



**Combined Executive Committee,
Commission Coordinating Council Meeting,
Finance and Performance Committee**

Thursday August 8, 2024 - 8:00 am to 9:30 am

Location: Microsoft Teams

This is a virtual or call-in meeting only

[Join Microsoft Teams Meeting](#)

Call-in 1-786-600-3104

Conference ID: 819 592 380#

AGENDA

Call to Order – Eric Troyer, Chair

Commission Coordinating Council Action Items – Robin Dawson

- Approval of Board Membership Renewals – New Term begins September 26, 2024 - September 26, 2028
 - Eric Troyer – Kerkering Barberio, CPA/Shareholder
 - Sharon Hillstrom- Bradenton Area EDC, President/CEO
 - David Kraft – Vision Consulting Group, Founder/CEO

Joint Action Item Commission Coordinating Council/Executive Committee – Christina Witt

- Approval of the 2025 Four-Year Plan – Christina Witt

Joint Action Item Executive Committee and Finance and Performance Action Items – Eric Troyer

- Approval of June 10, 2024, Combined Finance & Performance/ Executive Committee Meeting Minutes - Eric Troyer

Finance and Performance Committee Meeting – Lisa Eding, Treasurer

- Finance Reports as of 6/30/2024 – Robin Dawson
- Performance Report - Anthony Gagliano

CEO Report – Joshua Matlock

Staff Reports

- Kathy Bouchard
- Anthony Gagliano

Public Comments/Closing Remarks – Eric Troyer

Adjournment – Eric Troyer

Next Executive Committee Meeting is September 12, 2024

Location: Virtual Teams meeting only

*Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.



ACTION ITEMS
Commission
Coordinating Council

**CAREERSOURCE SUNCOAST
Board Member Renewals
Commission Coordinating Council
Summary Report
August 8, 2024**

Summary:

The following Board members are proposed for Board membership renewal for term beginning September 26, 2024 through September 26, 2028.

- Eric Troyer is a CPA and Partner with Kerkering Barberio. Eric has served on the Board since 2016 and is currently serving as the CSS Board of Directors Chair. Eric's renewal will allow him to continue to serve on the Board and Executive Committee as the past chair. Eric fills a mandatory business slot on the Board.
- Sharon Hillstrom is the President/CEO of the Bradenton Area Economic Development Corporation. Sharon has served on the board since 2012 and is currently serving as a member at-large on the Executive Committee. Sharon's service on the Board fills a mandatory position of a member from an Economic and Community development entity.
- David Kraft is the President/Founder of Vision Consulting Group. David has served on the Board since 2012 and is currently the Vice-Chair and incoming Chair elect. David's Chair position will begin on September 26, 2024. Davis fills a mandatory small business slot on the Board.

Requested Action:

A motion requesting the Commission Coordinating Council approve the CareerSource the Board membership renewals for EricTroyer, Sharon Hillstrom, and David Kraft.

Respectfully submitted,
Christina Witt,
Senior Organizational Support Director



ACTION ITEMS
Commission Coordinating
Council
and
Executive Committee

CAREERSOURCE SUNCOAST
2025 Four-Year Local Plan
Executive Committee/Commission Coordinating Council
Summary Report
August 8, 2024

Background Information:

WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state ([20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135](#)).

Summary:

The Local Plan was publicly posted for comment on August 1, 2024 - August 31, 2024. This public comment period meets the 30-day maximum requirement for public notice and comment. In addition to the public posting the plan was emailed to the Board of Directors, mandated partners, education partners, and the Education and Industry Consortium. Once the 30-day comment period closes, all feedback will be considered, and a final plan will be drafted for Board approval on September 26, 2024. Once approved by the Board of Directors, the plan will be submitted to FloridaCommerce for approval by the CareerSource Florida Board.

The local plan was updated to include:

- Revised Mission, Vision, and Values
- Strategic Plan updates
- Current labor market information and workforce statistics.
- Current and planned apprenticeship activities
- Current and planned formula funded program activities (WIOA, WP, etc.)

The four-year plan is for the time period of January 1, 2025 through December 31, 2029

Requested Action:

A motion requesting the Executive Committee and the Commission Coordinating Council approve the CareerSource Suncoast 2025 Four-Year Local Plan.

Respectfully submitted,
Christina Witt,
Senior Organizational Support Director



Workforce Innovation and Opportunity Act Local and Regional Workforce Plan

January 1, 2025 – December 31, 2028



Primary Contact:

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941-803-4568

Secondary Contact:

Anthony Gagliano
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com 941-343-8819

Submission Date: September 30, 2024

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INTRODUCTION

These instructions provide direction for local and regional workforce development plans (plans) submitted under [Public Law 113-128, the Workforce Innovation and Opportunity Act \(WIOA\) and Chapter 445.003, Florida Statutes](#). WIOA requires each Local Workforce Development Board (LWDB), in partnership with the appropriate chief local elected official(s), to develop and submit a comprehensive four-year local plan to the state. If the local workforce development area (local area) is part of a planning region, the LWDB will submit its regional plan as part of the local plan and will not submit a separate regional plan. The local and regional plan provides the framework for local areas to define how their workforce development systems will achieve the purposes of WIOA, pursuant to 20 Code of Federal Regulations (CFR) 679.500 and 20 CFR 679.540.

Additionally, local and regional plans must be modified at the end of the first two-year period of the four-year local plan to reflect changes in the labor market and economic conditions and other factors affecting the implementation of the local plan. Federal regulations require states and LWDBs to regularly revisit and recalibrate local and regional plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR 676.135).

WIOA emphasizes the importance of collaboration and transparency in the development and submission of local and regional plans. LWDBs provide leadership, and should seek broad stakeholder involvement, in the development of their local and regional plans. Chief local elected officials, LWDB members, core program partners, combined planning partners, mandatory one-stop career center partners, and local economic development entities are an integral part of the planning process. WIOA encourages an enhanced, integrated system by including core and combined programs in its planning and performance requirements. Affected entities and the public must have an opportunity to provide input in the development of the plan. LWDBs must make the plan available electronically and in open meetings to ensure transparency to the public.

In addition to the specific requirements outlined in these instructions, local plans must:

1. Identify and describe policies, procedures, and local activities that are carried out in the local workforce development area (local area), consistent with the strategic and operational elements of the state's WIOA combined plan and [CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy](#)
2. Align with the CareerSource Florida Board of Director's (state board) business and market-driven principles to be the global leader for talent. These principles include:
 - A. Increasing the prosperity of workers and employers.
 - B. Reducing welfare dependency.
 - C. Meeting employer needs.
 - D. Enhancing productivity and competitiveness.
3. Address how the LWDB coordinates service delivery with core programs of the Florida Department of Education's Division of Vocational Rehabilitation, Division of Blind Services and Division of Career and Adult Education, and the following combined state plan partner programs (per WIOA § 103(a)(1) and (2)):
 - A. **Temporary Assistance for Needy Families (TANF)** authorized under 42 United States Code (U.S.C.) § 601 et seq. (Florida Department of Children and Families (DCF)).

- B. Employment and training programs in the **Supplemental Nutrition Assistance Program (SNAP)** authorized under Section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. § 2015(d)(4)). (DCF).
 - C. **Work programs authorized under Section 6(o) of the Food and Nutrition Act of 2008** (7 U.S.C. § 2015(o)). (Florida Department of Commerce (FloridaCommerce) and DCF).
 - D. **Trade Adjustment Assistance for Workers** program authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. § 2271 et seq.). (FloridaCommerce).
 - E. **Jobs for Veterans State Grants (JVSG)** program authorized under 38 U.S.C. § 4100 et. seq. (FloridaCommerce).
 - F. **Unemployment Insurance (UI)** programs, known as Reemployment Assistance in Florida, (UI Federal-State programs administered under state unemployment compensation laws in accordance with applicable federal law). (FloridaCommerce).
 - G. **Senior Community Service Employment Program (SCSEP)** authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. § 3056 et seq.) and updated by the OAA Reauthorization Act of 2016, Pub. L. No. 114-144. (Florida Department of Elder Affairs).
 - H. **Employment and training activities carried out under the Community Services Block Grant (CSBG)** Act (42 U.S.C. § 9901 et seq.). (FloridaCommerce).
4. Be based on current and projected needs of the local workforce investment system, with an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for employers and job seekers, including veterans, SNAP and TANF benefit recipients, individuals with disabilities, and individuals residing in rural areas.
 5. Set forth a strategy to utilize all allowable resources to:
 - A. Assist Floridians with securing employment that leads to economic self-sufficiency and reduces the need for public assistance.
 - B. Provide opportunities for Floridians to develop skills intended to meet the present and future needs of employers.
 - C. Ensure that workforce-related programs are responsive to present and future needs of business and industry and complement the initiatives of state and local economic development partners, including SelectFlorida in relation to:
 - 1) Job training;
 - 2) The attainment of a credential of value identified pursuant to Section 445.004(4)(h)4c Florida Statutes (F.S).
 - 3) The attainment of a postsecondary degree or credential of value; and
 - 4) Any other program that has, at least in part, the goal of securing employment or better employment for an individual and receives federal funds or a state appropriation.
 - D. Prioritize evidence-based, results-driven solutions to improve outcomes for Floridians and Florida businesses.
 - E. Develop collaborative partnerships that leverage multiple sources of funding to provide services to all customers seeking assistance, especially Florida's vulnerable populations.

- F. Identify barriers to coordinating and aligning workforce-related programs and develop solutions to remove such barriers.
6. Identify the education and skill needs of the workforce and the employment needs of the local area and include an analysis of the strengths and weaknesses of services provided to address identified needs. Assessments include the best available information, evidence of effectiveness, performance information for specific service models and a plan to improve program effectiveness by adopting proven or promising practices as a part of the local vision.
7. Provide a comprehensive view of the systemwide needs of the local area.
8. Address how LWDBs foster strategic alignment, improve service integration and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers.
9. Achieve greater efficiencies, reduce duplication, and maximize financial and human resources.
10. Address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce investment system and its focus on simplified access to quality customer service.

Draft

KEY DATES

Florida Combined Plan Public Comment.	February-March 2024
Florida Combined Plan Reviewed by Federal Agencies.	April-June 2024
Local Plan Guidelines Issued.	April 29, 2024
Final Revisions and Approval of Florida Combined Plan.	July-August 2024
Regional and Local Plans Due.	October 2, 2024
Regional and Local Plans Approved by State Board.	December 2024
Regional and Local Plans Effective.	January 1, 2025

PUBLIC COMMENT PROCESS

Prior to the date on which the LWDB submits a local and regional plan, the LWDB must provide an opportunity for public comment on the development of the plan. To provide adequate opportunity for public comment, the LWDB must:

1. Make copies of the proposed plan available to the public through electronic and other means, such as public hearings and local news media (WIOA §108(d)(1) and 20 CFR 679.550(b)(1)).
2. Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education (WIOA §108(d)(2) and 20 CFR 679.550(b)(2)).
3. Provide no more than a 30-day period for public comment on the plan(s) before its submission to FloridaCommerce, beginning on the date on which the proposed plan is made available (WIOA §108(d)(2) and 20 CFR 679.550(b)(1)).
4. Submit any public comments that express disagreement with the plan to FloridaCommerce. WIOA §108(d)(3) and 20 CFR 679.550(b)(1).

PLAN SUBMISSION

ONLINE FORM

Each LWDB must submit its local plan in coordination with the regional plan, as appropriate, required attachments and contact information for primary and secondary points of contact for each plan submitted via the state's established method for WIOA plan submissions. **Hard copies of plans or attachments are not required. All local and regional plans must be submitted no later than 5:00 p.m. (EDT) on Wednesday, October 2, 2024.**

Please carefully review these instructions prior to submitting plans.

