

Increase in WIOA Supplemental of \$40,000

Increase in WIOA Performance Incentives of \$125,628

Employment Services

Increase in Wagner Peyser of \$331,610

Decrease in Veterans Programs of \$30,160

Increase in SNAP of \$25,831

Increase in Trade Adjustment Act of \$167,197

Welfare Transition Program:

Decrease in Welfare Transition of \$36,992

Direct Grants and Special Projects:

Decrease in Re-employment & Eligibility Assessment of \$92,482

Increase in Hillsborough County ACE Program of \$152,250

Increase in NDWG – COVID 19 of \$133,022

New award – Tech Quest Apprenticeship for \$79,000

New award – Tech Boost for \$387,000

New award – United Way Suncoast for \$82,500

Additionally, there was an increase in expenditures of \$3,793,875.

Recommendation

The Finance Committee is recommending approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

**CareerSource Tampa Bay
PY 2021-2022 Revenue Budget
Modification #1**

Program/Award	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	4,500,025	856,011	5,356,036
WIOA Youth	5,150,363	516,306	5,666,669
WIOA Dislocated Worker	3,713,226	810,884	4,524,110
WIOA Rapid Response	-	263,236	263,236
WIOA Supplemental	160,000	40,000	200,000
WIOA Performance Incentives	320,000	125,628	445,628
	-	-	
Subtotal WIOA	13,843,614	2,612,065	16,455,679
Wagner Peyser	1,747,327	331,610	2,078,937
Veterans Programs	296,250	(30,160)	266,090
SNAP	570,000	25,831	595,831
Trade Adjustment Act	106,000	167,197	273,197
Military Family	98,434	-	98,434
Subtotal Employment Services	2,818,011	494,478	3,312,489
Welfare Transition Program	4,980,492	(36,992)	4,943,500
Subtotal WTP	4,980,492	(36,992)	4,943,500
Reemployment & Eligibility Assessment (RESEA)	620,000	(92,482)	527,518
Hillsborough County - ACE	456,750	152,250	609,000
NDWG - COVID 19	550,000	133,022	683,022
Tech Quest Apprenticeship (TQA)	-	79,000	79,000
Tech Boost	-	387,000	387,000
United Way Suncoast	-	82,500	82,500
Subtotal Grants and Special Projects	1,626,750	741,290	2,368,040
Total Combined	23,268,867	3,810,841	27,079,708

**CareerSource Tampa Bay
Planning Budget - Modification #1
Fiscal Year 2022 (July 2021-June 2022)**

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2021-2022	Prior Approved Budget FY 2021-2022	Modification #1
Revenue:							
Fiscal Year 2022 New Allocations	7,120,582	2,381,924	4,380,492	933,918	14,816,916	13,261,117	1,555,799
Carryforward from Prior Year Allocations	9,335,097	930,565	563,008	1,434,122	12,262,792	10,007,750	2,255,042
Total Revenue	16,455,679	3,312,489	4,943,500	2,368,040	27,079,708	23,268,867	3,810,841
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,280,349	-	192,245	-	1,472,594	1,139,714	332,880
Case Management	2,267,579	550,259	1,459,726	2,403	4,279,967	3,961,839	318,128
Career Services	147,762	-	201,613	-	349,375	413,516	(64,141)
One Stop Operating/Facilities Costs	478,399	1,496,568	85,033	-	2,060,000	2,000,000	60,000
Technology	265,822	484,178	-	-	750,000	650,000	100,000
Community Outreach	157,438	184,105	32,967	25,490	400,000	370,000	30,000
Program Staff Training & Professional Development	24,055	14,263	8,496	3,186	50,000	50,000	-
Subtotal - Program Services Allocated	4,621,404	2,729,373	1,980,080	31,079	9,361,936	8,585,069	776,867
Program Services - Direct Costs:							
Participant & Work Based Learning	6,735,000	205,000	1,235,000	1,472,750	9,647,750	7,226,500	2,421,250
Direct Grants & Special Projects - Salaries & Benefits	160,230	-	-	166,594	326,824	140,357	186,467
Subrecipient Contracts	2,891,720	49,350	1,162,654	421,276	4,525,000	4,200,000	325,000
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	9,786,950	289,350	2,397,654	2,060,620	14,534,574	11,601,857	2,932,717
Total Program Service Costs:	14,408,354	3,018,723	4,377,734	2,091,699	23,896,510	20,186,926	3,709,584
Indirect Costs							
Indirect Costs	1,956,268	260,243	543,785	243,282	3,003,578	2,919,287	84,291
Total Indirect Costs	1,956,268	260,243	543,785	243,282	3,003,578	2,919,287	84,291
Total Expenditures	16,364,622	3,278,966	4,921,519	2,334,981	26,900,088	23,106,213	3,793,875
Unobligated Balance	91,057	33,523	21,981	33,059	179,620	162,654	16,966

Action Item

CSTB Health Plan Approval for 2022

Background:

HR Committee met to discuss current 2021 Health Plan and discuss CIGNA Pricing proposal for 2022.

