



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, SEPTEMBER 12, 2024
8:15 A.M.**

VIA ZOOM ONLY

Registration is required:

https://us02web.zoom.us/webinar/register/WN_ISSH7LAzTdywsrtfD2Q3IA

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. August 8, 2024
3. Information – Internal Control Questionnaire and Assessment
4. Information – WIOA Regional Planning Requirements
5. Information – PY23-24 WIOA Quarter 4 Common Performance Measures
6. Information – CSSF Common Measures Tool Presentation
7. Recommendation as to Approval of the South Florida Hispanic Chamber of Commerce as a Business Services Intermediary

South Florida Workforce Investment Board dba CareerSource South Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

"Members of the public shall be given a reasonable opportunity to be heard on a specific agenda item, but must register with the agenda clerk prior to being heard."



SFWIB EXECUTIVE COMMITTEE MEETING

DATE: 9/12/2024

AGENDA ITEM: 2A

AGENDA TOPIC: MEETING MINUTES

SFWIB EXECUTIVE COMMITTEE MEETING MINUTES

DATE: August 8, 2024

LOCATION: CareerSource South Florida
7300 Corporate Center Drive, Suite 500
Conference Room 2
Miami, FL 33126

ZOOM: https://us02web.zoom.us/webinar/register/WN_ISSH7LAzTdywsrtfD2Q3IA

1. **CALL TO ORDER:** Vice-Chairman del Valle called to order the regular meeting of the SFWIB Executive Committee Meeting at 8:23AM on August 8, 2024.
2. **ROLL CALL:** 7 members; 4 required; 6 present: Quorum established.

SFWIB EXECUTIVE COMMITTEE MEMBERS PRESENT	SFWIB MEMBERS ABSENT/EXCUSED	SFWIB STAFF
del Valle, Juan-Carlos, Vice-Chairman Canales, Dequasia (Zoom) Chi, Joe Gibson, Charles, Chair (Zoom) Loynaz, Oscar, M.D. Roth, Thomas “Tom”	Ferradaz, Gilda (Execused)	Beasley, Rick Bennett, Renee Morgan, Ebony Smith, Robert ADMINISTRATION/IT Gonzalez, Yoandy
OTHER ATTENDEES		

Agenda items are displayed in the order they were discussed.

2A. Approval of Executive Committee Meeting Minutes – July 11, 2024

Vice Chairman del Valle presented agenda item 2A. July 11, 2024 Executive Committee Meeting minutes for review in advance of approval.

Motion for approval by Mr. Chi; Ms. Canales seconded; **motion is passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

3. Information – Board Member Resignation

Vice-Chairman del Valle introduced the item; Mr. Beasley notified the Executive Committee about Mr. Bill Diggs's recent resignation from the board. Diggs as a long-time member of the SFWIB, represented Economic Development with MDEAT. He has actively contributed to achieving several of the board's goals & objectives over the years. Due to taking on various competing projects that require his time, he will no longer be able to participate on the board.

Mr. Beasley further advised that the Chief Local Elected Official (CLEO), in coordination with the Executive Director, would determine the timeline for filling the position.

No further comments or suggestions were submitted from the members. Item closed.

4. Information – Grantee/Sub-Grantee Agreement

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented the draft Grantee/Sub-grantee Agreement with the Florida Department of Commerce (formerly the Department of Economic Opportunity).

Mr. Smith informed the Committee that the draft agreement has been provided for their review. Furthermore, he highlighted several modifications that diverged significantly from the previous agreement with the Florida Department of Economic Opportunity (DEO).

Mr. Beasley explained that staff have developed a matrix to ensure compliance with all areas of the Agreement.

There was further discussion regarding staff recommendations submitted to the FL Department of Commerce for consideration.

No further comments or suggestions were submitted from the members. Item closed.

5. Approval – Updated SFWIB Bylaws

Vice-Chairman del Valle introduced the item; Mr. Beasley presented the updated SFWIB Bylaws with three changes that have been introduced as a result of the Florida Department of Commerce Grantee/Subgrantee Agreement and the recent resignation of a board member.

Mr. Smith reviewed the changes and answered questions regarding the version of the Board bylaws that have received approval from the Chief Local Elected Official (CLEO) and are currently in use. Mr. Beasley clarified that the version that has been approved by both the full board and the CLEO is version five, approved in March 2024.

Motion for approval to recommend version eight (8) of the revised SFWIB Bylaws is presented by Dr. Loynaz; Mr. Chi seconded; **motion is passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

6. Approval – One Stop Operator Memorandum of Understanding (MOU)

Vice-chairman del Valle introduced the item; Mr. Beasley reviewed the One-Stop Operator Memorandum of Understanding (MOU) that the SFWIB previously approved during the April 18, 2024 meeting. He explained that modifications were necessary due to the Board's transition as an agency of Miami-Dade County under the new board governance agreement.

Motion for approval to recommend to the Board the revised OSO MOU by Mr. Chi; Mr. Roth seconded; **motion is passed without dissent.**

No further questions or comments were presented for consideration. Item closed.

New Business – Florida Commerce Private Broadband Workforce Development Working Group Roundtable

Mr. Beasley shared an update on the Beacon Council Board Retreat, held on Friday, August 2, 2024 and provided an overview of discussions had with multiple workforce boards regarding the launch of the CSSF Monitoring Tool in several US locations.

Additionally, he provided a brief description of a project together with Geographic Solutions that would generate automated case notes and service codes for individuals who are receiving services through CSSF.

Lastly, he informed the Committee that he and members of the management team will be traveling to the state conference and SETA Summit to present the CSSF Monitoring Tool to a broader audience.



With no further business presented to the Committee, the meeting adjourned at 9:16 am.

DRAFT



SFWIB EXECUTIVE COMMITTEE

DATE: 9/12/2024

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: 2024-2025 INTERNAL CONTROL QUESTIONNAIRE AND ASSESSMENT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **HIGH ROI THROUGH CONTINUOUS IMPROVEMENT**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce, Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal controls.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, LWDBs submit them to FloridaCommerce. The ICQ submission date is October 4, 2024.

Internal control is a process, effected by an entity's board of directors, management and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity, will offer a reasonable level of assurance that operating objectives can be achieved.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

2024-2025 Internal Control Questionnaire and Assessment

**Bureau of Financial Monitoring and Accountability
Florida Department of Commerce**

September 4, 2024

FLORIDACOMMERCE

107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399
www.floridajobs.org

TABLE OF CONTENTS

OVERVIEW 3
Control Environment..... 7
Risk Assessment..... 9
Control Activities 11
Information and Communication 14
Monitoring Activities..... 15
Attachment A 17

OVERVIEW

Introduction and Purpose

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce (FloridaCommerce), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal control.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, LWDBs submit them to FloridaCommerce by uploading to SharePoint.

Definition and Objectives of Internal Control

Internal control is a process, effected by an entity's board of directors, management, and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity will offer a reasonable level of assurance that operating objectives can be achieved.