Prior to plan submission, please ensure:

1. The LWDB members and chief local elected official(s) reviewed the plan.
2. The LWDB chair and the chief local elected official signed the appropriate documents. For regional planning purposes, the chief local elected officials of all units of local government that make up the planning region must sign the regional plan to demonstrate that the request specific to the regional planning area is the consensus of all the units of local government involved.
3. The name of the LWDB is on the plan cover page.
4. The plan submitted date as well as primary and secondary points of contact are on the cover page.
5. The structure and numbering follow the plan instructions format.
6. A table of contents with page numbers is included and each page of the plan is numbered.
7. Text is typed, preferably in the fonts Arial or Calibri, with a font size of 11 or greater.
8. The plan and all attachments are submitted in a searchable PDF format.¹
9. The plan is posted online for public comment and submitted in a format compliant with Section 508 of the Rehabilitation Act (29 U.S.C, Section 794) and is accessible to people with disabilities.²
10. Responses to all questions are informative and concise. Questions should not be altered or rephrased and the numbering should follow the plan instructions format.
11. The name of the LWDB, the page number and plan submission date are listed in the footer of the document.

ATTACHMENTS

Please provide a link to the local board's website showing the attachments described below or upload attachments in a searchable PDF file with the local and regional plan:

¹ A searchable PDF file is a PDF file that includes text that can be searched upon using the standard Adobe Reader "search" functionality [CTRL+F]. In Microsoft Word **ClickFile > Save As** and choose where you want the file to be saved. In the **Save As** dialog box, choose **PDF** in the Save as type list. Click **Options**, make sure the **Document structure tags for accessibility** check box is selected, and then click **OK**.

² Best practices for making Word and other documents 508 compliant and accessible to those with disabilities includes using built-in title, subtitle, and heading styles; creating accessible lists; adjusting space between sentences and paragraphs and adding alt+text to visuals. For best results, use the "[Accessibility Checker](#)" in the **Review** tab in MS Word.

1. **Executed interlocal agreement** that defines how parties carry out roles and responsibilities of the chief local elected officials (if the local area includes more than one unit of general local government in accordance with WIOA § 107(c)(1)(B).

The [2023-Interlocal-Agreement](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

2. **Executed agreement between the chief local elected official(s) and the LWDB.**

The [2023-Interlocal-Agreement](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

3. **Evidence of designation of the fiscal agent by the chief local elected official(s), if other than the chief local elected official(s).**

The [2023-Interlocal-Agreement](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

4. **Current by-laws** established by the chief local elected official(s) to address criteria contained in 20 CFR 679.310(g) and [Administrative Policy 110 –Local Workforce Development Area and Board Governance.](#)

The [2022-CSS-bylaws](#) is located on the CSS website page [Public Records - CareerSource Suncoast.](#)

Attachment Provided

5. **Current board member roster**, meeting minutes for the local plan agenda item, discussions about the plan, and the board's vote on the local plan.

The Board member roster is located on the CSS Website at [Board of Directors - CareerSource Suncoast.](#) Attachment has been provided.

6. **Organizational chart** that outlines the organizational structure of the local area including the local workforce development board staff, one-stop operator, direct provider of workforce services, youth service provider and jointly managed FloridaCommerce staff. The organizational chart should identify specific roles defined in the Grantee-Subgrantee Agreement to include: [Attachment Provided](#)

- A. Regional Security Officer.
- B. Chief Ethics Officer.
- C. Custodian for purchased property and equipment.
- D. Personnel Liaison.
- E. Public Records Coordinator.
- F. Equal Opportunity Officer.
- G. Person who promotes opportunities for persons with disabilities.

7. Agreements describing how any single entity selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator, or direct provider of career services, will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest. Also attach copies of any processes and procedures that clearly detail a) how functions are sufficiently separated; b) descriptions of the steps the local area has taken to mitigate risks that could lead to impropriety; c) firewalls (physical, technological, policies, etc.) created to ensure such risks are mitigated; and d) oversight and monitoring procedures.

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), has been selected to operate in multiple roles including local fiscal agent, local board staff and direct provider of services.

The business model now in place clearly separates administrative and oversight functions from the program and operating functions through CareerSource's Executive Leadership Team, which consists of the Chief Executive Officer, Chief Operating Officer, Chief Financial and Administrative officer and Chief Talent Development Officer. This Leadership Team along with the Directors set goals for the staff and Career Centers. Directors overseeing the staff and career centers report to the Executive leadership, the Executive Leadership Team reports to the CSS' Committees and Board of Directors.

CSS maintains a strong internal monitoring process with good internal controls. The Director of Continuous Improvement oversees scheduled programmatic monitoring, which is reviewed to identify any areas for targeted staff training on programmatic compliance.

CSS contracts services with independent vendors to conduct annual financial audits and monitoring. CSS policies reflect internal controls and accountability for our employees, directors and managers. Internal controls are reviewed annually to ensure effective firewalls are in place. Performance and financial audits/monitoring are shared with the Finance/Performance Committee, the Commissioners Coordinating Council, Executive Committee, and full Board of Directors providing oversight to these functions.

The Suncoast Workforce Board, as the administrative entity maintains Accounting Procedures Manuals revised and maintained to reflect all pertinent procedures. These manuals describe and detail the fiscal controls and accounting procedures used by CareerSource Suncoast. These procedures were developed in accordance with the provisions of:

- A. *Workforce Innovation and Opportunity Act (WIOA), Sections 183-185,*
- B. *31 USC 7502(f)(2)(B), Single Audit Act Amendments of 1996, (Pub. L.104-156),*
- C. *2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit*
- D. *Requirements for Federal Awards,*
- E. *20 CFR 668, Administrative Provisions Under Title I of WIOA,*
- F. *(Florida's) Chief Financial Officer Memorandum No. 05.*

Conflict of Interested and Related-Party Procurement: No individual in a decision-making capacity or involved in the writing of specifications or administration of the procurement process, shall engage in any activity, including the participation in the selection, award, or administration of a sub-grant or contract supported by its funds, if a conflict of interest, real or apparent, would be involved.

No board member shall cast a vote, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), or on any matter which would provide any direct financial benefit to the

appropriate individual or organization, except when that interest has been placed in a disclosed blind trust. A conflict of interest is present if the individual, any member of the individual's immediate family, the individual's business partner, or an organization that employs or is about to employ any of these individuals has financial or other interest in the firm or organization selected for award. CSS staff and board members making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or parties to sub-agreements.

Any potential conflict, whether real or apparent, must be disclosed to the CSS President/CEO, or, in the case of a board member, to the Board. Such disclosure must be documented and filed. In a "conflict of interest" situation, when the contract for services is with an "agency" (as defined in s. 112.312(2), Florida Statutes) represented by a board member, the board may approve the contract by a simple majority of those members present (subject to local quorum requirements and other local board requirements, if any), and the member with the "conflict of interest" not voting.

In addition, CareerSource Suncoast will use the CareerSource Florida Board approved definition of "employee" as it relates to conflict of interest as follows: "Employee" means a person employed full-time by a regional workforce board working in a managerial or supervisory capacity or who has direct contract management or direct fiscal involvement with the contract voted on by the board."

Financial and Organizational Disclosure Statements must be completed by all board members and the CSS President/CEO. Within 30 days of appointment or employment by the Board, and again annually, on July 1st, and at any other time that organizational affiliations change, such individuals will be notified that they must complete and file the Financial Disclosure form with the Florida Commission on Ethics.

8. **Executed Memoranda of Understanding** for all one-stop partners (Section III(b)(2) of the State of Florida WIOA Unified Plan).

Attachments provided

9. **Executed Infrastructure Funding Agreement** with all applicable WIOA required partners (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan).

Attachments provided

10. **Executed cooperative agreements** which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to all services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA section 107(d)(11)(B) between the LWDB or other local entities described in WIOA section 107(d)(11)(C) of the Rehabilitation Act of 1973 (29 U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11) with respect to efforts that enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

CareerSource Suncoast continues to work closely with core partner programs contributing to the one-stop delivery system. CSS acts as the convener of community partners by implementing bi-weekly and quarterly partner meetings highlighting agency services and promoting the agency-to-agency Crosswalk referral system.

CSS has Memorandums of Understandings (MOU) with the partners listed below. These MOUs are reviewed annually to align with WIOA requirements. Additionally, the MOU's outline

the process of using the Crosswalk agency-to-agency referral system:

- A. Manatee County School Board: Assist with referrals and location to provide services in Manatee County. Activities include career exploration, community service, education institution tours, employability, and life skills development.
- B. Sarasota County School Board: Assist with referrals and location to provide services in Sarasota County. Activities include career exploration, community service, education institution tours, employability, and life skills development.
- C. AARP Foundation's Senior Community Service Employment Program (SCSEP): Provides activities for participants aged 55+ to provide community service while they are actively pursuing training and unsubsidized employment off the program.
- D. Florida Department of Education, Division of Vocational Rehabilitation: Coordinating resources and preventing duplication of services for workforce employment and training services in Sarasota and Manatee Counties.
- E. Florida Department of Education, Division of Blind Services: Coordinating resources and prevent duplication of services for workforce employment and training services in Sarasota and Manatee Counties.
- F. Community Action Agencies: Manatee and Sarasota Counties- Coordinating resources and preventing duplication of services for individuals seeking self- sufficiency.
- G. Housing Authority-Manatee and Sarasota Counties: Coordinating resources and preventing duplication of services for individuals seeking self-sufficiency.

In addition to working with Vocational Rehabilitation and Division of Blind Services, CareerSourceSuncoast is an authorized Employment Network through the Social Security Administration. CSS employs an Employment Support Coordinator, working specifically with individuals in the Ticket to Work program.

11. **A description of the process used by the LWDB to obtain input and comment by representatives of business and labor organizations for the development of the plan.** The LWDB must make information about the plan available to the public on a regular basis through electronic means and open meetings.

The LWDB provides guidance and leadership in the development of the plan. Upon the completion of the draft, the plan is shared with the Chief Local Elected Officials, Board Member, the Education and Industry Consortium, and local partners for review and input. The CSS Board of Directors membership composition includes local private business leaders, members of labor organizations, apprenticeship programs, higher education, and other local community partner organizations.

Additionally, the plan is posted on the CSS website and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan is presented to the Board of Directors for review and approval. After Board approval, the plan is signed by the CLEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan and applicable federal and state laws, rules, and regulations. Please reference the attached Board of Directors roster provided.

12. **Planning Region Agreements** between the participating LWDBs of the planning region and agreements between the planning region and regional partners to include cooperative service agreements, memoranda of understanding, regional policies, etc.

Not Applicable at this time.

PLAN APPROVAL

FloridaCommerce will review each local and regional plan for the requirements outlined in these guidelines using a plan review checklist that aligns with requirements outlined in these guidelines. If there are questions or concerns, FloridaCommerce will notify the contact(s) included in the plan.

FloridaCommerce will recommend complete and fully compliant local and regional plans to the state board for approval.

Where deficiencies exist or clarity is required, FloridaCommerce will notify the LWDB in writing that:

1. There are deficiencies in workforce investment activities that have been identified through audits, and the local area has not made acceptable progress in implementing plans to address the deficiencies:
2. The plan does not comply with applicable provisions of WIOA and the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 20 CFR Part 38; or
3. The plan does not align with the state's WIOA combined plan, strategies and operations approved by the state board, core and combined state plan partners- including alignment of specific programs, additional goals described in Section II of the state's WIOA combined plan, state strategic and administrative policies, and negotiated performance indicators that support the state plan and workforce investment system in accordance with WIOA section 102(b)(1)(E), 20 CFR 676.105, and [Chapter 445.003, F.S.](#)

The plan, including plan modifications, will be considered to be approved upon written notice by FloridaCommerce advising of state board approval or at the end of the 90-day period beginning the day FloridaCommerce receives the plan, or plan modification, unless, in accordance with 20 CFR 679.570, any deficiencies referenced above are identified by FloridaCommerce in writing and remain unresolved.