1. Health Plan Update 2021:
 - a. In July with outsourcing to EDSI, the health plan experienced a participation decrease of 34.5% going from 110 to 72 participants.
 - b. Insurance companies normal expect a utilization rate of 80 – 85%. CSTB is currently at an experience utilization rate of 118% and climbing.
 - c. HR Committee conducted an Employee Health Plan Satisfaction survey and the majority are happy with the CIGNA Health Plan offerings and support.
2. Rate proposal for 2022.
 - a. CIGNA would like to keep CSTB as a customer. Craig Urquhart, Executive Vice President of HUB International negotiated the following rates for 2022.
 - Medical Health: 0% flat rate renewal
 - Dental: 2.5% increase
 - Vision: 3.0% increase (with 3-year rate guarantee)
 - Wellness Subsidy: \$3,500 for both 2021 and 2022

See attached Monthly Premium Comparison 2021/2022; Employee rate sheets for 2021 and 2022 (minimal increase for employees)

RECOMMENDATION

The Human Resource Committee is recommending approval to continue with CIGNA and current health plans with the proposed rate increases (Medical – 0%, Dental – 2.5% and Vision 3%).

RATES

2021 EMPLOYEE CONTRIBUTIONS

January 1, 2021- December 31, 2021



Your contributions toward the cost of medical, dental and vision coverage are automatically deducted from your paycheck before taxes.

MEDICAL COVERAGE

Coverage Tier	Employee Contribution (Semi-Monthly)		
	Base HDHP	Base PPO	Buy-Up PPO
Employee Only	\$ 0.00	\$ 0.00	\$ 47.22
Employee + Spouse/RDP	\$70.76	\$ 82.76	\$195.58
Employee + Child(ren)	\$27.98	\$ 32.74	\$121.99
Family	\$89.56	\$104.76	\$247.56

DENTAL COVERAGE

Coverage Tier	Employee Contribution (Semi-Monthly)	
	Base	Buy-Up
Employee Only	\$0.00	\$5.00
Employee + Spouse/RDP	\$2.80	\$13.99
Employee + Child(ren)	\$1.25	\$13.72
Family	\$4.11	\$24.23

VISION COVERAGE

Coverage Tier	Employee Contribution (Semi-Monthly)
	Vision Plan A
Employee Only	\$0.00
Employee + Spouse/RDP	\$0.76
Employee + Child(ren)	\$0.40
Family	\$1.23

Registered Domestic Partner (RDP) Contributions: Your contributions to cover an RDP are the same as those to cover a legal spouse. However, because of Internal Revenue Code (IRC) restrictions, in most cases, the fair market value of your RDP's or RDP's children's (if they are not federal tax dependents) healthcare coverage will be taxable to you as imputed income. This value is determined by the amount that CareerSource Tampa Bay pays in premium for RDP coverage. This amount raises your taxable gross income. Also, the payroll deductions to cover an RDP must be taken on an after-tax basis.

SUPPLEMENTAL LIFE/AD&D

Deductions for supplemental Life/AD&D are taken from your paycheck after taxes. Rates are available online during enrollment.

RATES

2022 EMPLOYEE CONTRIBUTIONS

January 1, 2022- December 31, 2022



Your contributions toward the cost of medical, dental and vision coverage are automatically deducted from your paycheck before taxes.

MEDICAL COVERAGE – 0% Increase

Coverage Tier	Employee Contribution (Semi-Monthly)		
	Base HDHP	Base PPO	Buy-Up PPO
Employee Only	\$ 0.00	\$ 0.00	\$ 47.22
Employee + Spouse/RDP	\$70.76	\$ 82.76	\$195.58
Employee + Child(ren)	\$27.98	\$ 32.74	\$121.99
Family	\$89.56	\$104.76	\$247.56

DENTAL COVERAGE – 2.5% Increase

Coverage Tier	Employee Contribution (Semi-Monthly)	
	Base	Buy-Up
Employee Only	\$0.00	\$5.13
Employee + Spouse/RDP	\$2.87	\$14.33
Employee + Child(ren)	\$1.28	\$14.07
Family	\$4.22	\$24.83

VISION COVERAGE – 3% Increase

Coverage Tier	Employee Contribution (Semi-Monthly)
	Vision Plan A
Employee Only	\$0.00
Employee + Spouse/RDP	\$0.79
Employee + Child(ren)	\$0.42
Family	\$1.27

Registered Domestic Partner (RDP) Contributions: Your contributions to cover an RDP are the same as those to cover a legal spouse. However, because of Internal Revenue Code (IRC) restrictions, in most cases, the fair market value of your RDP's or RDP's children's (if they are not federal tax dependents) healthcare coverage will be taxable to you as imputed income. This value is determined by the amount that CareerSource Tampa Bay pays in premium for RDP coverage. This amount raises your taxable gross income. Also, the payroll deductions to cover an RDP must be taken on an after-tax basis.

SUPPLEMENTAL LIFE/AD&D

Deductions for supplemental Life/AD&D are taken from your paycheck after taxes. Rates are available online during enrollment.

