



POLICY

SECTION: CSTB	POLICY# 020-C0070	PAGE: 1 of 3
TITLE: CSTB Board Governance and Leadership		EFFECTIVE DATE: 5.21.20
REPLACES: N/A		DATED: N/A

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: To provide explanation on the leadership and governance of CareerSource Tampa Bay's Local Workforce Development Board.

BACKGROUND: The Governor of Florida established the state workforce development board, which is known as CareerSource Florida, to guide the state of Florida's workforce development and provide policy direction and oversight for talent development programs that are administrated by the following entities: CareerSource Florida, Department of Economic Opportunity, and Florida's 24 local workforce development boards, including CareerSource Tampa Bay's Local Workforce Development Board. The functions of the state board include but are not limited to the activities described in WIOA, Section 101(d) and Chapter 445.004, Florida Statutes.

CareerSource Tampa Bay is authorized by WIOA to oversee the design and delivery of local customized job training programs and workforce development initiatives that are unique to serving the needs of Hillsborough County. CareerSource Tampa Bay's Local Workforce Development Board functions include but are not limited to the activities outlined in WIOA, Sections 107 and 108.

POLICY:

High-Performing Local Workforce Development Boards

Through this policy, the CareerSource Florida Board of Directors requires local workforce development boards to employ sound management practices and controls for the proper expenditure of funds and verification of program outcomes. Local workforce development boards shall place a strong emphasis on data-driven decisions and encourage board staff to employ proven measurements and improvement systems to evaluate performance.

Local workforce development boards will encourage discussion about key program improvements and outcomes, stressing the importance of communication within the organization. The board and its staff will understand key programmatic requirements and performance outcomes and how those data elements contribute to success.

CareerSource Tampa Bay provides its Board of Directors the following reports on a consistent basis:

- Performance Dashboard
- Internal Performance Watch Reports
- Key WIOA Performance Reports including WIOA Primary Indicators of Performance
- Internal Programmatic Monitoring Summary
- Extensive Fiscal Reports
- Committee Reports Summarizing Annual Strategic Goals
- Wagner-Peyser Demographic Infographics
- Emsi Customized Labor Market Reports

Local Workforce Development Board Leadership

The chief elected official in a local area is authorized to appoint the member of the local workforce development board in accordance with criteria established in Public Law 113-128, Section 107, the Workforce Innovation and Opportunity Act, and Chapter 445.007, Florida Statutes.

The local workforce development board shall elect a chair to direct the business of the board. The local workforce development board may designate and direct the activities of standing committees to provide information and to assist the local workforce development board in carrying out activities described in Section 107, WIOA. Such standing committees shall be chaired by members of the board and shall include other individuals appointed by the local workforce development board and who the local workforce development board determines to have appropriate experience and expertise. CSTB revised By-Laws outlines the above provisions that shall be utilized to govern the management and operation of the local workforce development board. CSTB has the following standing committees:

- Executive Committee,
- Workforce Performance Committee,
- Youth Development Committee,
- Finance Committee, and
- Human Resources Committee.

To effectively fulfill their responsibilities and expectations, local workforce development boards hire Executive Directors, Presidents, and Chief Executive Officers to carry out the board-directed programmatic, financial, and operational functions of the local workforce development board and one-stop delivery system centers.

Executive Directors, Presidents, Chief Executive Officers, Chief Operating Officers, and Chief Financial Officers who represent a local workforce development board shall not personally contract with or otherwise represent more than one local workforce development board. Under extraordinary circumstances, local workforce development boards may request approval for a temporary exception to this prohibition from the state workforce development board and the Department of Economic Opportunity.

Both local workforce development board members and staff must maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust in compliance with CareerSource Florida Ethics and Transparency Policy 2018.09.26.A.1. This includes taking necessary steps to avoid the appearance of conflicts of interest. This is further outlined in the following CSTB Policies: CSTB Board of Directors Conflict of Interest POLICY# 019-C0037 and Ethics and Transparency POLICY#018-C0014.

References:

- WIOA, Sections 107, 116, 122, and 133: <https://www.govinfo.gov/app/details/PLAW-113publ128>
- Statewide and Local Governance of the Workforce Development System Under Title 1 of the Workforce Innovation and Opportunity Act- 20 CFR Part 679: <https://www.govinfo.gov/content/pkg/CFR-2019-title20-vol4/xml/CFR-2019-title20-vol4-part679.xml>
- TEGL No. 35-10: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_35-10.pdf
- Chapter 445.003-445.007, Florida Statutes: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0445/0445.html
- Chapter 112, Florida Statutes: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0112/0112.html
- Chapter 119, Florida Statutes: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119.html
- Chapter 286, Florida Statutes: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/0286.html

INQUIRIES: Any questions about this procedure should be directed to the Chief Executive Officer or their designee.