Any questions regarding the submission, review and/or approval of plans should be submitted to FloridaCommerce at: WIOA-LocalPlans@commerce.fl.gov.

ORGANIZATIONAL STRUCTURE

The local plan must describe the organizational structure and delivery systems in place in the local area, including:

1. Chief Local Elected Official(s)

- A. Identify and list the chief local elected official(s) by name, title, mailing address, phone number and email address.

Sarasota County Commissioner
Ron Cutsinger
1660 Ringling Blvd.
Sarasota, FL 34236
(941) 861-5000
rcutsinger@scgov.net

Manatee County Commissioner

George Kruse
1112 Manatee Ave. W.
Bradenton, FL 34205
(941) 745-3702
gkruse@mymanatee.org

- B. Describe how the chief local elected official(s) was involved in the development, review and approval of the local plan.

The Local Workforce Development Area 18 has two local county governments – Sarasota County and Manatee County. Each of the two counties, Sarasota County and Manatee County, designates a commissioner to serve as the Chief Local Elected Official (CLEO), serving as the Commission of Coordinating Council (CCC). As members of the CCC, the CLEOs attend all Board meetings and are provided information, updates, and reports through the Board’s committees, board meetings and any other pertinent business throughout the year. The CCC reviews and provides input in the development of the plan. The CCC is provided the final plan draft for review and approval.

- C. If the chief local elected official is a consortium, identify the members of the consortium and which member(s) has authority to sign on behalf of the consortium.

As noted in (b) above, the two-county region has a Commission Coordinating Council with two CLEO’s who jointly review and approve on behalf of their respective Board of County Commissioners. Both CLEO’s sign off on all required documentation.

2. Local Workforce Development Board

- A. Identify the chairperson of the LWDB by name, title, term of appointment, mailing address, phone number and email address. Identify the business entity and industry the chairperson represents.

Eric Troyer/ Partner
CPA, Kerkering Barberio
1990 Main St. Unit 801
Sarasota, FL 34236
(941) 365-4617
Etroyer@kbggroup.com

Note: Effective September 26, 2024, the Chairperson will change.

David Kraft
Founder/CEO, Vision Consulting Group
3212 43rd Ave. E
Bradenton, FL 34208
(941) 896-2108
dkraft@yourfutureaccelerated.com

- B. If applicable, identify the vice-chairperson of the LWDB by name, title, term of appointment mailing address, phone number and email address. Identify the business or organization the vice-chairperson represents.

David Kraft
Founder/CEO, Vision Consulting Group
3212 43rd Ave. E
Bradenton, FL 34208
(941) 896-2108
dkraft@yourfutureaccelerated.com

Note: Effective September 26, 2024, the Vice- Chairperson will change.

Lisa Eding
Human Resource Director, Teakdecking Systems
7061 15th St. East
Sarasota, FL 34243
(941) 756-0600 ext. 232
leding@teakdecking.com

- C. LWDB member roster which includes name, title, term of appointment mailing address, phone number and email address. Identify the business that the board member represents.

Attached

- D. Describe how the LWDB members, including those described in Public Law 113-128 § 107(b)(2), were involved in the development, review, and approval of the local plan.

The LWDB provided guidance and leadership in the development of the plan. Upon the completion of the draft, the plan was shared with board members and local partners for review and input. In addition, the plan was posted on the CSS website and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan is presented to the Executive Committee, the Commission of Coordinating Council, and Board of Directors for review and approval. After Board approval, the plan is signed by the CLEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

- E. Describe how the LWDB convened or obtained input from local workforce development system stakeholders including LWDB committee members, combined state plan partners, education, industry and representatives of disability populations and those with barriers to employment to assist in the development of the local plan.

The LWDB provided guidance and leadership in the development of the local plan. Upon the completion of the draft, the plan is shared with board members, mandated partners, training providers, the Education and Industry consortium, and local partners to review and provide input. In addition, the plan is posted and available for public comment for the required 30-day period. Any public comments received are included when the proposed plan is presented to the Commission of Coordinating Council and Board of Directors for review and approval. After Board approval, the plan is signed by the CLEOs and Board chairperson to indicate the LWDB will operate in accordance with the plan/modification and applicable federal and state laws, rules, and regulations. It is important to note that the Board of Directors includes representation from Adult Education, Vocational Rehabilitation, labor organizations, and other key stakeholders

in the community serving individuals with barriers to employment.

3. Local Grant Subrecipient (local fiscal agent or administrative entity)

- A. Provide the name of the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief local elected official. WIOA § 107(d)(12)(B)(1)(iii); 20 CFR 679.420 and 20 CFR 560(6)(14)

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the fiscal entity selected to disburse local grant funds. Please reference the Interlocal Agreement provided in the attachments.

- B. Provide the name of the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist the LWDB in carrying out its responsibilities as a board organized under WIOA (20 CFR 679.430).

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the administrative entity selected to staff the LWDB. Please reference the Interlocal Agreement provided in the attachments.

4. One-Stop Operator and One-Stop Career Centers

- A. Provide the name of the entity or entities selected through a competitive process to serve as the one-stop operator. Include the effective date and end date of the current agreement in place between the LWDB and the one-stop operator. (20 CFR 678.605)

TClark Workforce Solutions, LLC. - Effective July 1, 2024. Please reference the OSO Agreement provided in the attachments.

- B. Describe the steps taken to ensure a competitive process for selection of the one-stop operator(s) (WIOA §121(d)(2)(A) and 20 CFR 678.605).

CareerSource Suncoast (CSS) issued and posted a Request for Proposals (RFP) on January 12, 2024 to solicit One-Stop Operator services from interested organizations that can carry out the duties of the One-stop Operator, as described in the Workforce Innovation and Opportunity Act (WIOA). The RFP was issued to assure the greatest degree of open competition and achieve the best technical proposals and services at the lowest possible cost.

Public Notice of the RFP was posted on the [Public Notice](#) section of the [CSS website](#) allowing for a minimum 30-day notice. The review committee vetted and rated the two proposals received. Based on the overall rating score, CSS made a recommendation to the Executive Committee for approval to submit to the full Board of Directors to approve CSS to enter negotiations and contract TClark Workforce Solutions, LLC, for the One-Stop Operator services. The Board approved the recommendation to negotiate for contracted One-Stop Operator Services with TClark Workforce Solutions, LLC.

- C. If the LWDB serves as the one-stop operator, provide the last date the CareerSource Florida Board of Directors granted approval to the LWDB to serve in this capacity and provide the approved duration. ([Administrative Policy 093 – One-Stop Operator Procurement](#)).

Not Applicable

- D. Describe the roles and responsibilities the LWDB has identified and assigned to the one-stop operator. (20 CFR 678.620)

See Attached Executed OSO Agreement, The agreement is also posted on the CSS website page [Public Records - CareerSource Suncoast](#).

- E. Provide the location (address) and type of each access point, indicating whether it is a comprehensive center³, affiliate site or specialized center, as described in [Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#).

CareerSource Suncoast has one designated physical comprehensive one-stop career center, as well as other affiliated sites (referred to as satellite offices.)

The designated physical comprehensive one-stop career center is:

Sarasota Career Center (and administrative office)
3660 N. Washington Blvd.
Sarasota, FL 34234
8:30 a.m. – 5:00 p.m. M-F

Additional service delivery centers are currently located at:

Palmetto Career Center
600 8th Ave W #100
Palmetto, FL 34221
8:30 a.m. – 5:00 p.m. M-Thur.
Fridays (by appointment)

Suncoast Technical College
4748 Beneva Rd.
Sarasota, FL 34233
Hours by appointment

Manatee Technical College
6305 SR 70 E.
Bradenton, FL 34203
Hours by appointment

- F. Identify the days and times when each access point is open to customers. Comprehensive career centers must be open to the public for walk-in service a minimum of eight hours per day during regular business days, Monday through Friday. ([Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#))

Sarasota Career Center
8:30 a.m. – 5:00 p.m. M-F

Palmetto Career Center
8:30 a.m. – 5:00 p.m. M-Thur.
Fridays (by appointment only)

³A comprehensive center is one in which all core and required partner services are available either physically at the location or by direct linkage through technology to a program staff member who can provide meaningful information or services. See Training and Employment Guidance Letter No. 16-16 ([TEGL 16-16](#)) and Training and Employment Guidance Letter No. 16-16, Change 1 ([TEGL 16-16, Change 1](#)).

Suncoast Technical College
8:30 a.m. – 5:00 p.m. M-F (by appointment)
Closed June and July

Manatee Technical College
8:30 a.m. – 5:00 p.m. M-F (by appointment)
Closed June and July

- G. For each access point, identify how the local area provides customers with access to each required (and any approved optional) one-stop career center partners' programs, services and activities (physical co-location, electronic methods, and/or referrals). ([Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#))

The comprehensive one-stop career center includes staffed resource areas (with computers, fax machines and phones) and provides job seeker services, employer services, Workforce Innovation and Opportunity (WIOA) services to include Adult, Dislocated Worker, and Youth, Welfare Transition / Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T), Wagner-Peyser Services, Veteran Services, Reemployment Services and Eligibility Assessment (RESEA), Reemployment Assistance (RA) services; Migrant Seasonal Farm Worker (MSFW) Services are available at the Manatee and Sarasota Counties locations.

Partners co-located within the Comprehensive Sarasota Career center include Vocational Rehabilitation Services and Adult Basic Education (ABE) assistance. The Sarasota County School District provides the ABE testing and GED Prep. Additionally, CSS has provided clients with remote access to services. All CSS staff are trained on the agency-to-agency Crosswalk referral system to connect clients to partner programs not physically co-located in the one-stop career center.

- H. Provide the required attestation that at least one comprehensive one-stop center in the local area meets the certification requirements contained therein. ([Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#)).

Per the FloridaCommerce One-Stop Career Center Credentialing Policy, CareerSource Suncoast attests that the comprehensive one-stop center meets the certification requirements. Certification requirements are reviewed annually by CSS as well as FloridaCommerce during their annual monitoring period. As of June 2024, the most recent certification completed was on February 26, 2024. Career Center Credentialing Certification includes a detailed review of the following criteria:

- 1) Minimum Resource Room Requirements,
- 2) Posters required by Federal and State Law and Guidance,
- 3) Minimum Operating Hours,
- 4) Minimum Skills Standards/Certification for Front-Line Staff,
- 5) Continuing Education Credits for Front-Line Staff,
- 6) Minimum activities to be provided by the Career Center.

- I. Describe any additional criteria (or higher levels of service coordination than required in [Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#)) relating to service coordination achieved by the one-stop delivery system, to respond to education/training needs, labor market, economic, and demographic conditions and trends in the local area (WIOA §121(g)(3)).

Throughout the course of the programmatic year the region hosts a variety of educational forums, on-line curriculums, conferences, classes and events that are demographically channeled. These events are developed to discuss labor market, economic, and demographic conditions and trends for regional convening.

Constituents served include the business community at large, entrepreneurs, career seekers and students. The events include:

- 1) State of Talent
- 2) State of Jobs
- 3) eRising
- 4) Pathways to Success
- 5) Platform for Success
- 6) Accelerate to Success
- 7) Continue the Conversation
- 8) Apprenticeship Accelerator
- 9) Business Roundtable

Biweekly, CSS convenes partners such as our education entities and fellow nonprofits in a meeting to discuss upcoming events and programs. These partner meetings are recapped with notes sent to all invitees.