Cigna Medical Plan	2021 Monthly Medical Plan Cost	2022 Monthly Medical Plan Cost	Percent Increase		Dental Plan	2021 Monthly Dental Plan Cost	2022 Monthly Dental Plan Cost	Percent Increase		Vision Plan	2021 Monthly Vision Plan Cost	2022 Monthly Vision Plan Cost	Percent Increase
Base HSA					Dental Base PPO					Vision			
EE Only	\$592.34	\$592.34	0.00%		EE Only	\$25.04	\$25.66	2.50%		EE Only	\$7.94	\$8.18	3.00%
EE&Child(ren)	\$1,119.53	\$1,119.53	0.00%		EE&Child(ren)	\$50.07	\$51.32	2.50%		EE&Child(ren)	\$16.12	\$16.60	3.00%
EE+Spouse	\$1,415.11	\$1,415.11	0.00%		EE+Spouse	\$56.03	\$57.43	2.50%		EE+Spouse	\$15.27	\$15.73	3.00%
Family	\$1,791.25	\$1,791.25	0.00%		Family	\$82.27	\$84.33	2.50%		Family	\$24.68	\$25.42	3.00%
Base PPO					Dental Buy Up								
EE Only	\$692.84	\$692.84	0.00%		EE Only	\$35.04	\$35.92	2.50%					
EE&Child(ren)	\$1,309.45	\$1,309.45	0.00%		EE&Child(ren)	\$75.01	\$76.89	2.50%					
EE+Spouse	\$1,655.18	\$1,655.18	0.00%		EE+Spouse	\$78.40	\$80.36	2.50%					
Family	\$2,095.13	\$2,095.13	0.00%		Family	\$122.51	\$125.57	2.50%					
Buy Up PPO													
EE Only	\$787.28	\$787.28	0.00%										
EE&Child(ren)	\$1,487.96	\$1,487.96	0.00%										
EE+Spouse	\$1,880.82	\$1,880.82	0.00%										
Family	\$2,380.74	\$2,380.74	0.00%										



Action Item

CareerSource Tampa Bay Policies

CareerSource Tampa Bay (CSTB) Policy development team continues its work to develop and enhance administrative policies that guide the accountability and transparency of Region 15 workforce development system. These policies are intended to operationalize the workforce board's plan and vision while establishing a consistent service delivery standard within the region.

The following administrative policy is recommended for approval:

Local Workforce Development Area and Board Governance

This policy was developed in response to DEO's new Administrative Policy – CareerSource Florida Administrative Policy #110 Local Workforce Development Area and Board Governance Policy that went into effect on 3.24.2021 and was revised 7.1.2021.

The revision provides additional guidance to the CSTB workforce development board related to:

- Guidance to Region 15 Chief Local Elected Official (CLEOs), Fiscal Agents, CSTB Local Workforce Development Boards (LWDBs), CSTB LWDB Chairpersons, CSTB LWDB Executive Directors, CSTB LWDB staff, and workforce system partners on the requirements for local workforce development area and LWDB governance.
- Outlines key roles, responsibilities, and requirements of the entities and individuals that make up the workforce development system within CSTB Region 15's local area.
- Identifies and describes required agreements to ensure the local area serves as a jurisdiction for the administration of workforce development activities and expenditure of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth funds allocated to LWDBs by the Department of Economic Opportunity (DEO).

For CONSIDERATION:

CSTB staff is recommending approval of the CareerSource Tampa Bay Local Workforce Development Area and Board Governance and requesting Executive Committee level approval to execute policy based on time sensitivity for implementation.



Policy

SECTION:	POLICY#021-C0118	PAGE: 1 of 15
TITLE: Local Workforce Development Area and Board Governance		EFFECTIVE DATE: TBD
REPLACES: N/A		DATED: N/A

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: The purpose of this policy is to provide guidance to Region 15 Chief Local Elected Official (CLEOs), Fiscal Agents, CSTB Local Workforce Development Boards (LWDBs), CSTB LWDB Chairpersons, CSTB LWDB Executive Directors, CSTB LWDB staff, and workforce system partners on the requirements for local workforce development area and LWDB governance. This policy outlines key roles, responsibilities, and requirements of the entities and individuals that make up the workforce development system within CSTB Region 15's local area.

This policy identifies and describes required agreements to ensure the local area serves as a jurisdiction for the administration of workforce development activities and expenditure of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth funds allocated to LWDBs by the Department of Economic Opportunity (DEO).

BACKGROUND:

WIOA envisions a workforce development system that focuses on the needs of job seekers and businesses; and, anticipates and responds to the needs of local and regional economies.

WIOA requires LWDBs and 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. Region 15 local area serves as a jurisdiction for the administration of workforce development activities which requires the CLEO to play 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 within the local area.

POLICY:

CSTB's Local Workforce Development Area and Board Governance Policy meets all the requirements outlined in the CareerSource Florida Administrative Policy #110 Local Workforce Development Area and Board Governance Policy that went into effect on 3.24.2021 and was revised 7.1.2021.

Chief Local Elected Official (CLEO)

Pursuant to WIOA sec. 3(9), the CLEO is the chief elected executive officer of a unit of general local government in a local area and, in a case in which a local area includes more than one unit of general local government, the representative(s) under the agreement (interlocal, consortium, and other agreements) that specifies the respective roles.

