

**STATE OF FLORIDA
REGIONAL WORKFORCE BOARD
LOCAL WORKFORCE SERVICES PLAN INSTRUCTIONS 2009-2010**

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LOCAL WORKFORCE SERVICES PLAN INSTRUCTIONS 2009-2010**

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INTRODUCTION

Several events prompt the requirement for Program Year (PY) 2009 State and local plan modifications. The downturn in Florida's economy and its effects upon Florida's workforce prompts the State and local Regional Workforce Boards (RWB) to reconsider and reconfigure some of the strategies outlined in the current Plans in order to serve workers, jobseekers, and businesses facing different challenges than at the time the Plans were last updated. Further, the additional funding made available through the American Recovery and Reinvestment Act (ARRA) of 2009 expands the reach of workforce development and requires new strategies for increasing the capacity of the workforce system. Lastly, the issuance of the Jobs for Veterans Act Final Rule requires the Plans to specifically address certain aspects of the State's system ensuring priority of service for veterans and eligible spouses.

PY2009 LOCAL PLAN SUBMISSION

All current PY 2007-PY 2008 Local Workforce Services Plans expire June 30, 2009. However, the United States Department of Labor (USDOL) has given the state authority to extend the current plans until sufficient plan modifications can be submitted to address the dramatic changes in local economic conditions since the last submission of local plans, as well as the increased infusion of stimulus funds. Rather than a total rewrite of your local workforce plans, the State is requiring the following:

1. A modification of the current plan to reflect only those changes the RWB finds necessary to describe any organizational changes, new or modified strategies to respond to changes in the local economy and/or occasioned by the additional ARRA funding.
2. Completed Board Membership form as required by law for the certification of RWB membership.
3. A "stand-alone" document to be attached as an addendum that responds to the questions outlined in these instructions related to ARRA efforts.

It should be noted that since many of the ARRA questions in the planning instructions will change certain sections of the current local plans, the RWBs should cross-reference the ARRA related questions in the instructions to the corresponding sections in the current plan. The current local plans should then be reviewed and updated where applicable in preparing the responses to the questions in the planning instructions. In submitting the local plan addendums, please identify, by section and number, those sections of the current plans that will or have changed as a result of the ARRA. If the RWBs

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wish to extend unchanged any portion of their current plans, please include a statement to that effect identifying those portions.

PURPOSE

The purpose of this document is to provide specific instructions regarding the requirements for RWBs to modify their local WIA strategic plans. These instructions will assist the RWBs in developing local Workforce Services Plans in response to the ARRA and implementing guidelines. Additionally, the local Workforce Services Plan is critical to having a plan consistent with the State's 2009-2010 Workforce Investment Plan.

The local Workforce Services Plan addendum is to be submitted in paper format (two copies) and an electronic format via e-mail to Workforce Florida, Inc. (WFI), by close of business on September 15, 2009. If the local plan cannot be sent via email, please send it on a CD as well as the paper copies. The plan should be e-mailed to Helen Jones at hjones@workforceflorida.com.

The two paper copies with original signatures should be mailed to:

Helen Jones
Workforce Florida Inc.
1580 Waldo Palmer Lane, Suite 1
Tallahassee, Florida 32308

During the development of the local Workforce Plan addendum, please adhere to the following procedures:

- Organize the information in the document according to the plan instructions;
- Descriptions of program activities should include sufficient details to portray the workforce program designs and local program operations.
- Include a table of contents with page numbers and ensure that each page of the plan is numbered;
- Text should be typed with a font size of 12 or greater; and
- Include a list of the plan attachments and submit them in a separate electronic file.

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Executive Summary

The modified local plan is the primary vehicle for communicating to the State and the public how RWB's will implement the ARRA. Please provide a summary of the RWB's major strategies, goals, program changes, processes, etc., in implementing and fulfilling transformational efforts in the local area.

In order to modify Program Year (PY) 2009 Workforce Investment Act (WIA) and Wagner-Peyser Act local plans, the RWBs should respond to the following questions. Provided below each question are examples of the types of information the State requires in the local modification, describing both adjustments to current strategies and new activities related to Recovery Act implementation. As RWBs update their local plans, they are encouraged to reflect on and respond to the State's strategies and vision of how Recovery Act funding will be used.