Need for Internal Control

Internal control helps to ensure the direction, policies, procedures, and practices designed and approved by management and the governing board are put in place and are functioning as designed/desired. Internal control should be designed to achieve the objectives and adequately safeguard assets from loss or unauthorized use or disposition, and to provide assurance that assets are used solely for authorized purposes in compliance with federal and state laws, regulations, and program compliance requirements. Additionally, Title 2, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, § 200.303 Internal controls, states:

The non-federal entity must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the non-federal entity's compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive, or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

What Internal Control Cannot Do

As important as an internal control system is to an organization, an effective system will not guarantee an organization’s success. Effective internal control can keep the right people, such as management and the governing board members, informed about the organization’s operations and progress toward goals and objectives. However, this control cannot protect against economic downturns or make an understaffed entity operate at full capacity. Internal control can only provide *reasonable, but not absolute, assurance* the entity’s objectives can be met. Due to limitations inherent to all internal control systems, breakdowns in the internal control system may be caused by a simple error or mistake, or by faulty judgments made at any level of management. In addition, control may be circumvented by collusion or by management override. The design of the internal control system is dependent upon the resources available, which means there must be a cost-benefit analysis performed as part of designing the internal control system.

Five Components of Internal Control

- **Control Environment** – is the set of standards, processes, and structures that provide the basis for carrying out internal control across the organization. The board of directors and senior

management establish the tone at the top regarding the importance of internal control and expected standards of conduct.

- **Risk Assessment** – involves a dynamic and iterative process for identifying and analyzing risks to achieving the entity’s objectives, forming a basis for determining how risks should be managed. Management considers possible changes in the external environment and within its own business model that may impede its ability to achieve objectives.
- **Control Activities** – are the actions established by policies and procedures to help ensure that management directives mitigate risks so the achievement of objectives are carried out. Control activities are performed at all levels of the entity and at various stages within business processes, and over the technology environment.
- **Information and Communication** – are necessary for the entity to carry out internal control responsibilities in support of achieving its objectives. Communication occurs both internally and externally and provides the organization with the information needed to carry out day-to-day internal control activities. Communication enables personnel to understand internal control responsibilities and their importance to the achievement of objectives.
- **Monitoring** – are ongoing evaluations, separate evaluations, or some combination of the two used to ascertain whether the components of internal controls, including controls to affect the principles within each component, are present and functioning. Findings are evaluated and deficiencies are communicated in a timely manner, with serious matters reported to senior management and to the board of directors.

Makeup of the ICQ

Subsequent sections of this document emphasize the “17 Principles” of internal control developed by the COSO and presented in the Internal Controls – Integrated Framework. The five components of internal control listed above are fundamentally the same as the five standards of internal control and reflect the same concepts as the “Standards for Internal Control in the Federal Government.”

The principles are reflected in groupings of questions related to major areas of control focus 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.

It should be noted that entities may have adequate internal control even though some or all of the listed characteristics are not present. Entities could have other appropriate internal control operating effectively that are not included here. The entity will need to exercise judgment in determining the most appropriate

and cost-effective internal control in any given environment or circumstance to provide reasonable assurance for compliance with federal program requirements.

Completing the Questionnaire

On a scale of 1 to 5, with “1” indicating the area of greatest need for improvements in internal control and “5” indicating that a very strong internal control exists, select the number that best describes your current operating environment. Please provide details in the comments/explanations column for each statement with a score of 1 or 2. **For questions requiring a narrative, please provide in the comments/explanations column.**

Certification of Self-Assessment of Internal Controls

Attachment A includes a certification which should be completed and signed by the LWDB Executive Director, then reviewed, and signed by the LWDB Chair or their designee, and uploaded to SharePoint.

CONTROL ENVIRONMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
Principle 1. The organization demonstrates a commitment to integrity and ethical values.							
1.	The LWDB’s management and board of directors’ commitment to integrity and ethical behavior is consistently and effectively communicated throughout the LWDB, both in words and deeds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	The LWDB has a code of conduct and/or ethics policy that is periodically updated and has been communicated to all staff, board members, and contracted service providers. Provide the date of the last code of conduct/ethics policy update. How was this update communicated to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	When the LWDB hires employees from outside of the organization the person is trained or made aware of the importance of high ethical standards and sound internal control. How is ethics training provided to new staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	The LWDB management has processes in place to evaluate the performance of staff and contracted service providers against the expected standards of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 2. The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal controls.							
5.	The board of directors define, maintain, and periodically evaluate the skills and expertise needed among its members to enable them to question and scrutinize management’s activities and present alternate views, and act when faced with obvious or suspected wrongdoing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	The board of directors oversees the LWDB’s design, implementation, and operation of the organizational structure so the board of directors can fulfill its responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	The board of directors and/or audit committee maintains a direct line of communication with the LDWB’s external auditors and internal monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	The board of directors establishes the expectations and evaluates the performance of the chief executive officer or equivalent role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 3. Management establishes, with LDWB oversight, organizational structure, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.							
9.	Management periodically reviews and modifies the organizational structure of the LWDB in light of anticipated changing conditions or revised priorities. Please provide the date of last review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Specific lines of authority and responsibility are established to ensure compliance with federal and state laws and regulations and a proper segregation of duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	The LWDB management maintains documentation of controls, including changes to controls, to meet operational needs and retain organizational knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 4. The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.							
12.	The LWDB’s recruitment processes are centered on competencies necessary for success in the proposed role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The LWDB provides training opportunities or continuing education to develop and retain sufficient and competent personnel. Training includes a focus on managing awards in compliance with federal and state statutes, regulations, and the terms and conditions of the award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	The LWDB has succession plans for senior management positions and contingency plans for assignments of responsibilities important for internal control. Describe the succession and/or contingency planning for senior management positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 5. The organization evaluates performance and holds individuals accountable for their internal control responsibilities in the pursuit of objectives.							
15.	Job descriptions include appropriate knowledge and skill requirements for all employees. Components of performance expectations are consistent with federal and state requirements applicable to each position. For all employees, the LWDB regularly evaluates performance and shares the results with the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