The CLEOs responsibilities include:

- a. Requesting local area designation (as prescribed in Administrative Policy 94- Local Workforce Development Area Designation);
- b. Appointing members to the CSTB Board;
- c. Requesting CSTB LWDB certification (as prescribed in Administrative Policy 091- Local Workforce Development Board Composition and Certification;
- d. In coordination with the local board, establishing bylaws;
- e. Designating a fiscal agent (if not serving as grant recipient);
- f. Remaining liable for any misuse of WIOA grant funds by the local area;
- g. In coordination with the local board and/or staff to the board, negotiating and reaching agreement on LWDB local performance measures with the state;
- h. Negotiating with the LWDB and required partners to maintain the workforce delivery system through the Memorandum of Understanding (as prescribed in Administrative Policy 106- Memorandums of Understanding and Infrastructure Funding Agreements; and
- i) Partnering with the LWDB and planning region, if appropriate, to develop and submit the WIOA local plan and regional plan.

The CLEO may delegate the listed administrative functions except:

- a) Appointment of members to the LWDB.
- b) Designation of a fiscal agent (designation of a fiscal agent does not relieve the CLEO or Governor of liability for misuse of grant funds – [20 CFR 679.420](#)).

The CLEO may remove a member of the CSTB LWDB, the executive director of the LWDB, or the designated person responsible for the operational and administrative function of the LWDB for cause.

Fiscal Agent

The fiscal agent is the entity designated by the CLEO to perform accounting and funds management on behalf of the CLEO. The duties of the fiscal agent may include but are not limited to:

- a) Receiving funds;
- b) 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;
- c) Responding to audit financial findings;
- d) Maintaining proper accounting records and documentation;

- e) Preparing financial reports; and,
- f) Providing technical assistance to sub-recipients regarding fiscal issues.

Although the appropriate role of the fiscal agent should be limited to accounting and funds management functions rather than policy or service delivery, there may be circumstances in which the fiscal agent may be the LWDB, the procured one- stop operator or the workforce services provider and/or youth service provider.

At the direction of the LWDB, the fiscal agent may have the following additional functions:

- a) Procure contracts or obtain written agreements;
- b) Conduct financial monitoring of service providers; and
- c) Ensure an independent audit is conducted of all employment and training programs.

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. 107(c)(2). The state's criteria for LWDB certification is found in Administrative Policy 091- Local Workforce Development Board Composition and Certification.

CSTB provides strategic and operational oversight, assists in achievement of the state's strategic and operational vision and goals, and maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided. CSTB responsibilities include, but are not limited to:

- a) Developing and submitting local and, if applicable, regional plans;
- b) Conducting workforce research and regional labor market analysis;
- c) Convening local workforce development system stakeholders to assist in the development of the local plan and identify expertise and resources to leverage support for workforce development activities;
- d) Leading efforts to engage a diverse range of employers and other entities in the region;
- e) Leading efforts to develop and implement career pathways;
- f) Leading efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers;
- g) Conducting oversight of the WIOA Adult, Dislocated Worker and Youth programs and the entire workforce delivery system, ensure the appropriate use and management of WIOA funds and ensure the appropriate use, management and investment of funds to maximize performance outcomes;
- h) Negotiating and reaching agreement on local performance measures with the CLEO and the state;
- i) In partnership with the CLEO, establishing bylaws and codes of conduct for LWDB members, LWDB executive director and staff to the LWDB; and,
- j) Establishing additional monitoring and reporting requirements if one entity fulfills multiple functions to ensure the entity is compliant with WIOA, final rules and regulations, OMB circulars, and the state's conflict of interest policy.

A full list of LWDB functions can be found in WIOA sec. 107(d) and [20 CFR 679.370](#).

Local Workforce Development Board Chairperson

The LWDB chairperson is elected by the members of the LWDB and must be one of the business representatives on the board. The LWDB chairperson shall serve a term of no more than two years and may not serve more than two terms as chair. At a minimum, the state will review the LWDB chairperson's term requirements during the LWDB's certification process as described in [Administrative Policy 091– Local Workforce Development Board Composition and Certification](#). The Department of Economic Opportunity (DEO) will review each LWDB's composition during its annual programmatic monitoring, which may include a review of the LWDB chairperson's term(s).

The LWDB chairperson's duties may include but are not limited to:

- a) Leading the board to develop a guiding vision that aligns with the state's priorities;
- b) Acting as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;
- c) Leading an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and
- d) Leading the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings.

Local Workforce Development Board Executive Director

CSTB may hire a qualified executive director and staff to assist in ensuring the functions of the local board are achieved. CSTB must ensure the individual or entity designated as the executive director has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of the LWDB which may include, but is not limited to:

- a) Coordinating with the CLEOs regarding the identification and nomination of members to the LWDB and ensuring membership is compliant with WIOA and Florida Statutes;
- b) Organizing board meetings and ensuring meetings are held according to the CSTB's 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 – Memorandum of Understanding and Infrastructure Funding Agreements);

- g) In compliance with local board procurement policy, provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (l) of 20 CFR679.370;
- h) Developing a budget for activities of the CSTB; and
- i) Certifying the one-stop career centers. One-stop certification requirements may be found in Administrative Policy 93- One Stop Career Center Certification Requirements.

One Entity Performing Multiple Functions

WIOA establishes clear roles and responsibilities for each entity or organization involved in the workforce delivery system. CSTB LWDB should make every effort to ensure that roles and duties of workforce delivery system entities are clearly delineated. This includes efforts to designate or procure the functions of the fiscal agent, staff to the LWDB, one-stop operator, direct provider of workforce services, and provider of youth program services.