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Section I. Context, Vision, and Strategy

I.A. Economic and Labor Market Context

Provide a detailed analysis of the local economy, the labor pool, and the labor market context. (§112(b)(4)).

In responding to this question, the RWB should update its analysis to indicate how the economic downturn has impacted the local labor market context.

Overarching Local Strategies

I.B. Describe the strategies that are in place to address the local strategic direction, local priorities, and workforce development issues identified through the local economy.

The RWB should describe the following local actionable strategies it is deploying to achieve the state and local vision for the use of Recovery Act and regular formula funds.

1. How the local workforce investment system resources, both stimulus and regular formula funds, can and will be used to serve the increased numbers of workers in need.
2. How adults and dislocated workers, including low-income adults, who need to acquire new skills will have increased access to education and training opportunities.
3. How the RWB will address a dual-customer approach, meeting the skill needs of existing and emerging employers and high-growth occupations, as well as the needs of under-skilled adults.
4. How workforce activities (e.g., adult education, job training, postsecondary education, registered apprenticeship, career advancement, needs based payments, and supportive service activities) will be aligned in career pathways both now in implementing the Recovery Act and in the transformed workforce system of the future.

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5. How the RWB will partner to develop workforce solutions with community colleges, business and labor organizations, registered apprenticeship program sponsors, civic groups, and community organizations to align workforce development strategies and align workforce strategies with strategies for regional development and shared prosperity.

I.C. Service Delivery Strategies, Support for Training

Describe innovative service delivery strategies the RWB has or is planning to undertake to maximize resources, increase service levels, improve service quality and achieve better integration.

In answering this question, the RWB should describe innovative strategies to accomplish its vision and achieve the goals of the Recovery Act, including how the RWB will:

1. Increase services to workers in need.
2. Support the full range of One-Stop Career Center customers in acquiring the skills needed to attain jobs in high growth, high-wage industries and occupations, including such support services, needs-based payments basic skills remediation, English as a second language, and other supportive services.
3. Ensure education and training delivered through the workforce system results in education and workforce skills of demonstrated value, and focus assessments and certifications towards the next level of education and employment.
4. Strategically use youth, dislocated worker and adult funds to quickly deliver innovative services.
5. Provide targeted work experiences in order to prepare individuals for job opportunities in new industries or occupations, particularly using registered apprenticeship and on-the-job training for all jobseekers, and summer work experience for youth.

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6. Align workforce activities with education strategies and economic and community development strategies to meet skill needs of jobs and industries important to the local and regional economies and meet the needs of under-skilled adults.

Section II. Service Delivery

Local Governance and Collaboration

II.A.1. Describe how the local partners involved in the workforce investment system interrelate on workforce economic development, and education issues.

In its response, the RWB should describe how it is ensuring cross-agency and partner collaboration so that workforce investments are tied to other investments funded by the ARRA outside of workforce development.

II.A.2. Describe the steps the RWB will take to improve operational collaboration of the workforce Investment activities and other related activities and programs outlined in section 112(b)(8)(A) of WIA at the local level (e.g., joint activities, memoranda of understanding, planned mergers, coordinated policies, etc.).

In responding to this question, the RWB should describe how collaboration will be supported and sustained between the organizational entities responsible for WIA, Wagner-Peyser Act, Unemployment Insurance, Trade Act services, and Registered Apprenticeship. Additionally, how will barriers to coordination be eliminated.

II.B Reemployment Services and Wagner-Peyser Act Services

The ARRA makes funding available for reemployment services (RES). RES funding provides job search and other employment related services to UI customers. These funds are to be used to provide RES through the one-stop career centers, in addition to regular Wagner-Peyser Act funded employment services in order to accelerate UI customers' return to employment. Under the Wagner-Peyser Act, Section 7(a) through (c), allowable activities include job search and placement services to job seekers including counseling, testing, occupational skills, labor market information, assessment, referral to employers, and appropriate recruitment services and special technical assistance services for employers. These services may include:

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- Services provided to UI claimants identified through the UI profiling system;
- In-person staff assisted services;
- Initial claimant reemployment assessments;
- Career guidance and group and individual counseling, including provision of materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions;
- Provision of LMI, occupational, and skills transferability information that clarifies claimants' reemployment opportunities and skills used in related or other industries;
- Referral to job banks, job portals, and job openings;
- Referral to employers and registered apprenticeship sponsors;
- Referral to training;
- Assessment, including interviews, testing, individual and group counseling, or employability planning; and
- Referral to training by WIA-funded or third party service providers.