16.	The LWDB has mechanisms in place to ensure that all required information is timely published to the LWDB’s website in a manner easily accessed by the public in compliance with laws, regulations, and provisions of grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	The LWDB’s management structure and tone at the top helps establish and enforce individual accountability for performance of internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	The LWDB has policies, processes, and controls in place to evaluate performance and promote accountability of contracted service providers (and other business partners) and their internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RISK ASSESSMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
Principle 6. The organization defines objectives clearly to enable the identification of risks and define risks tolerances.							
19.	Management establishes a materiality threshold for each of its major objectives and identifies risk at each location where the LWDB conducts activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Management uses operational objectives as a basis for allocating the resources needed to achieve desired operational and financial performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	The LWDB sets entity-wide financial reporting controls and assesses the risks that those controls will not prevent material misstatements, errors, or omissions in the financial statements. Financial reporting controls are consistent with the requirements of federal awards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 7. The organization identifies risks to the achievement of its objectives across the organization and analyzes risks as a basis for determining how the risks should be managed.							
22.	Management ensures that risk identification and analysis consider internal and external factors and their potential impact on the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RISK ASSESSMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
23.	The LWDB adequately and effectively manages risks to the organization and has designed internal controls in order to mitigate the known risks. What new controls, if any, have been implemented since the prior year and which organizational risks do they mitigate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	The LWDB's risk identification/assessment is broad and includes both internal and external business partners and contracted service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 8. The organization considers the potential for fraud in assessing risks to the achievement of objectives.							
25.	The LWDB periodically performs an assessment of each of its operating locations' exposure to fraudulent activity and how the operations could be impacted. When was the last assessment performed on each operating location to identify any fraudulent activity? What is the assessment frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	The LWDB's assessment of fraud risks considers opportunities for: <ul style="list-style-type: none"> • unauthorized acquisition, use and disposal of assets; • altering accounting and reporting records; • corruption such as bribery or other illegal acts; and • other forms of misconduct, such as waste and abuse. Provide a narrative of the system/process for safeguarding cash on hand, such as prepaid program items (i.e. gas cards, Visa cards) against unauthorized use/distribution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 9. The organization identifies, assesses, and responds to changes that could significantly impact the system of internal control.						
27.	The LWDB has mechanisms in place to identify and react to significant changes presented by internal conditions including the LWDB’s programs or activities, oversight structure, organizational structure, personnel, and technology that could affect the achievement of objectives. Describe the mechanisms in place to identify and react to significant changes presented by internal conditions, such as what type of event or condition activates the review mechanism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	The LWDB has mechanisms in place to identify and react to significant changes presented by external conditions including governmental, economic, technological, legal, regulatory, and physical environments that could affect the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Considering significant changes affecting the LWDB, existing controls have been identified and revised to mitigate risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL ACTIVITIES

<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
<i>Weak</i>		<i>Strong</i>			
1	2	3	4	5	

Principle 10. The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.						
30.	The LWDB has a written business continuity plan which includes contingencies for business processes, assets, human resources, and business partners, and is periodically evaluated and updated to ensure continuity of operations to achieve program objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Controls employed by the LWDB include authorizations, approvals, comparisons, physical counts, reconciliations, supervisory controls, and ensure allowable use of funds. What type of training is provided to program and administration staff to ensure the allowable use of grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Principle 11. The organization selects and develops general control activities over technology to support the achievement of objectives.						
32.	The LWDB periodically (e.g., quarterly, semiannually) reviews system privileges and access controls to the different applications and databases within the IT infrastructure to determine whether system privileges and access controls are appropriate. How frequently (quarterly, semiannually, etc.) are system privileges reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Management selects and develops control activities that are designed and implemented to restrict technology access rights to authorized users commensurate with their job responsibilities and to protect the organization's assets from external threats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Management has identified the appropriate technology controls that address the risks of using applications hosted by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	The LWDB has considered the protection of personally identifiable information (PII), as defined in section 501.171(1)(g)1, F.S., of its employees, participants/clients and vendors, and have designed and implemented policies that mitigate the associated risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	The LWDB has established organizational processes and procedures to address cybersecurity risks to its critical information infrastructure. (Reference: National Institute of Standards and Technology (NIST) Cybersecurity Framework) What measures are being taken to address the risk of cybersecurity in the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Principle 12. The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.						
37.	The LWDB has policies and procedures addressing proper segregation of duties between the authorization, custody, and recordkeeping for the following tasks, if applicable: Prepaid Program Items (Participant Support Costs), Cash/Receivables, Equipment, Payables/Disbursements, Procurement/Contracting, and Payroll/Human Resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	The LWDB has written procedures that minimize the time elapsing between the receipt of advanced funds and disbursement of funds as required by 2 CFR 200.305(b)(1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	The LWDB has processes to ensure the timely submission of required reporting (i.e., financial reports, performance reports, audit reports, internal monitoring reviews, or timely resolution of audit findings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	The LWDB has a records retention policy and has implemented internal controls to ensure all records are retained, safeguarded, and accessible, demonstrating compliance with laws, regulations, and provisions of contracts and grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	The LWDB periodically reviews policies, procedures, and related control activities for continued relevance and effectiveness. Changes may occur in personnel, operational processes, information technology, or governmental regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INFORMATION AND COMMUNICATION

		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
Principle 13. The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.							
42.	Federal, state, or grant program rules or regulations are reviewed by one or more of the following: governing board, audit, finance, or other type committee. How often are these reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43.	The LWDB considers both internal and external sources of data when identifying relevant information to use in the operation of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44.	The LWDB has controls in place to ensure costs are accurately recorded and allocated to the benefiting federal/state fund or grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 14. The organization internally communicates information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.							
45.	Communication exists between personnel, management, and the board of directors so that quality information is obtained to help management achieve the LWDB's objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	There is a process to quickly disseminate critical information throughout the LWDB when necessary. Provide a description of the dissemination process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.	Management has a process for the development, approval and implementation of policy updates and communicates those updates to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 15. The organization communicates with external parties regarding matters affecting the functioning of internal controls.							
48.	The LWDB has a means for anyone to report suspected improprieties regarding fraud; errors in financial reporting, procurement, and contracting; improper use or disposition of equipment; and misrepresentation or false statements. Describe the process of how someone could report improprieties. Who receives/processes/investigates, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	The LWDB has processes in place to communicate relevant and timely information to external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	The LWDB has processes in place to communicate the results of reports provided by the following external parties: Independent Auditor, FloridaCommerce Bureau of Financial Monitoring and Accountability, FloridaCommerce Bureau of One-Stop and Program Support, FloridaCommerce Office of Inspector General, Florida Auditor General, and federal awarding agencies (U.S. Department of Labor, U.S. Department of Health and Human Services, and U.S. Department of Agriculture to the Board of Directors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MONITORING ACTIVITIES

<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
<i>Weak</i>		<i>Strong</i>			
1	2	3	4	5	

Principle 16. The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal controls are present and functioning.							
51.	The LWDB periodically evaluates its business processes such as cash management, comparison of budget to actual results, repayment or reprogramming of interest earnings, draw down of funds, procurement, and contracting activities. Describe the process of how funding decisions are determined. What are the criteria, who initiates/approves, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MONITORING ACTIVITIES

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					Comments/Explanations
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	
52.	The LWDB considers the level of staffing, training and skills of people performing the monitoring given the environment and monitoring activities which include observations, inquiries, and inspection of source documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53.	LWDB management periodically visits all career center locations in its local area (including subrecipients) to ensure the policies and procedures are being followed and functioning as intended. When was the most recent visit performed, by whom, and who were the results communicated to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 17. The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.							
54.	The LWDB management takes adequate and timely actions to correct deficiencies identified by the external auditors, financial and programmatic monitoring, or internal reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55.	The LWDB monitors all subrecipients to ensure that federal funds provided are expended only for allowable activities, goods, and services and communicates the monitoring results to the board of directors. Are subrecipient monitoring activities outsourced to a third party? If so, provide the name of the party that performs the subrecipient monitoring activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTACHMENT A

Florida Department of Commerce Certification of Self-Assessment of Internal Controls

Local Workforce Development Board Number: _____

To be completed by the Executive Director:

A self-assessment of internal control has been conducted for the 2024-2025 fiscal monitoring period. As part of this self-assessment, the Internal Control Questionnaire developed by the Florida Department of Commerce has been completed and is available for review.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

To be completed by the Board Chairperson or their designee:

I have reviewed the self-assessment of internal control that was conducted for the 2024-2025 fiscal monitoring period.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Please scan and upload to SharePoint an executed copy of this certification on or before **October 4, 2024**.