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.

Local Workforce Development Boards as Direct Providers of Workforce Services

The LWDB is designed to oversee the workforce delivery system and its services. Chapter 445.007(6), F.S. allows LWDBs to be designated as the one-stop operator and direct provider of services (except training services), with the agreement of the CLEO and governor based on the criteria established by the state workforce development board.

LWDBs seeking to provide workforce services are required to follow the requirements established in Administrative Policy 083- Direct Provider of Workforce Services. Presently CSTBB operates as a Direct Service Provider for the following programs only: WIOA Youth, Welfare Transition and Supplemental Nutrition Assistance Program. EDSI is the contractor delivering services for WIOA Adult, Dislocated Worker, Career Services and Business Services.

LWDB may be designated as the one-stop operator, LWDBs must still follow criteria established in Administrative Policy 097- One-Stop Operator Procurement. Presently EDSI is the contractor delivering our One Stop Operator services in region 15.

Temporary Assumption of Duties for Procured and Contracted Services

In certain critical circumstances, (e.g., sudden termination of contract or failed procurement), the local board may be faced with needing to temporarily assume the role(s) of one-stop operator, direct provider of workforce and/or youth program services. When this happens, LWDBs 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 Career Source Florida, the state workforce development board.

1. Sudden Termination of Contract

If the circumstance arises that the CSTB or CSTB staff needs to temporarily serve in multiple roles due to sudden (unexpected) termination of a contract, a new competitive solicitation must be reissued timely. A new entity must assume the applicable role on or before the end of the temporary designation.

In the event of a sudden termination of contract, CSTB must submit a formal request to serve in the capacity of the role in which the contract was terminated.

CSTB will:

- a. Submit a request to serve in the role in which the contract was terminated;
- b. Provide documentation of the original contract and the termination notification, which should include the reason for termination;
- c. Provide an explanation and an organizational chart showing who will be responsible for assuming the role(s) temporarily. The explanation and organizational chart must clearly illustrate how the following will be enforced to minimize potential risks associated with the temporary designation.
 1. Separation of duties; (including but not limited to the temporary removal of duties from certain areas/individuals to allow assumption of the temporary role);
 2. Firewalls; (including but not limited to restriction from access to any information that may lead to impropriety); and
 3. Conflict of interest requirements.
- d. The length of time in which CSTB seeks to temporarily serve in the role in which the contract was terminated, not to exceed one year from the date of request.

CSTB will submit formal requests for temporary designation to CareerSource Florida and DEO via email at LWDBGovernance@deo.myflorida.com.

2. Failed Procurement

If the circumstance arises that the CSTB or CSTB staff needs to serve in multiple roles due to failed procurement, CSTB will:

- a) Submit, in writing, the request to serve in the role sought through the failed procurement and provide the following:
 1. A copy of the competitive solicitation;
 2. Proof of the announcement medium used (e.g., newspaper, social media, website, email notification to potential bidders), including documentation showing how long the

- announcement was posted; and
3. The length of time the CSTB seeks to temporarily serve in the role.
- b) An explanation and an organizational chart showing who will temporarily be responsible for assuming the role(s). The explanation and organizational chart will clearly illustrate how the following will be enforced to minimize potential risks associated with the temporary designation.
 1. Separation of duties; (including but not limited to the temporary removal of duties from certain areas/individuals to allow assumption of the temporary role);
 2. Firewalls; (including but not limited to restriction from access to any information that may lead to impropriety); and
 3. Conflict of interest requirements.
 - c) CSTB will review the previously issued competitive solicitation and identify any elements that led to the failed procurement (e.g., unrealistic compensation for requested services, duties outside the scope of the role for which services are being sought);
 - d) Update and reissue the competitive solicitation (within one month of being granted temporary authority to serve in the role in which the procurement was not successful);
 - e) Once an entity is selected, notify DEO of the selection upon final approval by the LWDB; and
 - f) Onboard the selected entity of the new solicitation on or before the end of the temporary designation.

The individual or entity contracted to fulfill the role of the LWDB executive director **must not** be the one-stop operator or the provider of workforce and/or youth program services.

Formal requests for temporary designation will be sent to CareerSource Florida and DEO via email at LWDBGovernance@deo.myflorida.com.

Local Workforce Development Area Multi-Function Agreement

For circumstances in which an entity or organization, other than the local workforce development board, has been selected or otherwise designated to perform more than one function, the required contract or written agreement must include a clause to clarify how the entity will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant OMB circulars, and the state's conflict of interest policy. The written clause in the contract or agreement must include, at a minimum, the following requirements:

Definition of roles and responsibilities/duties per function (e.g., fiscal agent, one-stop operator, and/or procured provider of workforce or youth program services);

- a. Description of the separation of staff duties under each role, including deliverables for each separate function;
- b. Description of how budget authority is separated, including separate line item budgets for each function; and
- c. Description of how staff duties will be completed while demonstrating compliance with WIOA and corresponding regulations, OMB circulars, and the state's conflict of interest policy, including how conflict of interest will be minimized;

- d. Description of the roles and responsibilities within the organization, including an organizational chart, and sustainability if a function is removed; and
- e. Description of how fiscal monitoring will occur if the fiscal agent is performing multiple functions.