II.B.1. Please describe the full array of reemployment services the RWB provides to Unemployment Insurance claimants and the worker profiling services provided to claimants identified as most likely to exhaust their unemployment Insurance benefits in accordance with section 3(c)(3) of the Wagner-Peyser Act (§112(b)(17)(A)(iv).).

In responding to this question, the RWB should describe:

1. How RES will be coordinated with other services provided at the One-Stop Career Center under WIA. Describe any changes to the reemployment services including the ARRA funded services that will be provided to unemployment insurance claimants and the Priority Reemployment Planning (PREP) services that are provided to include a discussion of the increased numbers of ARRA job seekers entering the One-Stop Career Centers. Also describe how PREP will advance the local ARRA funded RES efforts. For those RWBs participating in the Re-employment and Eligibility Assessment Program pilot please also describe how this effort will be coordinated with RES.

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2. How UI claimants will be identified quickly and RES provided as early as possible following initial receipt of UI benefits or referrals through UI profiling systems. What methods will be used to assess claimants to identify the mix of interventions and services for different groups of UI claimants.
3. The model used to ensure that UI claimants receive the full array of services as indicated above, including an enhanced level of service in the one-stop career centers. The description should include all services that will be provided under RES, including in-depth services such as skill assessment, career guidance, individual service plans, labor market information, job clubs, expanding UI profiling systems for referring UI claimants through the one-stops, etc.
4. How the RWB will use information from the enhanced FLUID-EFM interface to provide enhanced services.
5. The specific population among UI claimants (including exhaustees and those most likely to exhaust benefits) that the RWB intends to target with Recovery Act funds for RES. Also describe the process used by the RWB to effectively serve UI claimants and businesses in need of a job ready, LMI connected workforce. Describe how the RES process will be coordinated with other services provided at the One-Stop Career Center under WIA. How will staff collaborate with UI to identify claimants who would benefit most from RES or WIA services?
6. How the RWB intends to integrate information technology into its RES program to better identify and serve UI claimants, including the percentage of funds that will be used for integrating ES and UI technology requirements to identify and serve the needs of UI claimants.
7. Any labor market information tools that will be funded and integrated into RES.
8. What type(s) of training will be provided to one-stop center staff on assessments, UI profiling, LMI, technology, etc., to help staff understand how to use and apply the tools to target RES and increase proficiency.

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II.B.2. Describe how the RWB will ensure the three-tiered service delivery strategy for labor exchange services for job seekers and employers authorized by the Wagner-Peyser Act includes: (1) self-service, (2) facilitated self-help service, and (3) staff assisted service, and is accessible and available to all customers at the local level. (§112(b)(17)(a)(i).)

In order to ensure that jobs generated through the Recovery Act are accessible and available to all customers, describe how the RWB will facilitate the listing of such jobs on the State Job Bank.

Adult and Dislocated Worker Services

II.C.1. Describe local strategies and policies to ensure adults and dislocated workers have universal access to the minimum required core services as described in §134(d)(2).

The RWB should address core services for adults, dislocated workers, and target populations; especially those given preference in the WIA Adult program in the Recovery Act (recipients of public assistance and other low-income individuals).

II.C.2. Describe how the RWB will integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs to deliver core services. (§112(b)(17)(a)(i).)

The RWB should address how it will integrate resources provided under the Recovery Act, the Wagner-Peyser Act, and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs. For example, how will the RWB use these resources to provide significant funding for low-income and low-skilled workers that help them access the services and training needed to pursue family-supporting jobs.

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II.C.3. Describe the RWB's vision for increasing training access and opportunities for individuals including the investment of WIA Title I funds and the leveraging of other funds and resources. (§112(b)(17)(a)(i).)