SFWIB EXECUTIVE COMMITTEE

DATE: 9/12/2024

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: WIOA REGIONAL PLANNING

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Strengthen partnership w/required WIOA partners**

BACKGROUND:

Public Law 113-128, known as the Workforce Innovation and Opportunity Act (WIOA), mandates that each state workforce development board formulate and execute a State Workforce Development Plan. According to WIOA Section 106, the Governor is responsible for designating local workforce development areas within the state. WIOA promotes the creation of planning regions to better align workforce development activities and resources with broader regional economic development efforts. This approach aims to deliver coordinated and efficient services to both job seekers and employers, with the ultimate objective of developing, aligning, and integrating strategies and resources that support regional economic growth.

The Reimagining Education and Career Help (REACH) Act is a legislative response to the evolving needs of Florida's economy. It seeks to enhance collaboration and cooperation between the state's businesses and educational institutions while improving access to and the quality of training within an integrated workforce and education system. The REACH Act emphasizes a collaborative approach to strengthen partnerships and expand access to education, training, and employment opportunities across key workforce, education, and support services systems, which together form the foundation of Florida's comprehensive workforce development ecosystem.

On February 23, 2023, the CareerSource Florida Board of Directors approved the Florida Workforce System Transformation Plan. This plan aims to modernize the governance structure of local workforce development boards, ensuring that the system remains customer-focused, cost-effective, and responsive to the evolving demands for workforce talent. The Transformation Plan emphasizes three key areas:

- Alignment and consolidation of local workforce development boards;
- System-wide improvements to enhance customer consistency and optimize the use of public funds; and
- Regional planning to promote better alignment between the workforce system, education, and economic development initiatives, ultimately optimizing opportunities for regional growth.

On September 19, 2023 the CareerSource Florida Board of Directors approved 2023.09.19.A.1 – Regional Planning Areas Strategic Policy which defines the requirements for regional planning areas in the State of Florida. On December 22, 2023, the CareerSource Florida Board of Directors approved Administrative Policy 123 – Regional Planning Areas Identification and Requirements outlining the process for identifying regional planning areas for groups of two or more local workforce development areas and the requirements for developing regional WIOA plans.

Planning regions are subject to the regional planning requirements outlined in 20 CFR 679.510. LWDBs and CLEOs within an identified planning region must participate in a regional planning process that results in the:

- (1) Preparation of a regional plan that meets the requirements outlined in 20 CFR 679.510(a)(2), CareerSource Florida Strategic Policy 2023.09.19.A.1, and complies with the instructions issued by CareerSource Florida, in coordination with FloridaCommerce.
- (2) Establishment of regional service strategies using cooperative service delivery agreements that include but are not limited to:
 - a. Consistent eligibility standards and enrollment processes.
 - b. Common training and coordination of supportive service offerings, as appropriate.
 - c. Common technology tools and sharing of data within tools outside of Employ Florida.
- (3) Development and implementation of sector strategies for in-demand sectors or occupations.
- (4) Collection and analysis of regional labor market data (in conjunction with the State).
- (5) Coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate.
- (6) Coordination of transportation and other supportive services, as appropriate.
- (7) Coordination of services with regional economic development services and providers.
- (8) Establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with FloridaCommerce on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for local areas or the planning region.

CareerSource Florida has outlined the Regional Planning timeline for CareerSource Broward and CareerSource South Florida to complete the regional designation request.

- Completing a designation request is a two-part effort:
 1. Compiling economic and workforce data across the counties in the regional planning area using publicly available resources: American Community Survey, Bureau of Labor Statistics, Census Bureau, LightCast if you have it, etc.
 2. Managing logistics for approvals by CLEOs of the units of local government that will make up the proposed planning region
- Designations requests should be submitted by October 15th to FloridaCommerce (LWDBGovernance@commerce.fl.gov)

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Request for Regional Planning Area Identification	
Proposed Name of Planning Region:	
Local Workforce Development Boards included (Two or more contiguous boards):	
Date of Submission:	
Contact Person Name(s):	Phone:
	Email Address:

The request for designation requires that the local workforce development boards have relevant relationships as evidenced by labor markets, economic development areas, education and training resources, population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries. By signing below, the local chief elected officials and the local workforce development board executive directors certify that the local areas request designation as a qualified regional planning area per CareerSource Florida Strategic Policy 2023.09.19.A.1. If the request for designation is approved, the local workforce development boards within the regional planning area will be required to engage in a regional planning process that will produce a Regional Plan to be added as an addendum to each local workforce development board plan per FloridaCommerce Regional Planning Instructions.

{Remainder of page intentionally left blank.}

Signature Page

CareerSource [] Executive Director	
Name:	
Signature:	
Date of Submission:	

Local Chief Elected Official – CareerSource []	
Name and Title:	County:
Signature:	Date:

Local Chief Elected Official - CareerSource []	
Name and Title:	County:
Signature:	Date:

Local Chief Elected Official - CareerSource []	
Name and Title:	County:
Signature:	Date:

Signature Page

[REDACTED] Executive Director
Name:
Signature:
Date of Submission:

Local Chief Elected Official – CareerSource [REDACTED]	
Name and Title:	County:
Signature:	Date:

Support Documentation for the Request for Regional Planning Area Identification

Below is a narrative evidencing the current relationships amongst the counties and local workforce development areas within the proposed regional planning area (WIOA planning region). This supportive documentation follows requirements for regional planning area identification in line with FloridaCommerce's Administrative Policy "Regional Planning Area Identification and Requirements" approved by the CareerSource Florida State Board of Directors on December 12th, 2023.

CareerSource [REDACTED] and CareerSource [REDACTED] are requesting identification as a regional planning area. Per the Florida Workforce Transformation Plan, CareerSource Florida in collaboration with the Governor's Reimaging Education and Career Help (REACH) Office, the Florida Department of Commerce (FloridaCommerce), and Local Workforce Development Boards, must ensure that all local areas in the state are a part of planning region. The LWDBs identified in this proposed planning region are initiating the process to become one of the first official regional planning areas in the State of Florida.

Per the FloridaCommerce Administrative Policy, this supportive documentation includes the following information presented in the same order as the Administrative Policy:

1. Planning regions must include at least two contiguous local areas within Florida.
2. Information pertaining to the following for the proposed planning region:
 - a. Shared labor market
 - b. Shared common economic development area
 - c. Possess federal and non-federal resources including appropriate education and training institutions to administer activities under WIOA subtitle B
 - d. Population centers and population changes
 - e. Commuting patterns
 - f. Industrial composition and location quotients
 - g. Labor force conditions
 - h. Geographic boundaries
3. Signatures of all the pertinent CLEOs of the units of local government that will make up the proposed planning region to demonstrate consensus of all of the units of local government involved.

This request with supportive documentation will be submitted to FloridaCommerce via email at LWDBGovernance@commerce.fl.gov. Please reach out to any of the listed contacts if you have any questions regarding the information included in this request for designation as a planning region. In addition, the LWDB executive directors within this coalition understand the regional planning requirements outlined in CareerSource Florida Strategic Policy 2023.09.19.A.1 that would ensue if identified as a regional planning area. The executive directors of this coalition commit to a collaborative process to produce a regional plan.