Additionally, the OSO convenes quarterly partner meetings to share services and continue to develop coordination of service.

5. Provider of Workforce Services

- A. Provide the name of the entity or entities selected to provide workforce services (except training services) within the local one-stop delivery system. ([Administrative Policy 083-Direct Provider of Workforce Services](#))

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the entity providing workforce services.

- B. Provide the effective date and end date that workforce services will be provided, as defined in the current executed agreement between the LWDB and the provider of workforce services.

Not Applicable

- C. Identify and describe which career services are provided by the selected one-stop operator, if any.

Not Applicable, One-Stop Operator does not provide direct services. CSS provides direct services.

- D. Identify and describe which career services are provided by the designated provider of workforce services (except training services).

CSS provides all direct services. The comprehensive one-stop career center includes staffed resource areas (with computers, fax machines, and phones) and provides job seeker services and employer services through the following programs:

- 1) Workforce Innovation and Opportunity (WIOA)
 - (a) Adult, Dislocated Worker, and Youth,
- 2) Welfare Transition / Temporary Assistance to Needy Families (TANF)
- 3) Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
- 4) Wagner-Peyser Services
- 5) Veteran services
- 6) Reemployment Services and Eligibility Assessment (RESEA), Reemployment Assistance (RA) services
- 7) Migrant Seasonal Farm Worker (MSFW) available in Manatee County
- 8) Additionally, CSS has provided clients with remote access to services.

Partners co-located within centers includes:

- 1) Vocational Rehabilitation Services
- 2) Adult Basic Education Assistance
 - (a) Testing and GED Prep

- E. If the LWDB serves as the provider of workforce services (except training services), provide the last date the CareerSource Florida Board of Directors granted approval to the LWDB to serve in this capacity and the approved duration.

June 07, 2023 for the period 07/01/2023 to 06/30/2026.

6. Youth Service Provider

- A. Provide the name of the entity or entities selected to provide youth workforce investment activities (youth program services) and, if the entity was competitively procured, the term through which the entity is contracted to provide these services ([Administrative Policy 120 Youth Service Provider Selection](#)).

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is the entity providing WIOA youth services. Procurement is not applicable.

- B. Provide the effective date and end date that youth services will be provided, as defined in the current executed agreement between the LWDB and the provider of youth services.

Not Applicable. CSS is the entity providing WIOA Youth services.

- C. Describe the steps taken to ensure a competitive process for the selection of the youth service provider(s) in the local area, if the LWDB does not provide these services.

Not Applicable

- D. Describe the roles and responsibilities the LWDB has identified and assigned to the youth service provider.

Not Applicable

- E. Describe any additional criteria⁴ the LWDB has established to ensure providers are best positioned to deliver required youth program elements resulting in strong outcomes for youth participants are used, if applicable.

Not Applicable

- F. Identify and describe the youth program element(s) provided by each provider.

CareerSource Suncoast provides all 14 program elements of WIOA into the youth program model:

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- 2) Alternative secondary school services, or dropout recovery services, as appropriate;
- 3) Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - (a) Summer employment opportunities and other employment opportunities available throughout the school year;
 - (b) Pre-apprenticeship programs;
 - (c) Internships and job shadowing;
- 4) On-the-job training opportunities
- 5) Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved
- 6) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 7) Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- 8) Support services;
- 9) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 10) Follow-up services for not less than 12 months after the completion of participation, as appropriate;

⁴ The state's criteria for youth service provider selection is outlined in [CareerSource Florida Administrative Policy 120 – Youth Service Provider Selection](#).

- 11) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- 12) Financial literacy education;
- 13) Entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 14) Activities that help youth prepare for and transition to postsecondary education and training.

All of the activities discussed in the program model and throughout the fourteen program elements are designed to prepare youth for transition to postsecondary education and training and/or a career pathway. Partners, who include employers, local school districts, community colleges, private schools, education foundations, other government-funded programs, and community-based and faith-based organizations, provide a system of support for youth to succeed in advancing their career.

7. Career Center Staff

- A. List the position title and number of positions that are considered as local county or municipality employees.

Not Applicable

ANALYSIS OF NEED AND AVAILABLE RESOURCES

The local plan must describe strategic planning elements, including:

1. A regional analysis of:
 - A. Economic conditions including existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(i)); and

Existing Demand Occupations

Existing demand occupations are occupations that have the highest number of projected total job openings. Total job openings reflect (1) job openings resulting from employment growth and (2) job openings resulting from replacement needs, which arise when workers retire or otherwise permanently leave an occupation. In most occupations, replacement needs provide many more job openings than employment growth does.

The following table displays the top 15 existing demand occupations (based on 2024-2055 total job openings) by growth percentage for the CareerSource Suncoast region:

2024-2025 Regional Demand Occupations List													
Sorted by Occupational Title													
Workforce Development Area 18 - Manatee and Sarasota counties													
Selection Criteria:													
1	LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)												
2	30 annual openings and positive growth												
3	Mean Wage of \$17.62/hour and Entry Wage of \$14.32/hour												
4	High Skill/High Wage (HSHW) Occupations: Mean Wage of \$27.59/hour and Entry Wage of \$17.62/hour												
SOC Cod	HSHW	Occupation Title*	Regional				Statewide				LMEC Cod	In Industri	Qualifying Level*
			Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri	Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri			
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	4.08	63	26.86	18.01	0.61	1,900	26.33	16.40	4	No	R
151212	HSHW	Information Security Analysts	3.95	41	53.17	34.68	3.87	1,326	53.78	34.11	6	Yes	R
499052		Telecommunications Line Installers and Repairers	3.79	32	24.50	18.29	0.80	729	24.41	17.80	4	No	R
119111	HSHW	Medical and Health Services Managers	3.40	144	55.46	31.78	3.18	4,300	57.46	31.27	6	No	R
312011	HSHW	Occupational Therapy Assistants	3.27	50	31.49	25.10	2.91	562	32.30	26.39	5	No	R
499041		Industrial Machinery Mechanics	3.18	58	27.50	19.85	2.43	1,629	26.66	18.43	4	Yes	R
312021	HSHW	Physical Therapist Assistants	3.13	77	31.34	24.24	3.18	1,444	31.83	24.26	5	No	R
194031		Chemical Technicians	3.13	5	N/A	N/A	1.15	231	24.68	16.53	5	Yes	N
152031	HSHW	Operations Research Analysts	2.95	14	36.66	20.27	2.69	668	38.73	21.01	6	Yes	S
273091		Interpreters and Translators	2.92	5	29.59	16.83	0.88	537	25.98	15.35	6	Yes	N
131161	HSHW	Market Research Analysts and Marketing Specialists	2.75	294	31.87	18.97	2.14	6,455	38.37	19.54	6	Yes	R
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.69	57	25.67	19.13	2.35	1,897	25.15	16.89	6	No	R
272022		Coaches and Scouts	2.63	207	31.16	14.44	2.02	2,149	31.14	14.06	6	No	R
492098		Security and Fire Alarm Systems Installers	2.57	32	23.34	16.88	1.49	962	22.67	16.11	4	No	R
319011		Massage Therapists	2.38	92	24.58	17.86	2.10	2,356	24.31	16.20	4	No	R
319092		Medical Assistants	2.38	445	19.22	16.50	2.55	11,110	18.21	15.29	4	No	R

Source: [Regional Demand Occupations List - FloridaJobs.org](https://www.floridajobs.org)

The next table displays the top 15 existing demand occupations (based on 2024-2025 total job openings) by annual openings for the CareerSource Suncoast region:

2024-2025 Regional Demand Occupations List													
Sorted by Occupational Title													
Workforce Development Area 18 - Manatee and Sarasota counties													
Selection Criteria:													
1	LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)												
2	30 annual openings and positive growth												
3	Mean Wage of \$17.62/hour and Entry Wage of \$14.32/hour												
4	High Skill/High Wage (HSHW) Occupations: Mean Wage of \$27.59/hour and Entry Wage of \$17.62/hour												
SOC Cod	HSHW	Occupation Title*	Regional				Statewide				LMEC Cod	In Industri	Qualifying Level*
			Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri	Annual % Grov	Annual Openin	2022 Hourly Wage Meai	2022 Hourly Wage Entri			
111021	HSHW	General and Operations Managers	1.30	700	52.33	22.59	1.16	19,782	54.50	23.02	6	Yes	R
291141	HSHW	Registered Nurses	1.03	542	38.03	29.20	0.85	13,934	38.42	28.87	6	No	R
411011		First-Line Supervisors of Retail Sales Workers	0.23	536	24.14	15.63	-0.01	11,904	24.28	15.41	3	No	R
433031		Bookkeeping, Accounting, and Auditing Clerks	0.25	476	22.45	15.91	0.21	14,342	21.82	15.24	3	Yes	R
319092		Medical Assistants	2.38	445	19.22	16.50	2.55	11,110	18.21	15.29	4	No	R
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.75	445	31.39	16.74	1.24	13,053	32.15	16.86	6	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.49	421	31.09	19.95	0.43	13,271	30.64	19.69	3	Yes	R
472031		Carpenters	0.68	381	22.49	17.03	0.78	7,191	22.18	16.66	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.03	370	23.76	17.54	1.00	14,319	23.89	16.81	4	Yes	R
132011	HSHW	Accountants and Auditors	1.57	366	37.78	21.57	1.24	9,923	38.56	22.98	6	Yes	R
419022		Real Estate Sales Agents	1.32	346	24.74	13.59	0.90	6,718	27.20	14.69	4	No	S
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.88	324	34.61	18.54	0.84	9,540	34.40	17.53	3	Yes	R
413021	HSHW	Insurance Sales Agents	1.40	317	27.91	18.79	1.54	6,763	33.53	16.21	4	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.75	294	31.87	18.97	2.14	6,455	38.37	19.54	6	Yes	R

B. The employment needs of employers in existing and emerging in-demand industry sectors and occupations⁵ (20 CFR 679.560(a)(1)(ii)).

Top Emerging Industries:

The top emerging industries according to the Florida Department of Commerce (FloridaCommerce) Bureau of Labor Market Statistics are listed below. The industry list is sorted by greatest percent change in employment to least percent change in the next eight years. The top five are telecommunications, warehouse and storage, educational services, plastics & rubber product manufacturing, and informational services.

FASTEST-GROWING INDUSTRIES						
WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES						
Rank	NAICS Code	NAICS Title	Employment			Percent Growth
			2023	2031	Growth	
1	517	Telecommunications	1,250	1,643	393	31.4
2	493	Warehousing and Storage	2,384	3,050	666	27.9
3	611	Educational Services	6,504	8,246	1,742	26.8
4	326	Plastics & Rubber Products Manufacturing	1,058	1,256	198	18.7
5	519	Other Information Services	348	412	64	18.4
6	624	Social Assistance	4,529	5,241	712	15.7
7	621	Ambulatory Health Care Services	23,171	26,778	3,607	15.6
8	237	Heavy and Civil Engineering Construction	2,523	2,910	387	15.3
9	541	Professional and Technical Services	22,891	26,373	3,482	15.2
10	561	Administrative and Support Services	20,996	24,169	3,173	15.1
11	531	Real Estate	6,528	7,354	826	12.7
12	452	General Merchandise Stores	7,674	8,626	952	12.4
13	454	Nonstore Retailers	1,108	1,244	136	12.3
14	722	Food Services and Drinking Places	34,653	38,805	4,152	12.0
15	311	Food Manufacturing	1,644	1,837	193	11.7
16	332	Fabricated Metal Product Manufacturing	5,172	5,747	575	11.1
17	524	Insurance Carriers & Related Activities	5,312	5,881	569	10.7
18	325	Chemical Manufacturing	643	711	68	10.6
19	442	Furniture and Home Furnishings Stores	1,551	1,715	164	10.6
20	238	Specialty Trade Contractors	22,126	24,396	2,270	10.3

This table includes industries with a minimum of 300 jobs in 2023.