The RWB should describe how it will increase training access and opportunities for individuals, including the investment of WIA Title I funds and Recovery Act funds, and the leveraging of other funds and resources. How will the RWB's contract with and use contracts with institutions of higher education and other training providers to maximize funds to the greatest benefit.

II.C.4. The RWB should describe its models/templates/approaches for service delivery in the One-Stop Career Centers, particularly whether it is adjusting its approach to deliver increased levels of services with funds received under the Recovery Act.

The RWB should:

1. Describe the method of organizing service delivery for Business customers in the One-Stop Career Centers.
2. What assessment process will be utilized in the One-Stop Career Centers?
3. What approaches will be used to ensure funds are targeted to those most in need, including low-income assistance recipients, persons with disabilities, etc.?
4. How will the RWB streamline the sequence of services to facilitate individual access to needed services and training?

Youth Services

In preparing responses to the questions identified below, please consult the RWB's Summer Youth Plan submitted in May 2009 and attach a copy of that plan. In your responses, you may also make reference to the Summer Youth Plan where appropriate rather than repeating the same language.

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II.D. Describe the RWB's strategy for providing comprehensive, integrated services to eligible youth, including those most in need (§112(b)(18).)

In responding to this question, the RWB should include the following:

1. Describe the anticipated program design for the WIA Youth funds provided under the ARRA. Include in the description a program design for both younger, in-school, and older or out-of-school youth (including the 22-24 year olds that can be served with ARRA funds).
2. Will the RWB use the Recovery Act funds to fund only a 2009 summer youth program or some combination of 2009 and 2010? If using the funds over two summers, what percentage of funds does the RWB anticipate using for the first summer?
3. If using the funds for summer employment opportunities, describe how the RWB will deliver summer youth employment opportunities. Will the RWB operate the program or allocate the funds?
4. Describe the types of worksites that will be developed for summer employment, including a mix of public and private sector work experiences, and how the RWB will ensure that meaningful work experiences will be developed.
5. Describe the RWB's policy for developing the mix of classroom versus worksite time in a summer employment opportunity. Describe the RWB's policy for determining that summer employment opportunities are connected to academic and/or occupational learning and the types of connections that will be utilized.
6. Describe any policies or strategies that the RWB is implementing to ensure that local areas implement activities that support out-of-school youth during summer and/or non-summer months, such as supportive services, needs-based payments, or day-care.
7. Provide the anticipated number of youth to be served with Recovery Act funds, including the anticipated number of summer employment opportunities created with Recovery Act funds.

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Veterans' Priority of Service

II.E. What policies and strategies does the RWB have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor?

In response to this question, the RWB should outline the changes to local policies and strategies that make them sufficient to meet the requirements of 20 CFR 1010.230, published at 73 Fed. Reg. 78132 on December 19, 2008, of the Jobs for Veterans Act regulations issued on December 19, 2008 implementing priority of service for veterans and eligible spouses in Department of Labor job training programs. This includes providing the following information and/or attachments to the local Plan modification:

1. The RWB should describe the changes to its local policies for the delivery of priority of service by the One-Stop Career Centers for its qualified job training programs. The description must include how:
 - a. The local policies ensure that covered persons are identified at the point of entry and given an opportunity to take full advantage of priority of service.
 - b. That local policies ensure that covered persons are aware of:
 1. Their entitlement to priority of service;
 2. The full array of employment, training, and placement services available under priority of service;
and
 3. Any applicable eligibility requirements for those programs and/ or services.

Service Delivery to Targeted Populations

II.F. Describe the RWB's strategies to ensure that the full range of employment and training programs and services delivered through the One-Stop delivery system are accessible to and will meet the needs of dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers,

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women, minorities, individuals training for nontraditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment (including older individuals, limited English proficiency individuals, and people with disabilities). (§112(b)(17)(A)(iv).)

The RWB should:

- 1, Describe the strategy it will use to effectively implement the Recovery Act priority of service for low-income individuals and recipients of public assistance under the WIA Adult program.
2. Indicate how the RWB will use Wagner-Peyser resources to support individuals with disabilities, such as funding disability program navigators in One-Stop Career Centers or assisting other targeted populations.

