



FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY

MEMORANDUM

DATE: July 30, 2012
TO: Regional Workforce Board (RWB) Executive Directors
FROM: Lois A. Scott, Program Manager, Workforce Program Support
SUBJECT: Implementation of Mandates Affecting Regional Workforce Boards

Recent policy guidance adopted by Workforce Florida, Inc. (WFI) to effect changes mandated by Chapter 2012-29, L.O.F. requires the reporting of information relating to board composition to the Department of Economic Opportunity (DEO). This memorandum reminds RWBs of these reporting requirements, establishes deadlines for the submission of the information, and provides a contact person with DEO to receive this information.

1. [Final Guidance 075 – Required Financial Disclosure](#)

Each RWB is required to appoint a coordinator to provide the names and addresses of its board members and executive director to the Commission of Ethics and the Department of Economic Opportunity.

- Please provide the name and contact information (telephone number and e-mail address) of your RWB coordinator.
- Please provide the names and addresses of board members who were in place on July 1, 2012 as well as those who have been appointed since then on the attached spread sheet. This list should be updated as changes occur. Please submit the spread sheet electronically to Isabelle Potts, Isabelle.Potts@deo.myflorida.com.

This information is due to the Department by August 15, 2012 and annually thereafter by the same due date.

2. [Final Guidance 073 – Regional Workforce Board Composition, Certification and Decertification](#)

- RWBs whose board membership currently is in compliance with Final Guidance 073 should notify DEO to that effect.
- RWBs whose board membership is not in compliance with Final Guidance 073 must submit a written plan of action with timelines that details the following:
 - ✓ Which current members, if any, will leave the board;
 - ✓ If needed, a description of the process for obtaining nominations for any new members;

- ✓ Whether or not a request will be made to the Governor for members in addition to the limit established by the law; and
- ✓ The date when the RWB expects to be in compliance (no later than October 1, 2012).

The written plan must be approved by the current board of directors and efforts should be made to obtain the approval of the plan by the appropriate Chief Elected Official (CEO).

If this information has already been submitted to the Department, thank you; if not, please do so as soon as possible so we can update our records.

The contact person to receive the information described in this memorandum is Isabelle Potts, Isabelle.Potts@deo.myflorida.com, (850) 921-3148.

Attachment:

[Board Member Address Spread Sheet](#)