The written clauses in the agreement are intended to limit conflicts of interest or the appearance of conflicts of interest, minimize fiscal risk, and develop appropriate firewalls within a single entity performing multiple functions.

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.

Interlocal, Consortium and Other Agreements

The purpose of having interlocal, consortium or other governing agreements is to ensure the decisions that are delegated to CLEO(s), or a consortium, reflect the agreement of all the chief elected officials in all jurisdictions of a local area and consistent with requirements established in s 163.01, F.S. These agreements are between the chief elected officials of each jurisdiction within the local area and must contain signatures of the representative(s) authorized to enter into such agreements.

The interlocal or consortium agreement will clearly state the level of agreement to be reached amongst the governmental entities involved and identify the roles and responsibilities of the CLEOs within the local area. At a minimum, applicable agreements will address:

1. **Identification of local workforce development area** - The agreement will clearly identify the units of local government which are covered by the agreement and which make up the local area.
 - a. **Designation and responsibilities of the CLEO** - The parties to the interlocal agreement should identify the county commissioners and/or mayors to serve as the CLEO(s) of the local area for the purposes of approving local and, if appropriate, regional plans; establishing policy; authorizing WIOA expenditures; establishing contracts; paying for services outside of the local area; or paying costs associated with monitoring or audit findings or sanctions.

Areas where a consortium is serving in the capacity to perform the duties and functions of the CLEO will describe the duties/responsibilities of the consortium, members that make up the consortium, and the authority of its members in an agreement signed by the applicable elected officials or their authorized designee.

- b. **Establishment, appointment, and operation of the LWDB** - The agreement

should include an agreed upon process for establishing and appointing the LWDB members, including:

4. Membership of the LWDB that is consistent with WIOA and state guidance; and
 5. How the needs of all geographical areas in all jurisdictions will be represented within the local area.
- c. **Designation and responsibilities of the fiscal agent** - The fiscal agent is the entity designated to perform accounting and funds management on behalf of the CLEO. The agreement will identify the entity performing these duties.
- d. **Process for CLEOs to provide input** - The agreement will include a process for all CLEOs to provide input for the purposes of reaching a consensus on critical decisions that may impact the local workforce development system.
- e. **Liability** - Under WIOA, CLEOs are liable for misspent funds, disallowed costs, funds spent fraudulently, and potential sanctions for nonperformance. Therefore, it is recommended that CLEOs within a local area agree on how liability will be addressed.
- f. **Performance Accountability** – Generally, performance accountability is addressed in the WIOA local plan. However, CLEOs should agree on an approach to performance accountability.
- g. **Dispute Resolution Process** - The governing agreement should include provisions for resolving disputes.
- h. **Other Agreement Provisions (Miscellaneous)**
1. Duration of the agreement; and
 2. Process for modification or termination of agreement.

Bylaws

Bylaws are the provisions by which the local area is governed and CSTB and its operations are managed. They provide consistency and clarification on the roles and responsibilities of the various representatives governing the local workforce development system. CSTB bylaws are up-to-date and in alignment with requirements of WIOA and state policy. At a minimum, the following should be reflected in the local area's bylaws:

- a. **Purpose and Responsibilities (Functions)** – Describe the purpose of the LWDB (e.g. to set policy and establish oversight of the workforce development system). Describe the functions or the responsibilities of the LWDB. A list of the board's responsibilities can be found in **Section IV.A.3.** of this policy.
- b. **Membership** – Include the processes and procedures for the following:
 1. Recruiting, nominating, vetting and appointing board members;
 2. Filling LWDB member vacancies; and
 3. Resignation, reasons for disqualification, removal, and reappointment of board members.

- c. **Authority of LWBD** – Include the power and authorities of the LWDB, including authority to recommend, select, and hire an Executive Director to perform operational and administrative functions of the board.
- d. **Duties and Terms of the Members** – Describe the duties and term limits of the board members.
- e. **Officers** – Describe the authority of its officers, including terms of office, and board officer duties.
- f. **Committees** – Describe the types of committees (e.g. executive committee, finance committee, nominating committee, etc.) as well as their authorities, responsibilities, terms of committee members and chairpersons, who has the authority to appoint committee members, and who may sit on the committee. The LWDB will prohibit any LWDB staff from serving as members of a committee or subcommittee.
- g. **Meetings and Minutes** - Describe frequency of meetings and describe how regular board and committee meetings are planned and conducted. CSTB describes the process and requirements for calling special and emergency meetings, what constitutes an emergency meeting or special meeting, and who is authorized to call such meetings. This includes but is not limited to the requirement to provide the schedule to the board members and the public.
 - 1. **Record Keeping** – CSTB will describe how meeting minutes will be scribed/recorded, retain records of board members who are present/absent, and record official acts of the board including the number of votes of members (yeas, nays, and abstentions). CSTB posts all meeting minutes publicly on our website.
 - 2. **Voting, Board Actions, and Conflict of Interest** – Include voting and quorum requirements, record official acts of the board including the number of votes of members (yeas, nays, and abstentions). Abstentions due to conflict of interest must be recorded, include the name of the abstaining member, and the reason for abstention.

Strategic Policy 2012.05.24.A.2- State Local Workforce Development Board Contracting Conflict of Interest provides guidelines for approving contracts which a conflict of interest may exist.