Section III. Operations

Transparency and Public Comment

The Recovery Act places a high priority on transparency. The public, including partners, must have an opportunity for public comment and input into the development of the local Workforce Services Plan update prior to its submission to the State.

III.A. The RWB should provide a description of the process it used to make the Plan available to the public and the outcome of its review of the resulting public comments. (§§111(g) and 112(b)(9).)

The RWB should describe:

1. Local efforts to promote transparency.
2. The process used to make the Plan modification available to the public and the outcome of its review of the public comments received. The RWB should describe the updated process used to ensure public comment on and input into the development of the local Workforce Services Plan. Include as an attachment, all

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comments including those that express disagreement with the plan. Include a description of specific steps taken to include input from members of the local board and members of businesses and labor organizations. Comments received after submission of the local Workforce Services Plan modification that express disagreement with the plan should also be forwarded to WFI at the address previously indicated.

Increasing Services for Universal Access

III.B. The RWB should describe what policies are in place to promote universal access and consistency of service. (§112(b)(2).)

The RWB should explain how it will efficiently and effectively use its Wagner-Peyser Recovery Act funds to support the hiring of sufficient levels of staff in the limited time period available for local One-Stop Career Centers to provide universal access and services required to meet the needs of increased numbers of customers in the economic downturn.

Procurement

III.C. The RWB should describe its competitive and non-competitive processes that will be used to award grants and contracts for activities under title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts. (§112(b)(16).) (Note: All procurements must comply with OMB requirements codified in 29 CFR Parts 95.40-95.48 and 97.36.)

In answering this question, the RWB should describe:

1. How providers of all youth services will be procured under the Recovery Act. If using funds for summer employment opportunities and the fiscal agent is not operating this program element, please specifically describe procedures for procuring summer employment operational entities and job opportunities. **(Note: If this question was answered in the local Summer Youth Plan, please attach a copy).**
2. How the RWB will implement the Recovery Act provision that it may award a contract to an institution of higher education or other eligible training provider if the local board determines that it would facilitate the

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training of multiple individuals in high-demand occupations, and if such a contract does not limit customer choice.

Technical Assistance

III.D. The RWB should describe how it identifies areas needing improvement and how technical assistance will be provided. (§112(b)(14).)

The RWB should describe its strategy for providing training and technical assistance to all programs funded by the Recovery Act, including whether Recovery Act funds will be used for technical assistance and training. The RWB should also address training to be provided to new staff and technical assistance on the creation of a summer employment program.

Monitoring and Oversight

III.E. The RWB should describe the monitoring and oversight criteria and procedures it utilizes to move the system toward achieving the local vision and goals, such as the use of mystery shoppers, performance agreements, etc.

In responding to this question, the RWB should describe its policies and procedures, through a monitoring plan or otherwise, that the local monitoring system meets the requirements of 20 CFR 667.410(b)(2), and that the RWB's local plan includes monitoring and oversight of the additional funds provided under the Recovery Act, particularly plans to monitor reemployment services and summer employment, including summer employment worksites.

Accountability and Performance

III.F. The RWB should describe its performance accountability system, including any system measures and any performance goals established. The RWB should identify the performance indicators being tracked to measure its progress toward meeting its strategic goals and vision. (§§112(b)(3) and 136(b)(3).)

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1. The Recovery Act emphasizes the importance of accountability. The RWB should describe its overall efforts to account for the results of activities funded by the Recovery Act, and how it will measure whether it has achieved its local implementation goals.
2. The Recovery Act requires RWBs to report on work readiness to assess the effectiveness of summer employment opportunities for youth. The RWB should identify its methodology for determining whether a measurable increase in work readiness skills has occurred, and what tools will be used for this determination. **(Note: If this question has been answered in the Summer Youth Plan, please refer that plan where appropriate).**

Section IV. Signature Page

Please complete the attached signature page and ensure that it is signed by both the Chairperson of the Regional Board and the Chief Elected Official (see 29 USC 2841 Section 121). The original signed signature page must be mailed to WFI as instructed on page four of these instructions.