Source: FloridaCommerce Employment Projections 2023-2031

Emerging Occupations

Emerging occupations consist of (1) new occupations in the workforce and (2) traditional occupations whose requisite knowledge, skills, and abilities are currently evolving in response to altered market conditions, new technology, and societal changes.

Some of the factors that cause occupations to emerge are changing technology, laws, demographics, and business practices. For the CareerSource Suncoast region, common emerging occupations include nurse practitioners, medical and health services managers, industrial machinery mechanics, and home health and personal care aides. The most common industry sectors for emerging occupations are healthcare and construction.

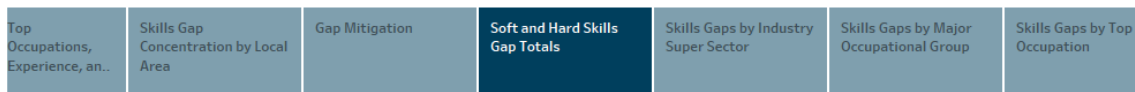
The majority of top emerging occupations occur in healthcare (six of the top 10), and professional services (four of the top 10) industry sectors. The top 10 fastest-growing occupations for the Suncoast region are displayed in the following table:

FASTEST-GROWING OCCUPATIONS												
WORKFORCE DEVELOPMENT AREA 18 - MANATEE AND SARASOTA COUNTIES												
Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
1	29-1171	Nurse Practitioners	485	732	50.9	247	111	139	497	50.50	M	M
2	11-9111	Medical and Health Services Managers	1,178	1,498	27.2	320	299	538	1,157	48.02	B	B
3	49-9041	Industrial Machinery Mechanics	456	572	25.4	116	146	212	474	28.58	PS	HS
4	31-1120	Home Health and Personal Care Aides	3,709	4,582	23.5	873	2,688	2,322	5,883	13.99	HS	HS
5	13-1161	Market Research Analysts and Marketing Specialists	2,161	2,637	22.0	476	555	1,320	2,351	27.92	B	B
6	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	441	536	21.5	95	141	218	454	23.70	B	B
7	29-1127	Speech-Language Pathologists	288	350	21.5	62	70	83	215	40.35	M	M
8	31-9092	Medical Assistants	2,536	3,018	19.0	482	1,025	2,054	3,561	18.18	PS	PS
9	11-3031	Financial Managers	1,161	1,371	18.1	210	248	506	964	61.44	B	B
10	37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	882	1,035	17.3	153	265	530	948	22.81	SC	HS

Source: FloridaCommerce Employment Projections 2023-2031

- An analysis of the knowledge and skills, including credentials and licenses, needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry sectors and occupations (WIOA § 108(b)(1)(B) and 20 CFR 679.560(a)(2)).

The flow of qualified talent into the workforce is the key to a successful economy. The ability to match the skills of talent entering the workforce and the rapidly changing skills needed by employers to remain competitive continues to be a challenge. CSS uses the current Florida Skills Gap and Job Vacancy Report [Skills Gap and Job Vacancy Data - FloridaJobs.org](https://www.floridajobs.org/skills-gap). Based on the skills gap analysis across the state soft skills continue to be the leading factors in skills gaps with communication, reliability, and leadership being the top three areas of significant gaps. CSS regional skills gaps follow suit with the state skills gap areas with a higher number of skills gaps in the soft skills versus hard skills.

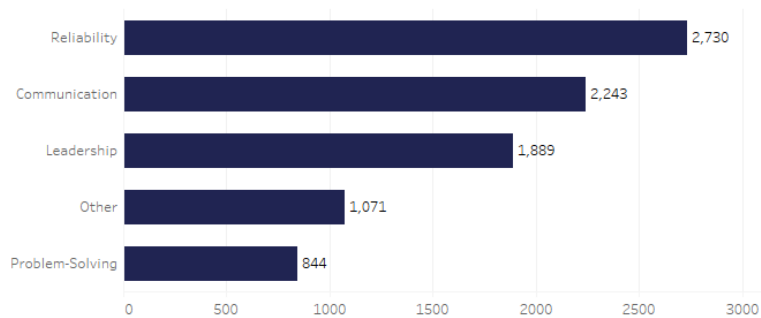


SELECT AN AREA [?]

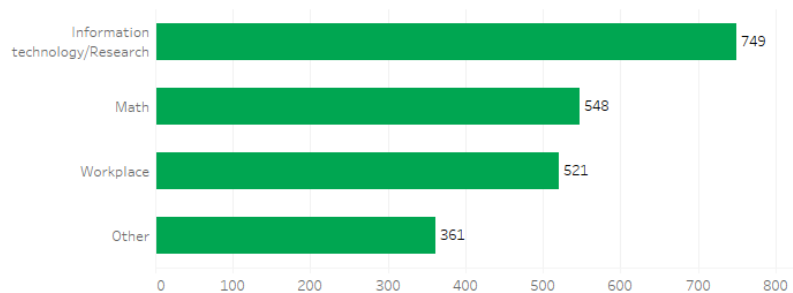
CareerSource Suncoast

Skills gaps were measured for both soft and hard skills. Soft skills refer to personal attributes and behaviors, such as reliability, while hard skills are associated with technical expertise.

Soft Skills Gap Totals [?]



Hard Skills Gap Totals [?]



Health Care and Life Science - The top soft skills gaps in this industry include reliability/time management, communication, and leadership. The top hard skills gaps in this industry include information technology/research, math, and workplace skills required for the jobs. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .44 number of gaps per vacancy, versus .06 number of gaps per vacancy for hard skills gaps for this industry.

Construction - The top soft skills gaps in this industry include reliability/time management, Communication, and leadership. The top hard skills gaps in this industry include information technology/research, math, and workplace skills required for the jobs. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .61 number of gaps per vacancy, verses .35 number of gaps per vacancy for hard skills gaps for this industry.

Manufacturing – The top soft skills gaps in this industry include reliability/time management, Communication, and leadership. The top hard skills gaps in this industry include information technology/research, other skills and equally math, and workplace skills required for the jobs. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .38 number of gaps per vacancy, verses .27 number of gaps per vacancy for hard skills gaps for this industry.

Finance and Insurance - The top soft skills gaps in this industry include reliability/time management, Communication, and leadership. The top hard skills gaps in this industry include information technology/research, other skills and math. This trend shows that soft skills continue to be the largest area in gaps for employers in filling their vacant positions with .32 number of gaps per vacancy, verses .23 number of gaps per vacancy for hard skills gaps for this industry.

CSS works to address these skills gaps by offering soft skills training to include Metrix online learning platform and Stephen Covey's 7-habits of highly effective people to both career seekers and employers.

Employers' Knowledge of Skills and Needs

The needs of employers with respect to knowledge, skills, and abilities (KSAs) are provided for each occupation in the labor market by the O*Net system www.onetonline.org/.

Furthermore, FloridaCommerce has created a Skills Gap and Job Vacancy Data charts to break this down by industry and occupations. See below charts for info.

The Data reflects the following skills gaps in the top industry sectors.

Top Occupations, Experience,...	Skills Gap Concentration by Local Area	Gap Mitigation	Soft and Hard Skills Gap Totals	Skills Gaps by Industry Super Sector	Skills Gaps by Major Occupational Group	Skills Gaps by Top Occupation
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SELECT AN AREA [?]

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These tables show the percent of vacancies in each industry super sector that experienced gaps in specific skills. The "Number of gaps per vacancy" column shows the number of skills gaps per vacancy across all skills. Industries are assigned to an employer based on the activities in which they are primarily engaged.

Percent of Vacancies with Soft Skills Gaps by Industry Super Sector

Industry	Communication	Leadership	Other	Problem-solving	Reliability and time management	Number of gaps per vacancy
Information	7.0%	7.0%	0%	0%	7.0%	0.21
Education and Health Care	10.8%	7.3%	4.2%	4.4%	11.6%	0.38
Trade, Transportation, and Utilities	19.8%	16.3%	8.2%	3.5%	23.8%	0.72
Professional and Business Services	21.7%	18.6%	14.9%	6.3%	18.4%	0.80
Leisure and Hospitality	20.5%	18.5%	10.2%	7.9%	27.8%	0.85
Manufacturing	27.4%	22.5%	4.5%	24.0%	30.4%	1.09
Financial Services	31.1%	24.0%	10.0%	15.4%	29.2%	1.10
Mining and Construction	23.7%	22.0%	17.7%	8.8%	47.9%	1.20

Percent of Vacancies with Hard Skills Gaps by Industry Super Sector

Industry	Information technology/ Research	Workplace	Math	Other	Number of gaps per vacancy
Education and Health Care	2.1%	3.0%	0.3%	0.8%	0.06
Leisure and Hospitality	4.0%	0.3%	2.7%	2.0%	0.09
Trade, Transportation, and Utilities	5.6%	1.1%	2.7%	1.7%	0.11
Professional and Business Services	9.3%	8.4%	10.5%	2.5%	0.31
Financial Services	11.5%	5.8%	10.6%	6.2%	0.34
Manufacturing					

- An analysis of the workforce in the regional area, including current labor force employment and unemployment data, information on labor market trends, the educational and skill levels of the workforce, including individuals with barriers to employment and current skill gaps (WIOA § 108(b)(1)(C) and 20 CFR 679.560(a)(3)).

Labor Force and Unemployment

Manatee County, Florida	Total	Labor Force Participation Rate	Employment/Population Ratio	Unemployment Rate
Population 16 years and over	364,732	54.3%	52.3%	3.6%
AGE				
16 to 19 years	16,502	53.2%	49.2%	7.0%
20 to 24 years	19,555	73.5%	69.5%	5.5%
25 to 29 years	22,007	85.1%	77.5%	8.8%
30 to 34 years	23,177	83.0%	80.5%	3.0%
35 to 44 years	45,787	82.8%	78.2%	4.7%
45 to 54 years	49,963	82.0%	80.3%	2.0%
55 to 59 years	32,301	72.7%	71.0%	2.2%
60 to 64 years	31,571	57.2%	56.3%	1.6%
65 to 74 years	64,528	20.1%	20.0%	0.4%
75 years and over	59,341	6.1%	6.1%	0.0%
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	276,139	50.0%	48.3%	3.3%
Black or African American alone	27,022	71.8%	69.0%	4.0%
American Indian and Alaska Native alone	N	N	N	N
Asian alone	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N
Some other race alone	13,100	76.6%	73.6%	3.9%
Two or more races	37,740	64.0%	60.8%	4.3%
Hispanic or Latino origin (of any race)	54,268	68.1%	63.9%	5.3%
White alone, not Hispanic or Latino	263,726	49.7%	48.1%	3.1%
Population 20 to 64 years	224,361	77.0%	74.0%	3.7%
SEX				
Male	110,130	82.1%	78.5%	4.0%
Female	114,231	72.1%	69.6%	3.4%
With own children under 18 years	34,055	77.8%	74.8%	3.8%
With own children under 6 years only	7,881	66.9%	62.3%	6.9%
With own children under 6 years and 6 to 17 years	6,457	85.3%	78.1%	8.4%
With own children 6 to 17 years only	19,717	79.6%	78.8%	1.1%
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level	21,790	47.1%	38.7%	17.8%
At or above the poverty level	200,905	80.9%	78.4%	2.8%

