

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: May 14, 2014
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Regional Targeted Occupations List Deliverables

A handwritten signature in black ink, appearing to read 'Lois A. Scott', is positioned to the right of the 'FROM:' field.

On February 5, 2014, the Department issued guidance regarding the process that Regional Workforce Boards (RWBs) are to use to establish and maintain Regional Targeted Occupations Lists (RTOLs), based on a newly-adopted state board policy.

This guidance established certain goals that RWBs were expected to accomplish within certain time frames:

1. Revision of the RWB's Strategic and Operating Plan to address requirements of the new policy
 - Submission of revision, or notice that the current plan meets requirements, or response to DEO notifying it of the planned completion date – due February 28, 2014
 - Submission of revision, if applicable, due no later than June 30, 2014
2. Dissemination of RTOL for 2013-2014
 - Submission of RTOL to DEO and CareerSource Florida – due April 30, 2014
 - Posting of revised RTOL on RWB's website – due April 30, 2014
3. Annual submission of RTOL updates
 - Due to DEO and CareerSource Florida no later than July 1 each year

Please provide a status report on the completion of these goals by COB Monday, May 19 to JBurgess@CareerSourceFlorida.com and Isabelle.Potts@deo.myflorida.com. In the status report, please include a link to the RTOL on the RWB's website.

If you have any questions, please contact Isabelle Potts at (850) 921-3148.

LAS/oip

cc: Andra Cornelius
Jayne Burgess
Tom Clendenning

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