Section V. Required Attachments

The following documents must be completed and signed for the period covered by this plan update and included in the Workforce Services Plan addendum as required by law:

- A. List of One-Stop MOUs (Board and One-Stop Partners)
- B. Local Operating Procedures Referenced in the Local Workforce Services Plan
- C. Public Comments on Local Workforce Services Plan
- D. Current Board Membership Roster Certification
- E. Signature Page

Board Membership - The instructions for completing the required Board Membership forms are appended to these instructions. The certification of membership of each RWB is required by law and is conducted by WFI to determine whether the composition and appointments are consistent with the provisions of state and federal law.

REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

The certification of membership of the Regional Workforce boards is conducted per Public Law 105-220 Title I Section 117 (c)2, Workforce Investment Act of 1998. The certification of the RWB is conducted by Workforce Florida to determine whether or not the composition and appointments are consistent with the provisions of the state and federal law and regulations. Each RWB will be reviewed to ensure its compliance with representation requirements. Information should reflect the present board status and any major changes that may occur on or before August 1, 2009.

Per Title I Section 117 (b) of the Workforce Investment Act of 1998 – Public Law 105-220, at a minimum, the membership of the Regional Workforce Board (RWB) requires:

A majority of local area business representatives who are nominated by local business organizations and business trade associations;

Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such exist) nominated by regional or local educational agencies, institutions, or organizations representing local educational entities;

Representatives of labor organizations, nominated by local labor federations;

Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans;

Representatives of economic development agencies; and

Representatives of each of the one-stop partners

Chapter 445.007(1) Laws of Florida requires

One representative from a *nonpublic postsecondary educational institution* that is an authorized individual training account provider within the region and *confers certificates and diplomas*,

One representative from a *nonpublic postsecondary educational institution* that is an authorized individual training account provider within the region and *confers degrees*, and

Three representatives of organized labor.

It is the intent of the Legislature that, whenever possible and to the greatest extent practicable, membership of a Regional Workforce Board include persons who are current or former recipients of welfare transition assistance . . . or workforce services.

The importance of minority and gender representation should be considered when making appointments to the board.

INSTRUCTIONS FOR COMPLETING
CURRENT MEMBERSHIP RWB CHART

TOTAL NUMBER OF VOTING MEMBERS	Numeric, represents size of Board, majority of which should be business
NUMBER OF VACANCIES	Numeric, as of August 1, 2009
DATE FORM COMPLETED	MM/DD/YYYY
INSERT OFFICIAL NAME OF REGIONAL WORKFORCE BOARD AND INCLUDE REGION NUMBER	
NAME OF RWB MEMBERS	Indicate names of all board members
AREA(S) OF REPRESENTATION	Use codes on the sheet, "AREA(S) OF REPRESENTATION CODES". List all that apply. If a member is appointed as a non-voting member, include NV in the area of representation.

NOTE: Members may represent more than one area if nominated appropriately.

QUALIFICATIONS	Give the member's title or position and the company or organization.
NOMINATING ORGANIZATION	List the organization which nominated the Member
DEMOGRAPHICS	Use the codes on the sheet, "DEMOGRAPHICS CODES". List the gender code first, followed by the ethnic code, and then any other codes, if applicable. Separate codes by commas. Example: female, black, disabled = F, B, D
PERIOD OF APPOINTMENT	List beginning and ending dates, such as MM/DD/YYYY thru MM/DD/YYYY

USE AS MANY SHEETS AS NECESSARY AND
SUBMIT AN ELECTRONIC VERSION

AREA(S) OF REPRESENTATION CODES

BU – Business

CBOD –Community-based Organizations representing individuals with disabilities

CBOV – Community-based Organizations representing veterans

EA – Education

ED – Economic Development

NPEAC – Nonpublic Postsecondary Educational Institution, confers certificates and diplomas

NPEAD – Nonpublic Postsecondary Educational Institution, confers degrees

NV – Non-voting member

OL – Organized Labor

OSPM – One-Stop Partner, Mandatory

OSPO – One-Stop Partner, Optional

WT/WS – Current or former recipient of welfare transition assistance or workforce services

DEMOGRAPHICS CODES

GENDER CODES

M – male

F – female

ETHNIC CODES

W – white (not Hispanic)

B – black/African American (not Hispanic)

H – Hispanic

O – other

OTHER CODES

D – disabled individual

OI – older individual

V - veteran