Manatee County, Florida (Continued)	Total	Labor Force Participation Rate	Employment/ Population Ratio	Unemployment Rate
DISABILITY STATUS				
With any disability	24,667	56.6%	51.5%	8.9%
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years	204,806	77.3%	74.4%	3.6%
Less than high school graduate	15,475	65.3%	59.9%	8.3%
High school graduate (includes equivalency)	56,208	76.5%	72.7%	5.1%
Some college or associate's degree	62,817	74.0%	71.4%	3.2%
Bachelor's degree or higher	70,306	83.5%	81.6%	1.9%
data.census.gov Measuring America's People, Places, and Economy			Table: ACSST1Y2022.S2301	

Sarasota County, Florida	Total	Labor Force Participation Rate	Employment/ Population Ratio	Unemployment Rate
Population 16 years and over	407,666	48.5%	46.9%	2.8%
AGE				
16 to 19 years	15,195	46.6%	42.2%	6.7%
20 to 24 years	20,246	79.1%	73.2%	7.3%
25 to 29 years	18,322	90.5%	89.9%	0.6%
30 to 34 years	19,169	82.8%	80.8%	1.0%
35 to 44 years	39,865	81.4%	79.5%	2.1%
45 to 54 years	49,054	81.6%	80.2%	1.5%
55 to 59 years	31,313	67.3%	66.8%	0.8%
60 to 64 years	40,174	56.2%	54.2%	3.6%
65 to 74 years	85,112	23.6%	22.1%	6.3%
75 years and over	89,216	6.4%	6.2%	2.4%
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	343,533	45.6%	44.4%	2.3%
Black or African American alone	14,682	64.2%	57.2%	10.9%
American Indian and Alaska Native alone	N	N	N	N
Asian alone	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N
Some other race alone	N	N	N	N
Two or more races	31,571	62.1%	59.7%	3.3%
Hispanic or Latino origin (of any race)	37,452	67.1%	65.4%	1.2%
White alone, not Hispanic or Latino	336,205	45.0%	43.9%	2.4%
Population 20 to 64 years	218,143	75.5%	73.6%	2.3%

Sarasota County, Florida (Continued)	Total	Labor Force Participation Rate	Employment/ Population Ratio	Unemployment Rate
SEX				
Male	106,230	81.4%	79.2%	2.2%
Female	111,913	69.8%	68.2%	2.3%
With own children under 18 years	32,029	73.7%	72.9%	1.0%
With own children under 6 years only	6,306	64.2%	64.2%	0.0%
With own children under 6 years and 6 to 17 years	4,548	67.9%	65.7%	2.0%
With own children 6 to 17 years only	21,175	77.8%	77.0%	1.0%
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level	18,452	43.9%	34.9%	19.4%
At or above the poverty level	198,130	79.0%	77.8%	1.4%
DISABILITY STATUS				
With any disability	21,039	49.8%	46.5%	6.8%
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years	197,897	75.1%	73.6%	1.7%
Less than high school graduate	13,900	63.7%	62.6%	1.7%
High school graduate (includes equivalency)	53,251	73.9%	72.9%	1.4%
Some college or associate's degree	56,901	77.0%	75.1%	1.9%
Bachelor's degree or higher	73,845	76.7%	75.1%	1.7%
data.census.gov Measuring America's People, Places, and Economy			Table: ACSST1Y2022.S2301	

- An analysis of the workforce development activities, including education and training, in the local area. This analysis must include the strengths and weaknesses of workforce development activities and the capacity to provide workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers (WIOA § 108(b)(1)(D) and (20 CFR 679.560(a)(4)).

An analysis of CareerSource Suncoast's workforce development activities demonstrates a broad range of services offered to regional residents. The region's WIOA core partners of CareerSource Suncoast, CareerSource Florida, FloridaCommerce, Florida Division of Blind Services (FDBS), Vocational Rehabilitation (VR), and Division of Career and Adult Education (DCAE) provide services that assist the region in delivering workforce, education, and training activities in a cohesive manner.

One-Stop Career Centers

Florida's career center system was initially established to bring workforce and welfare transition programs together to simplify and improve access for employers seeking qualified workers and training for new or existing employees as well as for job seekers.

CareerSource Suncoast's career centers have expanded their services and programs and invited other partners to co-locate both physically and through website linkages. The Sarasota one-stop includes co-located partners of Vocational Rehabilitation and Adult Basic Education

and Literacy programs. CareerSource Suncoast has also created “satellite” career centers that are strategically located at Manatee Technical College and Suncoast Technical College. These partnerships and colocations have become increasingly important in laying the foundation for implementing WIOA, which emphasizes local and community partnerships and close collaboration with core partners to improve employment outcomes. All of Florida’s career centers are affiliated with each other using the CareerSource Florida affiliate brand and the employflorida.com web site. The Manatee County satellite location is co-located within the Early Learning Coalition of Manatee County. The building in which the office is located, also has Division of Blind Services and Vocational Rehabilitation on site.

WIOA emphasizes the importance of serving the business customer. CareerSource Suncoast is a key resource for businesses looking to improve their talent management process by helping them recruit, train, and retain workers. Examples of talent solutions offered include partnering with employers with work-based learning grants for customized training, incumbent worker training, paid work experience, and on-the-job training for new or existing employees as applicable. CareerSource Suncoast also has dedicated Workforce Development Specialists focusing on the needs of the local business community.

Communications Tools

Increasingly, digital communication and social media are replacing traditional outreach tools and media as effective and efficient methods of educating and informing current and potential clients and partners. While still employing traditional outreach tactics, such as print advertising, CareerSource Suncoast is leading in the growing trend of using digital platforms to reach both employers and career seekers.

CareerSource Suncoast’s website serves as an important communications tool for accessing information about region wide initiatives, resources, the latest news, policy updates, services, hiring events, board actions, public announcements, request for proposals, and workforce system successes. CareerSource Suncoast also employs integrated communications tactics including several social media accounts as well as paid and earned media to inform the region’s career seekers, businesses, board members, state and local partners and various stakeholders.

Additionally, CSS’ Communications and Marketing Manager is featured in a biweekly segment on the Friday morning news on ABC 7 to share current information on CSS services and program initiatives. Furthermore, in 2024 CSS integrated text messaging as an outreach tool for sharing CSS program opportunities to potential clients and businesses.

LOCAL WORKFORCE DEVELOPMENT BOARD STRATEGIC VISION AND GOALS

Local plans describe how LWDBs implement strategies that help Floridians secure good jobs, while providing employers with the skilled workers needed to compete in the global economy. Local strategies must prioritize employment, emphasize education and training, and ensure LWDBs are responsive to Florida employers’ demand for qualified workforce talent.

1. Describe the LWDB’s strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on primary indicators of performance described in WIOA § 116(b)(2)(A) and (20 CFR 679.560(a)(5)).

The Strategic Plan is located on the CSS website at [About Us - CareerSource Suncoast](#)

Strategic Vision

The CareerSource Suncoast Board of Directors completed its strategic planning in the fall of 2023 and the Executive Committee tackled a new mission, vision, and values in early 2024. CSS will review and update the Strategic plan on a 2-year cycle in the future for a more responsive model to the changing economy. The Board laid out the vision as “**A highly skilled and responsive workforce that fuels a thriving economy.**”

Through the strategic planning process with the CSS Board of Directors, CSS has redefined the Vision, Mission, Values, and Goals as follows:

- A. **Vision:** A highly skilled and responsive workforce that fuels a thriving economy.
- B. **Mission:** Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties.
- C. **Values:**
 - 1) Employer Centric
 - 2) Integrity
 - 3) Culture of Excellence
 - 4) Collaboration
 - 5) Innovation

Goals for Preparing an Educated and Skilled Workforce, Regional Economic Growth, and Self- Sufficiency

- A. Enhance offerings to focus on increasing access to employers
 - 1) Enhance customized employer-focused solutions
 - (a) Expand work-based training/learning opportunities to new employers
 - 2) Identify programs to help job seekers and employees address benefits cliff and financial gaps
 - 3) Offer retention base workshop series to local employers
- B. Develop a plan to invest unrestricted funds in growing best practice employer programs
 - 1) Identify programs needing unrestricted funds to grow, expand and deepen
 - (a) Invest unrestricted funds in youth program development
- C. Strengthen board engagement by developing opportunities for members to increase awareness of CSS among employers
 - 1) Build a menu of board engagement opportunities and match board members according to highest and best use
 - (a) Offer opportunities for Board Members to engage and represent CareerSource Suncoast in the Community

Goals around the vision include enhancing program offerings to focus on increasing access by employers, developing a plan to invest unrestricted funds to grow best practice programs and strengthen Board engagement. This strategy will lead the Board as proactive partners with CareerSource Suncoast leadership in identifying and developing opportunities to increase awareness of CSS available services to local employers.

To meet these goals, CareerSource Suncoast has added emphasis to career exploration for youth as the vision for a more educated and skilled workforce. CSS revived the Summer Youth employment Program in 2022. Since then, the summer youth program has almost doubled in size each year. CSS's goal is to further enhance those efforts in the summer of 2025. Additionally, CSS is reviving the State of Talent Conference as an umbrella event in efforts towards youth career exploration with a goal of serving 25,000 students over the next five years. The State of Talent Conference will include in-person, onsite and travel experiences for high school students exposing them to career exploration activity.

Furthermore, CSS continues to invest in the Ticket to Work program by adding additional staff serving individuals with disabilities. CSS will focus on engaging clients with disabilities to gain the education and skills needed to enter or re-enter the workforce. CSS will utilize services such as SkillUp Suncoast and Florida Ready to Work tools assisting these clients.

As for performance goals, CSS will continue to strive to maintain the A letter grade it was awarded during the 23-24 program year. CSS is goaled to hit 90% of all fifteen negotiated key performance indicators in WIOA (adult, dislocated workers, and youth) categories plus all three WP performance indicators.

2. Taking into account the analyses described in (1) through (4) in **Section B. Analysis of Need and Available Resources** above, describe the local area's strategy to work with entities that carry out the core programs and combined state plan partner programs to align resources available to the local area, to achieve the strategic vision and goals described in number (1) above (20 CFR 679.560(a)(6)).

CareerSource Suncoast delivers core partner programs such as; WIOA Adult, Dislocated Worker, and Youth Programs plus Wagner-Peyser job seeker and Business Services while referring to mandated partners for Adult Education and Literacy, as well as Vocational Rehabilitation through the Crosswalk platform. Priority of Service guidelines are followed where applicable. Eligible individuals can be co-enrolled into core programs that meet the need of career seekers. Credential, certificate, or certification are the required outcomes of training programs.

CareerSource Suncoast leverages long-standing partnerships with a wide variety of public and private partners from industry, education, economic development, and health and human services to maximize outcomes among jointly served career seekers and businesses. These partnerships have resulted in effective initiatives that have placed individuals on the pathway to success while simultaneously increasing available candidates with relevant knowledge, skills, and abilities. Building these partnerships includes sitting on the boards of other organizations and continuing the convening of our biweekly partners meetings that include economic development, education, and nonprofit agencies.

3. Describe the LWDB's strategies to work with core and combined partners to contribute to the following statewide goals:

- A. Increase local labor force participation.

Labor force participation rates have been a key component of CSS. CSS is implementing a variety of strategies aimed at encouraging more people to join or rejoin the workforce, such as:

- 1) Education and Skills Training
- 2) Childcare and Family Support
- 3) Addressing Barriers

- 4) Promotion of Entrepreneurship
- 5) Community Engagement and Collaboration
- 6) Data-Driven Decision Making

Implementing these strategies often requires collaboration across multiple sectors and a long-term commitment to addressing systemic barriers to workforce participation.