Shared labor market: Below is a table of the most recent US Bureau of Labor Statistics’ defined metropolitan statistical areas that are incorporated within the four counties in the proposed regional planning area.

County	LWDB	Metropolitan Statistical Area

CareerSource [] includes [insert county names]. [] includes [insert county names].

While the proposed regional planning area includes multiple MSAs, there are further relationships evidenced by economic development areas, similar industrial composition, commuting patterns, and other features that evidence an Atlantic coast region capable of planning and leveraging similar experiences to amplify workforce development efforts. For the sake of regional planning, this area encapsulates a shared labor market.

Common economic development area: Below is a table of selection of economic development organizations that are represented amongst the four counties of the two local workforce development areas in the proposed regional planning area. The table includes information on the Enterprise Florida Region of each county, the US Economic Development Administration (EDA) Economic Development District (EDDs), and three columns of additional economic development organizations (EDOs) that are located within the two local workforce development areas. While Enterprise Florida is currently transitioning as an organization (SelectFlorida was formed in 2023 as Direct Support Organization for FloridaCommerce to promote international trade and investment), the regional geographies remain unchanged in the transition from Enterprise Florida to SelectFlorida.

County	LWDB	Enterprise Florida Regions	EDA EDDs	Additional EDO	Second Additional EDO	Third Additional EDO

All four counties in the proposed regional planning area across the two local workforce development boards are located within the same SelectFlorida region (**insert region**). The **[Regional Planning Name]** covers **[insert counties]** exclusively as a regional planning and economic development body. In addition to the regional economic development lens showcasing a common economic development area, each county also has the local economic development capacity to focus on local projects and priorities.

Federal and non-federal education and training providers to administer programs under WIOA subtitle B: The below table encapsulates the local workforce development areas’ most recently publicly posted local eligible training provider list. The CareerSource Florida State Board of Directors recently approved FloridaCommerce Administrative Policy “[Eligible Training Providers List Requirements](#)” (page 116 of the September 19 2023 Board Meeting). This admin policy directs that moving forward, the local ETPLs will be a subset of the state level ETPL – with a recognition that LWDBs have the discretion to add additional requirements for training providers except for registered apprenticeship programs moving forward. This list showcases ample coverage of training providers within the proposed region.

*{The rest of this page intentionally left blank. ETPL table for CareerSource **[]** and CareerSource **[]** can be found on the following page}*

Working age population and growth: Please provide 2-5 sentences about the working age population and working age growth between the years of 2017-2022 in your local workforce development areas.

Commuting patterns: Please provide major findings from your commuting patterns analysis, separated by “Work” and “Home” destinations.

Commuting patterns are directly from [redacted]. The commuting patterns are split by “Work” and “Home” destinations. The “Home” destination reports showcase where workers live who are employed within the LWDB. The “Work” destination reports showcase where workers are employed who live within the borders of the LWDB. These reports are designed to showcase relationships amongst the LWDBs in the proposed RPA.

{The rest of this page intentionally left blank. Commuting pattern reports are presented on the next four pages for each of the LWDBs in the proposed RPA}

CareerSource []

The commuting patterns are split by “Work” and “Home” destinations. The “Home” destination reports showcase where workers live who are employed within the LWDB. The “Work” destination reports showcase where workers are employed who live within the borders of the LWDB.

Home Destination - Full LWDB

Total All Jobs

	2021	
	Count	Share
Total All Jobs		

Jobs Counts by Counties Where Workers Live - All Jobs		
	2021	
[County]	Count	Share

Work Destination - Full LWDB

Total All Jobs

	2021	
	Count	Share
Total All Jobs		

Jobs Counts by Counties Where Workers are Employed - All Jobs		
	2021	
[County]	Count	Share

CareerSource []

The commuting patterns are split by “Work” and “Home” destinations. The “Home” destination reports showcase where workers live who are employed within the LWDB. The “Work” destination reports showcase where workers are employed who live within the borders of the LWDB.

Home Destination - Full LWDB

Total All Jobs

	2021	
	Count	Share
Total All Jobs		

Jobs Counts by Counties Where Workers Live - All Jobs

[County]	2021	
	Count	Share

Work Destination - Full LWDB

Total All Jobs

	2021	
	Count	Share
Total All Jobs		

Jobs Counts by Counties Where Workers are Employed - All Jobs

[County]	2021	
	Count	Share

Industrial composition and location quotients: Included is a county level breakdown of location quotients (LQs) for each of the counties included in the initially requested RPAs. LQs measures the counties industrial specialization relative to the entire US based off population and the number of jobs. An LQ of 1 indicates an average concentration of that industry while an LQ greater than 1 indicates a specialization and less than 1 a lack of industry concentration. The data included are at a 2-digit NAICS level for 2022. Following the table is a brief narrative highlighting similar industry strengths amongst counties represented in the proposed RPA. These values are sourced from Lighthcast.

County	LWDB	Agriculture, Forestry, Fishing and Hunting	Mining, Quarrying, and Oil and Gas Extraction	Utilities	Construction	Manufacturing	Wholesale Trade	Retail Trade	Transportation and Warehousing	Information	Finance and Insurance	Real Estate and Rental and Leasing I	Professional, Scientific, and Technical Services I	Management of Companies and Enterprises	Administrative and Support and Waste Management and Remediation Services	Educational Services	Health Care and Social Assistance	Arts, Entertainment, and Recreation	Accommodation and Food Services	Other Services (except Public Administration)	Government	Unclassified Industry

{The rest of this page intentionally left blank. Narrative on industry composition is on the following page}

Location quotients are a measure of the concentration of industry employment in a given geography relative to total population. For the sake of the analysis, the LQs are broken down on a county level and at the highest NAICS level (2 digits). The primary portion of this analysis will highlight industry strengths for each county. The secondary portion will highlight shared industry strengths to capitalize moving forward.

- [] County (CareerSource []) has an LQ greater than/less than 1 for Agriculture/Forestry/Fishing (enter value), Construction (enter value), Retail Trade (enter value), Real Estate (enter value), Administrative Support (enter value), Healthcare (enter value), Recreation/Entertainment (enter value), and Accommodation/Food (enter value)
- [] County (CareerSource []) has an LQ greater than/less than 1 for Agriculture/Forestry/Fishing (enter value), Construction (enter value), Retail Trade (enter value), Real Estate (enter value), Administrative Support (enter value), Healthcare (enter value), Recreation/Entertainment (enter value), and Accommodation/Food (enter value)
- [] County (CareerSource []) has an LQ greater than/less than 1 for Agriculture/Forestry/Fishing (enter value), Construction (enter value), Retail Trade (enter value), Real Estate (enter value), Administrative Support (enter value), Healthcare (enter value), Recreation/Entertainment (enter value), and Accommodation/Food (enter value)
- [] County (CareerSource []) has an LQ greater than/less than 1 for Agriculture/Forestry/Fishing (enter value), Construction (enter value), Retail Trade (enter value), Real Estate (enter value), Administrative Support (enter value), Healthcare (enter value), Recreation/Entertainment (enter value), and Accommodation/Food (enter value)

The secondary portion of this analysis will highlight common industry strengths within the proposed regional planning area. *Please refer to the completed designation request template as an example.*

- **Construction, Real Estate, and Utilities:**
- **Administrative Support/Back Office:**
- **Healthcare:**
- **Recreation/Entertainment and Accommodation/Food Services:**
- **Agriculture/Forestry/Fishing:**

Labor force conditions: Please refer the US Bureau Labor of Statistics, or preferred labor market intelligence system, for labor force size and unemployment rates from 2017-2022.