LWDBs must adhere to requirements in the Grantee-Subgrantee Agreement for board member conflicts of interest disclosures and applicable requirements. This includes but is not limited to the requirement to adopt and abide by a conflict of interest policy that ensures compliance with state and federal law, regulations and policies.

New Board Orientation and Annual Training

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

New LWDB Member Orientation

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

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

Annual Training Requirements

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

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

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

WIOA Sunshine Provision, Public Disclosures and Transparency

The WIOA “sunshine provision” requires LWDBs 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 the CSTB.

In addition to the sunshine provision under WIOA, LWDBs must comply with and 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 must be posted to each LWDB’s website:

- a) Local Plans – information about the local plan or modification of the local plan before submission.
- b) Board Members – list of current board members, company, entity that the board member is employed by or owns, and their terms of service.
- c) Selection of One-Stop Operators
- d) Minutes of formal meetings
- e) Bylaws
- f) All the requirements found in the Board Governance, Responsibilities and Transparency section of the Grantee Subgrantee Agreement.
- g) All public disclosure requirements found in 445.007, F.S. which include:
 1. **Compensation disclosures** – the amount and nature of compensation paid to all executives, officers, directors, trustees, key employees, and the highest compensated employees as defined for purposes of the Internal Revenue Service (IRS) Form 990 (Return of Organization Exempt from Income Tax). Compensation includes but is not limited to salary, bonuses, present value of vested benefits, including but not limited to, retirement, accrued leave and paid time off, cashed-in leave, cash equivalents, severance pay, pension plan accruals and contributions, deferred compensation, real property gifts, and any other liability owed to such persons.

CSTB will, within 30 days after the end of the fiscal year, provide compensation disclosures to DEO using Exhibit E - Total Compensation for Executive Leadership form found in the Grantee-Subgrantee Agreement.

2. **Written declaration from the Chief Financial Officer (CFO)** – The CFO or his or her designee must provide a written declaration that he or she has read the compensation disclosure documents and that the facts stated in it are true. The written declaration must accompany the applicable document(s).
3. **LWDB’s IRS Form 990** – Annually, CSTB must publish its most recent IRS form 990 within 60 calendar days after it is filed with the IRS and remain posted for three years after it is filed.
4. **Statements of Financial Interest** – The CSTB’s website must inform the public that disclosures or statements of financial interest (consistent with requirements in s. 112.3144 or s. 112.3145, whichever is appropriate) for each CSTB member and executive director or designated person responsible for the operational and administrative functions of the CSTB, have been filed with the Commission on Ethics and provide information on how each disclosure or statement may be reviewed. The notice to the public must remain on the website throughout the term of office or

employment of the filer and until one year after the term on the CSTB or employment ends.

5. **Contracts** – All contracts between a local board and a member of the local board, relative of a local board member, an organization or individual represented on the local board or an employee of the local board approved on or after July 1, 2021 must be published on the local board’s website within 10 days after approval by the local board or the department, whichever is later. Such contracts must remain on the website for at least one year after termination of the contract.

CSTB members and staff must maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust in compliance with Strategic Policy 2018.09.26.A.1 - Ethics and Transparency Policy. This includes taking all necessary steps to avoid the appearance of conflicts of interest.

The CSTB is subject to open government and confidentiality requirements in Chapters 119 and 286, Florida Statutes (F.S).

State and Local Monitoring

At the local level, the LWDB must conduct oversight of the procurement process and resulting contracts and agreements to ensure all aspects of written agreements and contracts are compliant with federal and state laws and regulations. Additionally, the LWDB must also ensure that governing agreements are upheld.

DEO will perform programmatic and fiscal monitoring and will review the local area's agreements and contracts during the annual monitoring review for compliance with federal and state laws and regulations. Findings and other noncompliance issues will be handled through the state's monitoring resolution process.

Key Terns & Definitions

Term	Definition
Board Chairperson	is a business representative among the board members who is <u>elected by the board.</u>
Chief Local Elected Official (CLEO)	(CEO in WIOA sec. 3(9)) <ul style="list-style-type: none"> a) A chief elected executive officer of a unit of general local government in a local area; and b) In a case in which a local area includes more than one unit of general local government, the individuals designated under the agreement described in Section 107(c)(1)(B).
Executive Director	is an individual hired or designated by the LWDB to perform the operational and administrative functions of the board.
Fiscal Agent	is the entity designated to perform accounting and funds management on behalf of the CLEO.

For Cause	includes but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence or irresponsibility, misfeasance, malfeasance, nonfeasance, gross mismanagement, waste, or lack of performance.
. Governance Agreements (i.e. Interlocal, Consortium, and other governing agreements)	are written agreements designed to ensure that decisions to CLEO(s), or a consortium, reflect the agreement of all the chief elected officials in all jurisdictions of a local area. Including, how the local board is governed, roles and responsibilities of members, liabilities, etc.
Local Workforce Development Area (LWDA)	is a geographical area that serves as the jurisdiction for the administration of workforce development activities and has been granted such designation by meeting criteria as prescribed in Administrative Policy 94 – Local Workforce Development Designation .
Local Workforce Development Board (LWDB)	is a board established under WIOA sec. 107, to set policy for the local workforce development system.