B. Ensure local jobseekers and employees aged 25-70 have a credential of value.

The programs listed on the CSS ETPL lead to a WIOA recognized credential, leading to employment in a high demand occupation in the local area. All programs are connected to the Local Targeted Occupation list. The ETPL and the LTOL are posted on the CSS website for individuals to make an informed choice when selecting a training provider and program.

CSS participates in quarterly meetings with the local community foundations and regional Scholarship Providers Network. These meetings provide information about local organizations funding availability for education and training programs that lead to a credential. Additionally, CSS hosts a biweekly partners meeting to highlight education and workforce development programs available through CSS. Partners participating in the CSS biweekly meeting include education and nonprofit organizations providing access to training programs that lead to a quality credential.

CSS has provided detailed regional labor market studies over the past two years to thousands of employers in our region to educate them the going wage rates in the region. These reports include statistics showing

C. Median wages greater to or equal to 75% of the median hourly wage in Florida.

CSS has consistently raised the wage rate for training providers program eligibility to be included on the ETPL. This strategy utilized annually is an effort to ensure clients completing WIOA funded training are entering employment with a competitive entry wage.

D. Increase the second quarter after exit employment rate by 10% for each of the following populations:

- 1) Individuals 55 years and older

Promote AARP's SCSEP program.

- 2) Youth

Double the summer youth employment program.

- 3) Individuals receiving SNAP and TANF benefits

Continue case management work to highlight positive job retention strategies and focus on lifelong learning.

- 4) Individuals without a high school diploma or speakers of other languages

Partner with the literacy councils and bring in the school districts to provide GED and ESOL services onsite and/or remotely.

- 5) Individuals with disabilities

Increase referrals to our Ticket to Work program as well as VR programs.

E. Increase the number of registered apprentices annually.

CSS is in the process of developing The MySuncoast Apprenticeship Network to highlight available apprenticeship sponsors and programs in the local area. This network is designed to connect individuals and employers with existing apprenticeship programs in the area. CSS has a dedicated webpage [Apprenticeships - CareerSource Suncoast](#). The webpage is geared toward employers and individuals interested in Registered Apprenticeship programs. Additionally, CSS has apprenticeship sponsors represented in the Crosswalk agency-to-agency referral system.

F. Increase registered apprenticeship programs.

CSS hosted our first National Apprenticeship Week event in 2023. Additionally, CSS has hosted three apprenticeship accelerators in the past 12 months and will continue delivering programming to employers and partners. The accelerator events have resulted in the development of registered apprenticeship programs being created and approved. CSS Apprenticeship Navigator has developed a streamlined process to assist local employers and training providers with the development of apprenticeship standards and submission to the Department of Education for approval. CSS currently sponsors six registered apprenticeship programs and will continue to add to the programs as needed by local demand and industry partners.

G. Increase registered pre-apprenticeship programs.

CSS Apprenticeship Navigator meets directly with sponsors, training providers, and employers providing information on pre-apprenticeship programs. CSS is currently working with local community organizations and training providers to develop youth-focused pre-apprenticeship programs.

H. Increase percentage of 12th grade secondary career and technical education enrollment.

The goal is to assist in the development of youth pre-apprenticeship programming in the local school districts. Promote Youth Apprenticeship week, exposing students to different career pathways in the region.

Increased post-secondary education enrollment of graduating seniors. CSS invests in both Mantee and Sarasota Counties Local College Access Networks (LCAN). These networks focus on increasing FAFSA completion rates in order to get more students financially able to enroll in postsecondary education. Additionally, these networks are furthering stop out programs to get re-engage former college students to re-enroll in college to complete and obtain their degrees.

I. Build talent pipeline for targeted new and emerging industries of focus by assisting individuals to earn credentials that directly support the sector.

Promote apprenticeships in emerging industries and engage with tech groups supported by other community partners.

DESCRIPTION OF STRATEGIES AND PROGRAM SERVICES

The local plan must address how the LWDB coordinates service delivery with core programs of the Division of Vocational Rehabilitation, the Division of Blind Services and the Division of Career and Adult Education, as well as core and combined state plan partners (described in Introduction Section C, above) including, but not limited to TANF, SNAP Employment and Training (E&T),

JVSG, SCSEP, CSBG programs authorized under the state's unemployment insurance laws (referred to as Reemployment Assistance in Florida), programs authorized under section 212 of the Second Chance Act of 2007, and Housing and Urban Development, where available.

1. **Workforce Development System Description:** Describe the local workforce development system, including:

A. All the programs included in the system; and

CSS Workforce System Programs include:

- 1) WIOA Adult, Dislocated Worker and Youth Services
 - (a) Career Services
 - (b) Basic Career Services
 - (c) Individualized Career Services
 - (d) Training Services
 - (e) Follow-up Services
- 2) Welfare Transition (TANF) services
 - (a) Applicant Services
 - (b) Mandatory Services
 - (c) Transitional Services
- 3) Supplemental Nutrition Assistance Program
 - (a) Applicant Services
 - (b) Mandatory Services
- 4) Wagner-Peyser Labor Exchange services
 - (a) Labor Exchange
 - (b) Career Seeker Services
- 5) Business Services
- 6) Migrant Seasonal Farm Worker
- 7) Local Veterans Employment & Disabled Veterans Outreach Programs
- 8) RESEA
- 9) Trade Adjustment Assistance through merit (FloridaCommerce) staff
- 10) Reemployment Assistance Programs

Referral partnerships are in place for:

- 11) Vocational Rehabilitation
- 12) Division of Blind Services
- 13) Adult Education & Literacy/Career & Technical Education

Through our agency-to-agency online platform, [Crosswalk](#), CareerSource Suncoast and sixty-six (66) other partner agencies can make confidential individual client referrals between each agency to better coordinate services provided. The Crosswalk

system's search functionality makes it possible to find services such as housing, education and counseling for clients in need.

B. How the LWDB supports the strategy identified in the state plan under 20 CFR 676.105 and [Chapter 445.003, F.S.](#)

CareerSource Suncoast (CSS) is charged with serving Manatee and Sarasota counties in Southwest Florida. CSS is focused on creating a globally competitive workforce to facilitate economic development and promoting prosperity for existing and future businesses and industry, as well as our communities.

In alignment with Florida's WIOA Combined Plan, CSS will:

- 1) **Streamline Services:** Employment and training programs will be coordinated through the local one-stop delivery system centers.
- 2) **Empower Individuals:** Eligible participants will make informed decisions, choosing the qualified training program that best meets their needs and leads to employment in an in-demand/targeted industry.
- 3) **Enable Universal Access:** Through the local one-stop delivery system, residents of Manatee and Sarasota Counties will have access to career and employment services.
- 4) **Promote Increased Accountability:** CSS core values include accountability and continuous improvement. CSS evaluates systems and adopts best practices to ensure CSS is striving to meet performance metrics and promote transparency with key stakeholders. CSS research and development best practices to achieve the goal of accountability and continuous improvement.
- 5) **Regional Planning:** CSS will identify a neighboring workforce board to form a regional plan in an effort to develop, align, and integrate strategies and resources to support regional economic growth.
- 6) **Targeted Industry Sectors:** Part of CSS strategic plan is to respond to immediate and long-term talent needs of Manatee and Sarasota's targeted industry sectors. CSS will do this by bringing resources as needed, to develop the workforce and promoting those opportunities.
- 7) **Registered Apprenticeship Programs:** CSS places a strong focus on the promotion, development, and implementation of Registered Apprenticeship programs to drive economic growth and sustainability. Over the course of the past two years, CSS has been a leader in local workforce development Boards by developing and sponsoring six registered apprenticeship training programs, assisting any and all interested employers in developing their own programs. Additionally, CSS works with existing programs to enhance and increase their existing programs.

C. How the LWDB works with entities carrying out core and combined programs and other workforce development programs, including programs of study authorized under [The Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#) (20 U.S.C. 2301 et seq.) to support service alignment (WIOA § 108(b)(2) and 20 CFR 679.560(b)(1)).

CSS is the direct provider of services maintaining a comprehensive full-service One-Stop Career Center in Sarasota County, Florida. In addition, CSS has three additional satellite locations in Palmetto, and at both Manatee and Sarasota Counties technical

colleges. These locations are staffed by Board and jointly managed FloridaCommerce employees. Additionally, CSS has staff onsite weekly at the State College of Florida.

As noted in question 1(a) above, by utilizing the agency-to-agency Crosswalk system, CSS works closely with partners to ensure programs and services are aligned to the greatest extent possible. CSS makes referrals to our Career and Technical Education partners and vice versa in order to ensure students get enrolled in programs and have the necessary financial assistance to stay enrolled to complete their programs to obtain credentials. CSS works in tandem to ensure students completing programs are getting placed in employment that meets self-sufficiency or is on the road to it. CSS does this by making job referrals and hosting job fairs at the schools.

Additionally, CSS participates on the program Advisory Boards at both technical colleges in Manatee and Sarasota Counties, as well as the State College of Florida. Building off of the advisory Boards, CSS Leadership is a member of the Board of Governors at both technical colleges. This level of interaction with the schools assists CSS in serving their students and employer partners. This level of engagement ensures CSS is providing input in discussion related to credential obtainment and individuals' employment.

2. Adult and Dislocated Worker Employment and Training Activities:

- A.** Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (WIOA §108(b)(7) and 20 CFR 679.560(6)).

Employment and Training Activities for Adult and Dislocated Workers

WIOA is designed to assist career seekers with advancing their careers through high quality career services for adults and dislocated workers. There are three types of career services: basic career services, individualized career services, and follow-up services.

Career services under this approach provide local areas and service providers with flexibility to target services that meet the needs of the customer, while still allowing for tracking of outcomes for reporting purposes. Career Services are defined in 20 CFR 678.430, and rules governing their provision to adults and dislocated workers are discussed in 20 CFR 680.100 through 195. The three categories of career services are as follows and are further defined in TEGL 16-16 "One-Stop Operations Guidance for the American Job Center Network".

Under WIOA and through the regional one-stop center system, Career Services will include:

Basic Career Services: Basic career services are universally accessible and are made available to all individuals seeking employment and provide training services at our local one-stop centers. These services may be provided by both the Adult and Dislocated Worker programs, as well as by the Employment Service and include:

- 1) Eligibility determinations
- 2) Initial skill assessments
- 3) Labor exchange services
- 4) Provision of information on programs and services, and program referrals.

Individualized Career Services: Individualized career services are provided to

participants once CSS staff have determined and the services are required to retain or obtain employment, consistent with any applicable priority of service. These services are customized to each individual's need and may include:

- 1) Specialized assessments
- 2) Developing an individual employment plan
- 3) Career Counseling
- 4) Job Readiness Training

Training Services: Training services may be critical to the employment success of many adults and dislocated workers. CSS staff may determine training services are appropriate for eligible individuals' success in obtaining self-sufficient employment. Training services include:

- 1) Occupational Skills Training
- 2) On-the-job Training
- 3) Incumbent Worker Training
- 4) Entrepreneurial Training
- 5) Customized Training
- 6) Apprenticeship and Pre-apprenticeship

Follow-up Services: Follow-up services for adults and dislocated worker participants placed in unsubsidized employment, for up to 12-months after the first day of employment. Follow-up services are based on the clients' individual needs and may include, but limited to:

- 1) Workplace Counseling
- 2) Career Advancement Counseling
- 3) Employment Referrals if needed

Assessment

Providing access and opportunities to all career seekers, including individuals with barriers to employment such as persons with disabilities, low income or disadvantaged, homeless, ex-offender, basic skills deficient or individuals with limited English proficiency.