The next three tables display 2017-2022 labor force size and unemployment rate (US BLS) on a county level, 2017-2022 earnings for full time workers and 2022 earnings disaggregated by select education levels, the labor force participation rate for ages 20-64, unemployment rate disaggregated by race, the total population below the poverty line, and educational attainment

rates. Following the tables will be a brief narrative highlighting similarities amongst the counties included in the proposed RPA that could inform future planning.

County	LWDB	2017				2022			
		Labor Force	Employed	Unemployed	Unemployment Rate	Labor Force	Employed	Unemployed	Unemployment Rate

County	LWDB	Earnings					
		2017 Earnings (Median earnings (dollars) for full-time, year-round workers with earnings)	2022 Earnings (Median earnings (dollars) for full-time, year-round workers with earnings)	2017-2022 Change in Earnings (Median for full time)	2017-2022 Growth (Median for full time)	2022 Median Earnings Less than High School	2022 Earnings Some College/Associates
		\$	\$	\$		\$	\$
		\$	\$	\$		\$	\$
		\$	\$	\$		\$	\$
		\$	\$	\$		\$	\$

County	LWDB	Labor force conditions				Poverty	Education		
		LFPR 20-64 (2022)	Unemployment Rate - White Alone - 2022	Unemployment Rate - Black Alone 2022	Unemployment Rate - Hispanic Alone 2022	Total below poverty line	Pop 25-64 w/out high school	Pop 25-64 with only high school	Pop 25-64 with some college and above

This portion of the analysis will consider unemployment rates, labor force participation rates, median earnings, poverty, and educational attainment for the counties within the proposed regional planning area. Please provide a description that highlights the commonalities and opportunities of the proposed regional planning area for each respective section below. *Refer to the completed designation request template as an example.*

- **Unemployment conditions**
- **Labor force participation rates**
- **Median earnings**
- **Poverty and educational attainment**

Relevant geographic boundaries: The final section of this regional planning area identification request denotes any major geographic boundaries, waterways, and ports that offer economic opportunity to the region and that may be shared amongst the LWDBs. This is a non-exhaustive list.

Please include any major geographic boundaries, waterways, and ports that offer economic opportunity to the region that may be shared amongst the LWDBs.

-
-
-
-
-



SFWIB EXECUTIVE COMMITTEE

DATE: 9/12/2024

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: PY23-24 WIOA QUARTER 4 PERFORMANCE MEASURES

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **HIGH ROI THROUGH CONTINUOUS IMPROVEMENT**

STRATEGIC PROJECT: **Enhance CSSF performance system**

BACKGROUND:

On August 29, 2024, the Florida Department of Commerce released the PY23-24 Quarter 4 performance indicators from the Workforce Innovation and Opportunity Act. Overall, CareerSource South Florida continues to meet or exceed all 18 performance measures, demonstrating our ongoing commitment to serving our community effectively.

The attached image contains a detailed comparison of the Workforce Innovation and Opportunity Act (WIOA) common measures for different program years (PY) across various performance metrics. An analysis comparing the PY2023-2024 outcomes to previous program years (PY2021-2022 and PY2022-2023) is as follows:

Adults:

1. Employed 2nd Quarter After Exit:

- Trend: The performance improved consistently from PY2021-2022 through PY2023-2024. The percentage of performance goals met has increased from 70.31% in PY2021-2022 Q4 to 138.76% in PY2023-2024 Q4.
- Analysis: The rising trend indicates a successful strategy in securing employment for adults within two quarters after exit. The significant jump in the percentage of performance goals met in PY2023-2024 underscores enhanced efficiency in program implementation.

2. Median Wage 2nd Quarter After Exit:

- Trend: Median wages have shown a marked increase, especially in PY2023-2024, with wages reaching \$9,210 in Q4 compared to \$7,022 in PY2021-2022 Q4.

- Analysis: The consistent rise in median wages suggests not only higher employment rates but also better quality jobs with improved wage offerings.

3. Credential Attainment Rate:

- Trend: This metric saw significant improvement, particularly in PY2023-2024, where the attainment rate surpassed 175% of the performance goal in Q4.
- Analysis: The increase in credential attainment rates highlights a stronger focus on skill development and certification, making participants more competitive in the job market.

4. Measurable Skill Gains:

- Trend: Skill gains consistently surpassed the performance goals in all program years, with PY2023-2024 Q4 reaching 397.99% of the goal.
- Analysis: The extremely high percentage indicates that the program is highly effective in enhancing participants' skills, which could be contributing to the improved employment outcomes.

Dislocated Workers:

1. Employed 2nd Quarter After Exit:

- Trend: Performance has improved in this metric as well, with PY2023-2024 Q4 reaching 111.79% of the performance goal.
- Analysis: Similar to the adult category, this improvement points to successful interventions that help dislocated workers re-enter the workforce more effectively.

2. Median Wage 2nd Quarter After Exit:

- Trend: The median wage for dislocated workers has steadily increased, reaching \$10,718 in PY2023-2024 Q4, significantly higher than \$9,416 in PY2021-2022 Q4.
- Analysis: This upward trend suggests that dislocated workers are finding better-paying jobs, which could be due to the program's emphasis on skill enhancement and job placement in higher-wage sectors.

3. Credential Attainment Rate:

- Trend: The credential attainment rate remains strong, with a consistent performance above 100% of the goal in all program years.
- Analysis: The sustained high performance in credential attainment indicates that the program continues to be effective in providing participants with recognized qualifications that improve their employability.

4. Measurable Skill Gains:

- Trend: This metric also performed well, with PY2023-2024 Q4 showing a gain of 244% of the goal.
- Analysis: Similar to the adult category, the high percentage reflects the program's success in equipping dislocated workers with new skills that enhance their job prospects.

Youth:

1. Employed 2nd Quarter After Exit:

- Trend: There has been a consistent performance with the percentage of goals met increasing over time, reaching 107.65% in PY2023-2024 Q4.
- Analysis: The gradual improvement suggests effective engagement and support for youth participants in securing employment after program exit.

2. Median Wage 2nd Quarter After Exit:

- Trend: The median wage for youth saw a steady increase, with PY2023-2024 Q4 recording \$4,732, compared to \$5,532 in PY2021-2022 Q4.
- Analysis: The increase in median wages reflects better job opportunities for youth, likely due to enhanced training and placement efforts.

3. Credential Attainment Rate:

- Trend: This metric has shown improvement, with the rate reaching 102.22% of the goal in PY2023-2024 Q4.
- Analysis: The growing credential attainment rate indicates a successful focus on providing youth with the necessary qualifications to improve their employability.