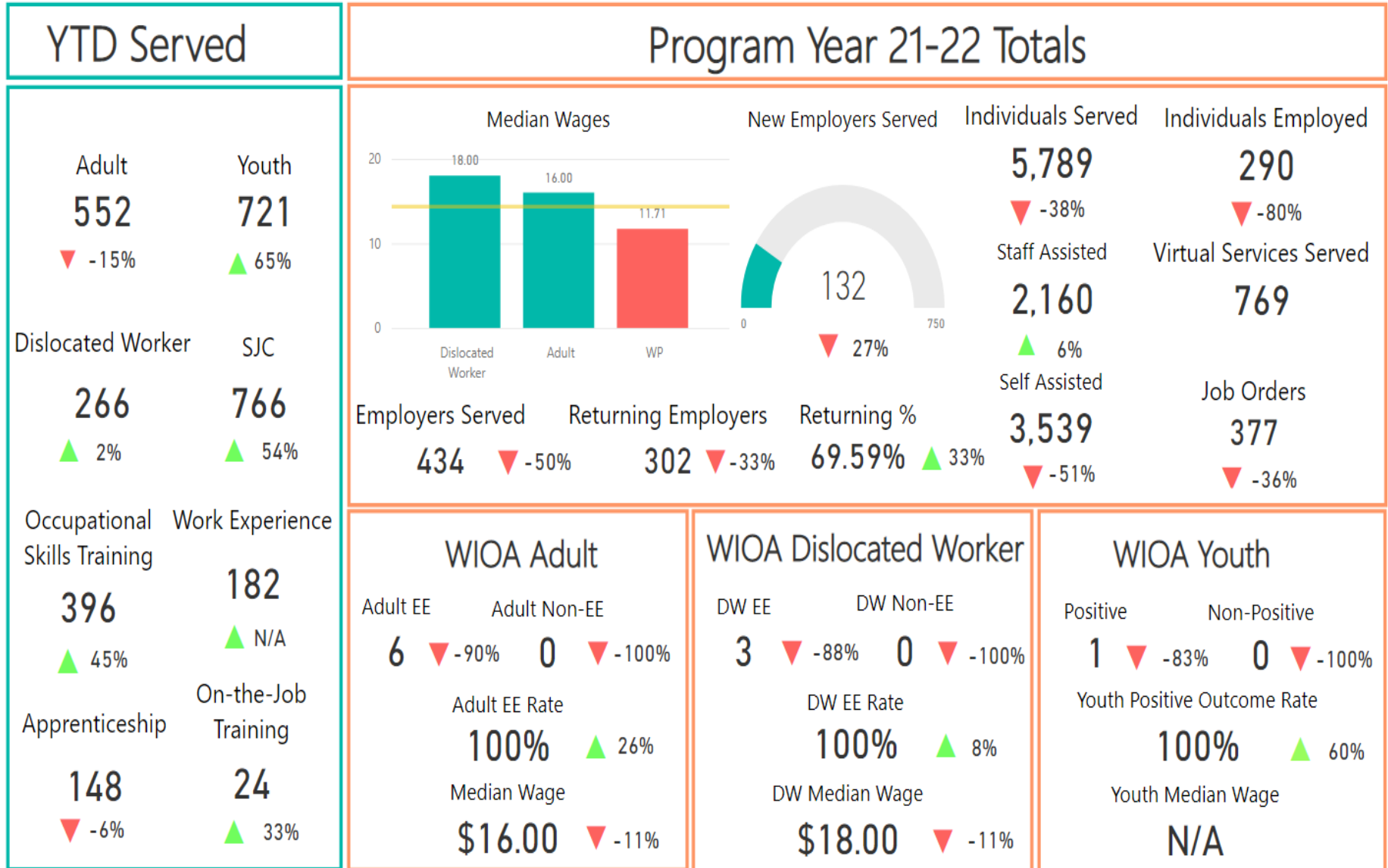
References:

- [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](#)
- [WIOA Fact Sheet: Governance and Leadership](#)

INQUIRIES: Any questions about policy should be directed to the CEO, Chief of Policy & Performance and/or their designee.

Information Item

CSTB Performance Dashboard PY 21-22 - 9.8.21





Information Item

2021-22 DEO ICQ and Assessment

Background

In accordance with the DEO Grantee/Subgrantee agreement, the Bureau of Financial Monitoring and Accountability (FMA) requires each board to complete an annual Internal Control Questionnaire (ICQ) and Assessment. The ICQ is a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). It is reviewed and signed by the Executive Director and Board Chair. The 2021-22 ICQ and Assessment is due September 30, 2021.

Makeup of the ICQ

The ICQ document emphasizes the “17 Principles” of internal controls developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and presented in the Internal Controls – Integrated Framework. The five components of internal controls (Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring) are fundamentally the same as the five standards of internal controls and reflect the same concepts the “Standards for Internal Control in the Federal Government” utilizes.

The principles are reflected in groupings of questions related to major areas of control focus (Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring) within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

Self-Assessment Rating

The self-assessment ratings and responses reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Ratings are on a scale of 1 to 5, with “1” indicating the greatest need for improvements in internal controls and “5” indicating that a strong system of internal controls already exists.

CSTB deems a rating of 4 best describes its current operating environment.



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