4. Measurable Skill Gains:

- Trend: There has been a consistent rise in skill gains, reaching 180.52% of the goal in PY2023-2024 Q4.
- Analysis: The program's success in skill enhancement is evident, with youth participants acquiring significant new skills that contribute to their overall employment success.

Wagner-Peyser:

1. Employed 2nd Quarter After Exit:

- Trend: There has been a steady improvement in performance, with the percentage of goals met reaching 115.72% in PY2023-2024 Q4.
- Analysis: The upward trend indicates that the Wagner-Peyser program is increasingly effective in helping participants secure employment after exiting the program.

2. Median Wage 2nd Quarter After Exit:

- Trend: Median wages have consistently increased, with PY2023-2024 Q4 recording \$7,667 compared to \$6,927 in PY2021-2022 Q4.
- Analysis: The increase in median wages suggests that the program is succeeding in placing participants in better-paying jobs.

3. Employed 4th Quarter After Exit:

- Trend: Performance has improved over time, with the percentage of goals met reaching 117.68% in PY2023-2024 Q4.
- Analysis: The increase in employment rates indicates that the program is effective in helping participants maintain employment over a longer period.

Conclusion:

Overall, the analysis shows a positive trend in all performance metrics from PY2021-2022 through PY2023-2024, with notable improvements in employment rates, median wages, and credential attainment across all categories. The data indicates that the programs are increasingly effective in achieving their goals, leading to better employment outcomes and higher wages for participants. The consistency and growth across these metrics suggest that the strategies implemented are working well and should continue to be developed and refined to sustain this success.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

LWDB 23

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2
Adults:							
Employed 2nd Qtr After Exit	59.90	70.31	85.20	60.2	93.33	56.30	87.29
Median Wage 2nd Quarter After Exit	\$7,022	106.39	\$6,600	\$7,008	139.21	\$6,981	138.68
Employed 4th Qtr After Exit	51.00	60.36	84.50	50.2	75.95	55.10	83.36
Credential Attainment Rate	50.00	71.43	70.00	44.8	88.54	55.60	109.88
Measurable Skill Gains	94.10	171.09	55.00	93	373.49	91.70	368.27
Dislocated Workers:							
Employed 2nd Qtr After Exit	68.60	80.71	85.00	68.60	86.07	66.50	83.44
Median Wage 2nd Quarter After Exit	\$9,416	132.62	\$7,100	\$9,419.00	115.43	\$9,178	112.48
Employed 4th Qtr After Exit	80.00	99.38	80.50	80.00	97.68	66.50	81.20
Credential Attainment Rate	100.00	133.33	75.00	100.00	125.79	76.80	96.60
Measurable Skill Gains	89.90	183.47	49.00	88.80	222.00	87.70	219.25
Youth:							
Employed 2nd Qtr After Exit	73.20	91.50	80.00	73.30	96.70	69.80	92.08
Median Wage 2nd Quarter After Exit	\$5,532	172.88	\$3,200	\$5,551.00	150.35	\$5,468	148.10
Employed 4th Qtr After Exit	100.00	135.14	74.00	100.00	135.32	65.60	88.77
Credential Attainment Rate	50.00	69.44	72.00	100.00	170.94	55.10	94.19
Measurable Skill Gains	67.30	144.73	46.50	70.60	140.36	81.60	162.23
Wagner Peysers:							
Employed 2nd Qtr After Exit	59.50	91.54	65.00	59.80	96.92	56.90	92.22
Median Wage 2nd Quarter After Exit	\$6,927	135.82	\$5,100	\$6,966.00	134.66	\$6,948.00	134.31
Employed 4th Qtr After Exit	58.00	90.34	64.20	58.50	98.48	57.10	96.13

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

PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2022-2023 Performance Goals
60.70	94.11	77.10	119.53	64.50
\$7,052	140.09	\$7,695	152.86	\$5,034
60.00	90.77	60.30	91.23	66.10
55.90	110.47	56.40	111.46	50.60
94.60	379.92	94.30	378.71	24.90
69.00	86.57	76.70	96.24	79.70
\$9,419	115.43	\$9,729	119.23	\$8,160
69.40	84.74	69.60	84.98	81.90
77.10	96.98	76.70	96.48	79.50
86.00	215.00	89.70	224.25	40.00
73.70	97.23	90.20	119.00	75.80
\$5,477	148.35	\$3,982	107.85	\$3,692
70.90	95.94	71.10	96.21	73.90
55.90	95.56	56.30	96.24	58.50
76.70	152.49	88.20	175.35	50.30
63.90	103.57	67.80	109.89	61.70
\$7,061	136.50	\$7,222	139.61	\$5,173
61.40	103.37	61.60	103.70	59.40

LW08 23

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2022-2023 Performance Goals	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2nd Quarter Performance	PY2023-2024 % of Performance Goal Met For Q2	PY2023-2024 3rd Quarter Performance	PY2023-2024 % of Performance Goal Met For Q3	PY2023-2024 4th Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals
Adults:																					
Employed 2nd Qtr After Exit	59.90	70.31	85.20	60.2	93.33	56.30	87.29	60.70	94.11	77.10	119.53	64.50	81.30	126.05	82.40	127.75	86.40	133.95	89.50	138.76	64.50
Median Wage 2nd Quarter After Exit	57,022	106.39	\$6,600	\$7,008	139.21	\$6,981	138.68	\$7,052	140.09	\$7,695	152.86	\$5,034	\$8,153	161.96	\$8,920	177.20	\$8,758	173.98	\$9,210	182.96	\$5,034
Employed 4th Qtr After Exit	51.00	60.36	84.50	50.2	75.95	55.10	83.36	60.00	90.77	60.30	91.23	66.10	60.50	91.53	73.10	110.59	75.60	114.37	77.60	117.40	66.10
Credential Attainment Rate	50.00	71.43	70.00	44.8	88.54	55.60	109.88	55.90	110.47	56.40	111.46	50.60	56.80	112.25	84.70	167.39	85.00	167.98	88.60	175.10	50.60
Measurable Skill Gains	94.10	171.09	55.00	93	373.49	91.70	368.27	94.60	379.92	94.30	378.71	24.90	94.40	379.12	93.90	377.11	94.70	380.32	99.10	397.99	24.90
Dislocated Workers:																					
Employed 2nd Qtr After Exit	68.60	80.71	85.00	68.60	86.07	66.50	83.44	69.00	86.57	76.70	96.24	79.70	80.90	101.51	82.10	103.01	86.00	107.90	89.10	111.79	79.70
Median Wage 2nd Quarter After Exit	59,416	132.62	\$7,100	\$9,419.00	115.43	\$9,178	112.48	\$9,419	115.43	\$9,729	119.23	\$8,160	\$9,756	119.56	\$10,787	132.19	\$10,817	132.56	\$10,718	131.35	\$8,160
Employed 4th Qtr After Exit	80.00	99.38	80.50	80.00	97.68	66.50	81.20	69.40	84.74	69.60	84.98	81.90	69.80	85.23	77.90	95.12	79.40	96.95	79.50	97.07	81.90
Credential Attainment Rate	100.00	133.33	75.00	100.00	125.79	76.80	96.60	77.10	96.98	76.70	96.48	79.50	77.00	96.86	84.00	105.66	83.70	105.28	96.60	121.51	79.50
Measurable Skill Gains	89.90	183.47	49.00	88.80	222.00	87.70	219.25	86.00	215.00	89.70	224.25	40.00	95.70	239.25	100.00	250.00	95.80	239.50	97.60	244.00	40.00
Youth:																					
Employed 2nd Qtr After Exit	73.20	91.50	80.00	73.30	96.70	69.80	92.08	73.70	97.23	90.20	119.00	75.80	85.40	112.66	81.30	107.26	81.60	107.65	75.70	99.87	75.80
Median Wage 2nd Quarter After Exit	55,532	172.88	\$3,200	\$5,551.00	150.35	\$5,468	148.10	\$5,477	148.35	\$3,982	107.85	\$3,692	\$3,875	104.94	\$4,075	110.37	\$4,067	110.16	\$4,732	128.17	\$3,692
Employed 4th Qtr After Exit	100.00	135.14	74.00	100.00	135.32	65.60	88.77	70.90	95.94	71.10	96.21	73.90	71.20	96.35	80.30	108.66	77.00	104.19	78.10	105.68	73.90
Credential Attainment Rate	50.00	69.44	72.00	100.00	170.94	55.10	94.19	55.90	95.56	56.30	96.24	58.50	64.10	109.57	62.10	106.15	61.80	105.64	59.80	102.22	58.50
Measurable Skill Gains	67.30	144.73	46.50	70.60	140.36	81.60	162.23	76.70	152.49	88.20	175.35	50.30	81.30	161.63	84.10	167.20	83.30	165.61	90.80	180.52	50.30
Wagner Peyster:																					
Employed 2nd Qtr After Exit	59.50	91.54	65.00	59.80	96.92	56.90	92.22	63.90	103.57	67.80	109.89	61.70	70.30	113.94	71.20	115.40	71.40	115.72	71.30	115.56	61.70
Median Wage 2nd Quarter After Exit	\$6,927	135.82	\$5,100	\$6,966.00	134.66	\$6,948.00	134.31	\$7,061	136.50	\$7,222	139.61	\$5,173	\$7,453	144.07	\$7,567	146.28	\$7,583	146.58	\$7,667	148.21	\$5,173
Employed 4th Qtr After Exit	58.00	90.34	64.20	58.50	98.48	57.10	96.13	61.40	103.37	61.60	103.70	59.40	63.70	107.24	67.90	114.31	69.80	117.51	69.90	117.68	59.40

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



SFWIB EXECUTIVE COMMITTEE

DATE: 9/12/2024

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: CSSF WIOA COMMON MEASURES TOOL PRESENTATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **HIGH ROI THROUGH CONTINUOUS IMPROVEMENT**

STRATEGIC PROJECT: **Enhance CSSF performance system**

BACKGROUND:

On May 5, 2022, the Florida Department of Commerce concluded state-level performance negotiations with the U.S. Department of Labor (USDOL) Employment and Training Administration regarding the Workforce Innovation and Opportunity Act (WIOA) Titles I and III funded programs for Program Years (PY) 2022-2023 and 2023-2024. These negotiations established the primary performance indicators for the Adult, Dislocated Worker, Youth, and Wagner-Peyser programs, which serve as benchmarks for evaluating the effectiveness of local workforce development boards in delivering workforce services.

On July 6, 2022, the South Florida Workforce Investment Board (SFWIB) received the PY 2022-2023 and 2023-2024 WIOA Performance Indicators for Workforce Development Area (WDA) 23 from the Florida Department of Commerce. As mandated by USDOL, the Department of Commerce applied a Statistical Adjustment Model (SAM) to account for the impact of participant and economic characteristics specific to local areas when determining the negotiated performance levels. SAM is an objective regression model designed to estimate and adjust performance levels.

Performance outcomes are categorized into three levels: Not Met (less than 90% of the negotiated target), Met (90-100% of the negotiated target), and Exceeded (greater than 100% of the negotiated target).

The 18 Performance Indicators used to assess SFWIB are as follows:

Adults:

- Employment 2nd Quarter After Exit
- Median Wages
- Employment 4th Quarter After Exit
- Credential Attainment
- Measurable Skills Gain

Dislocated Workers:

- Employment 2nd Quarter After Exit
- Median Wages
- Employment 4th Quarter After Exit
- Credential Attainment
- Measurable Skills Gain

Youth:

- Employment 2nd Quarter After Exit
- Median Wages
- Employment 4th Quarter After Exit
- Credential Attainment
- Measurable Skills Gain

Wagner-Peyser:

- Employment 2nd Quarter After Exit
- Median Wages
- Employment 4th Quarter After Exit

To ensure these performance measures are met, SFWIB staff developed the Common Measures tool, which allows real-time monitoring of WIOA Performance Indicators across the local area. This tool equips American Job Center (AJC) staff with the ability to track cases that have exited the system—both with and without employment—by leveraging data from various sources, including the New Hire Report, The Work Number, and the Wage Credit Report. Additionally, the Common Measures tool enables AJC staff to verify that all WIOA-mandated follow-ups have been completed by identifying cases with incomplete employment data for each quarter.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 9/12/2024

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: BUSINESS INTERMEDIARY CONTRACT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: Staff recommends to the Executive Committee to recommend to the Board the approval to allocate an amount not to exceed \$75,000 in WIOA Dislocated Worker funding to the South Florida Hispanic Chamber of Commerce to expand Rapid Response and Layoff Aversion services, as set forth below.

STRATEGIC GOAL: **BUILD DEMAND-DRIVEN SYSTEM W/ EMPLOYER ENGAGEMENT**

STRATEGIC PROJECT: **Develop integrated Business Service teams**

BACKGROUND:

In accordance with WIOA Regulations 682.300(b), the objective of rapid response activities is to foster economic recovery and resilience by creating a comprehensive, ongoing strategy for identifying, planning for, and responding to layoffs and dislocations, while also working to prevent or minimize their impact on workers, businesses, and communities.

During the June 2024 meeting, the South Florida Workforce Investment Board (SFWIB) approved an allocation of up to \$575,000 from the Workforce Innovation Opportunity Act (WIOA) Dislocated Worker funds to support Rapid Response and Layoff Aversion projects. This funding was distributed to several organizations, including The Greater Miami Chamber of Commerce (GMCC), The Miami-Dade Chamber of Commerce, Inc. (M-DCC), Cámara de Comercio Latina de los Estados Unidos, Inc. (CAMACOL), Florida Minority Supplier Development Council, Inc. (FMSDC), and The Beacon Council Economic Development Foundation, Inc.

Building on the success of this initiative, SFWIB staff recommends expanding the pool of Business Intermediaries by including the South Florida Hispanic Chamber of Commerce. This chamber was selected through a competitive bidding process, earning a score of 89 out of a possible 100 points. The chamber will join the existing providers as a business intermediary for SFWIB, enhancing the regional Rapid Response team's capacity to support businesses facing layoffs or plant closures. It is important to note that the services provided are tailored specifically to businesses and do not include traditional workforce services.

FUNDING: Workforce Innovation and Opportunity Act Dislocated Worker

PERFORMANCE: N/A

NO ATTACHMENT