- 1) Enabling businesses and employers to connect and hire qualified, skilled workers.
- 2) Ensuring high-quality integrated data informs decisions by regional policy makers, board members, leadership, employers and career seekers across core partners and other partners
- 3) Deliver information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA)
- 4) Deliver information on nontraditional employment (as defined in sec.3(37) of WIOA). Deliver referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs within CareerSource Suncoast's regional planning area

- 5) Deliver workforce and labor market employment statistics information, including accurate information relating to local, regional, and national labor market areas, job listings in labor market areas; information on skills necessary to advance career
- 6) Information relating to regional occupations in demand and the earnings, skill requirements, and opportunities for advancement
- 7) Deliver performance information and program cost information on eligible providers of training services by program and type of providers
- 8) Deliver information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the region's one-stop delivery system
- 9) Deliver information relating to the availability of support services, and referrals to those services, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Florida's Kid Care Program; benefits under the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development (HUD) ; and assistance under a State program for Temporary Assistance for Needy Families (TANF)
- 10) Provide assistance establishing eligibility with financial aid assistance programs for training programs not provided under WIOA
- 11) Deliver assistance with filing claims under reemployment assistance programs

CareerSource Suncoast's Business Services team identifies and assists with the talent management needs of local employers. CareerSource Suncoast has a team of professionals responsible for serving the local business community. The team has four main components: Director, Manager, Senior Workforce Development Specialist, and Workforce Development Specialist working together to provide the most comprehensive and highest quality talent management solutions.

The Local Veterans' Employment Representatives (LVERs) assist in contacting and engaging Federal contractors and employers to coordinate hiring events creating more opportunities for veterans. Veterans assessed through the one-stop system with significant barriers to employment under Florida Commerce directive will be referred to the CareerSource Suncoast Disabled Veterans' Outreach Program (DVOP) team. Any veterans determined to not have a significant barrier are served through the CareerSource Suncoast career services team with priority of service for all WIOA programs and services.

CareerSource Suncoast uses multiple strategies for addressing the talent development and retention needs of regional employers. These strategies include Work-based Training through Customized Training (CT), Incumbent Worker Training (IWT) and On-the-Job Training (OJT) programs.

Work-based Training provides opportunities for businesses to train existing employees, helping companies achieve greater employee retention while maximizing productivity and market competitiveness. Employees have an opportunity to acquire the knowledge and skills needed to retain employment at the completion of the training. The training is designed to assist employed workers in need of services in order to retain their self-sufficient employment. Training may be provided to a single

employee or a group of employees.

The On-the-Job Training (OJT) program gives regional employers the guidance and resources to develop productive workers. Companies are required to provide on-the-job training for a full-time salary or hourly position. The company is required to retain the employee, if the employee is meeting the minimum performance standards required for the position. The program may reimburse up to 50% of the employee's full-time salary or hourly rate as determined by the training plan for that participant in that role.

Apprenticeship and pre-apprenticeships are other activities under WIOA that may be a great fit for individuals and as a talent development strategy for employers. CareerSource Suncoast became an apprenticeship sponsor for a Tool & Die Maker occupation in 2018. Since then, CSS has added five more occupations to the sponsorship offerings. CSS continues to engage more employers to consider the apprenticeship model, whether they sponsor it themselves, use an intermediary as a sponsor or employ CSS as the sponsor. CareerSource Suncoast has been a pre-apprenticeship sponsor for Construction Technology Careers in the past and is currently engaged with both school districts to further this initiative in the future. CSS continues to look for linkages for existing apprenticeships in order to create new pre-apprenticeship opportunities.

- B. Provide a description of local policies and procedures for individualized career and training services in the Adult program to give priority to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. 20 CFR 679.560(b)(21)**

Covered persons may self-attest their status as eligible for priority of service, unless the program requires eligibility verification where a decision is made to commit funding (i.e., WIOA Occupational Skill training) to a covered person over another non-covered individual. Covered persons, for purposes of the provision of priority of service, are defined as follows:

- 1) **Veteran**: A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C 101(2). Active service includes full-time Federal service in the National Guard or a Reserve component. It does not include full-time duty performed strictly for training purposes, nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.
- 2) **Eligible Spouse**: The spouse of:
 - (a) A veteran who died of a service-connected disability.
 - (b) A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - (1) Missing in action
 - (2) Captured in the line of duty by a hostile force
 - (3) Forcibly detained or interned in the line of duty by a foreign government or power

- (4) A spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs
- (5) A spouse of any veteran who died while a total, service-connected disability was in existence

Note: The statutory requirements for the Jobs for Veterans' State Grant (JVSG) require application of a more narrowly defined definition of veteran (i.e., eligible veteran) to receive individualized career services from a Disabled Veteran Outreach Program (DVOP) specialist, "eligible veteran" means a person who meets any of the following:

- 1) Served on active duty for a period of more than 180 days and was discharged or released with a character of service other than dishonorable
- 2) Was discharged or released from active duty by reason of a sole survivorship discharge
- 3) Was discharged or released from active duty because of a service-connected disability
- 4) As a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released

WIOA focuses on serving individuals with barriers to employment and ensures access to these services on a priority basis. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient as defined in WIOA section 3(5). CSS will give priority for the provision of individualized career and training services in the following sequential order:

- 1) Recipients of public assistance.
- 2) Low-income individuals as defined above. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213. Payments for unemployment compensation, child support payments and old-age survivors' insurance are **not** excluded from income calculations for determining if an individual is low income.
- 3) Individuals who are basic skills deficient.

Veterans/ Eligible Spouses and Adult Priority of Service:

Veterans/Eligible Spouses receive priority of service over non-covered individuals for all USDOL-funded job training programs. However, when programs are statutorily required to provide priority for a particular group, such as the WIOA priority for adult funds described above, priority must be provided in the order described below. Veterans who receive priority of service must meet all WIOA adult program eligibility requirements. For income-based eligibility determinations, amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs cannot be considered income for eligibility purposes.

Priority of service must be provided to eligible WIOA adult program clients in the following order:

- 1) Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, including the underemployed, or individuals who are basic skills deficient.
- 2) All other non-covered (non-veteran) individuals who are recipients of public assistance, other low-income individuals, including the underemployed, or individuals who are basic skills deficient.
- 3) Veterans and eligible spouses who are not included in the WIOA priority of service categories who fall below the CSS self-sufficiency income level.
- 4) All other non-covered (non-veteran) individuals who do not meet the WIOA priority of service categories, but who fall below the CSS self-sufficiency income level.

3. **Training Services:** Describe how training services outlined in WIOA section 134 are provided, including:

- A. A description of the process and criteria for issuing ITAs, including a description of any ITA limitations established by the LWDB and a description of any exceptions to the use of ITAs.

The process includes clients completing an online Scholarship request form to show priority of service status, general eligibility and are considering an approved Program at an eligible training provider. Applicants are assigned a Workforce Development Specialist and make an appointment to complete a WIOA application and provide all necessary documentation to support eligibility for the WIOA program (Adult, Youth, Dislocated Worker or Statewide Grant). Specialists then provide WIOA basic and individualized services to determine if the client needs training services and if an ITA is necessary for the client to obtain self-sufficient employment. If there is a justification to provide training services, an ITA is then issued through the CSS accounting software.

ITA limitations established by the board are:

- 1) \$15,000 per client maximum lifetime limit
- 2) Two (2) year maximum training program.
 - (a) Registered Apprenticeship Programs are excluded from the two-year maximum.
- 3) Clients who are enrolled in a two-year training program will divide the \$15,000 limit over the multiple CSS program years in which it falls; Unless the client is self-enrolled, and they are in their final year of training.

ITAs cannot exceed a maximum lifetime limit of \$15,000 per client without written approval of the President/CEO or the Chief Operating Officer.

All work-based learning/training expenditures for an individual client are included in the \$15,000 per client maximum lifetime limit.

- B. If contracts for training services are used, how the use of such contracts are coordinated with the use of ITAs.

Classroom training issued through an ITA can be provided by approved training providers for programs directly connected to the Regional Targeted Occupations List that prepare customers to enter high-wage and demand occupations. The list of training providers is updated throughout the year by a locally approved Eligible

Training Providers List (ETPL). Training Provider Agreements are executed for approved training providers. Training services are offered to eligible customers through an Individual Training Account (ITA) process. The ITA is issued by CSS to the approved training provider for a specific customer enrolled in an approved training program.

Work-based training (i.e., On-the-job training) is provided through the use of a Contract with an employer for a position directly connected to the Regional Targeted Occupations List to provide training to an individual with a demonstrated skills gap for the targeted position.

All ITA and OJT expenditures are counted toward the client's individual lifetime ITA limitation of \$15,000. CSS utilizes an accounting system that tracks client expenditures.

- C. How the LWDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (WIOA §108(b)(19) and 20 CFR 679.560(18)).

Clients may select the desired training provider/program from the list of approved eligible training providers/programs as described above. The list of approved training programs is updated annually and publicly posted on the [CSS website](#). The published Eligible Training Providers List (ETPL) provides information on the costs, and performance of the training programs. All clients are made aware of the published ETPL, when being assessed for training services. If a client wishes to enter training at an eligible private institution or a type of training that is more costly, they cannot be prohibited from doing so (customer choice) but can only be issued an ITA for the maximum amount as determined by policy and cannot exceed the maximum amount without the prior approval.

- D. How the LWDB ensures training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate (WIOA §134(c)(3)(G)(iii)). Include strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(d)(1)(A)(ix)(II)(aa)).

FloridaCommerce - Labor Market Statistics provides a statewide and [Regional Demand Occupations List - FloridaJobs.org](#) (RDOL) annually. The list provides top occupations by size and growth rate on a statewide and regional level. Utilizing this employment projection provides information needed to ensure Florida and our region's workforce is prepared to fulfill our occupational demands. On an annual basis, CareerSource Suncoast utilizes the published regional demand occupation list to develop the regions "Local Targeted Occupations List" (LTOL). CSS disseminates the RDOL to board members, employer groups, local Chambers of Commerce, local Economic Development Corporations, and educational partners to solicit and receive comments regarding request for additions to the LTOL using a prescribed format. After the solicitation period has passed, requests are reviewed, and additions are made to develop the "Local Targeted Occupations List" (LTOL) for the region.

All training programs included on the ETPL must be directly connected to the Local Targeted Occupations list. The ETPL programs are reviewed annually to ensure they are directly linked to a targeted occupation. If programs are not connected to the LTOL, they are removed from the ETPL.

Additionally, all one-the-job and customized training supported by WIOA training funds

must be connected to the LTOL.

- E. How the LWDB incorporates/includes work-based training activities in the local area's service delivery model.

CareerSource Suncoast implements the incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathway initiatives, and other initiatives to support strategic goals through its business services team. CareerSource Suncoast also offers these programs to provide training to employees of regional businesses. Training addresses skill gaps of incumbent workers, impacts company competitiveness, and enhances employees' value, capabilities, and contributions. On-the-job training provides a win-win solution for employers and career seekers by offering a timely and cost-effective means to meet the needs of both.

CareerSource Suncoast has been providing OJT funds to employers through WIOA since 2010. On-the-job training is an effective option for acquiring skills, occupational development, and employment retention. Incumbent worker training assists with retaining employment in an occupation with changing skill requirements or upgrading skills and qualifying them for advancement with the employer. Improved knowledge, skills, and abilities with a certification obtained from training adds value to the company and often leads to career advancement and/or wage increases.

4. **Youth Workforce Investment Activities:** Provide a description and assessment of the type and availability of youth workforce investment activities (services) in the local area, including activities for youth who are individuals with disabilities. The description and assessment must:
- A. Identify successful models of such youth workforce investment activities (WIOA §108(b)(9) and 20 CFR 679.560(b)(8)).

Youth Workforce Investment Activities

CareerSource Suncoast focus on youth workforce investment activities that aim to prepare young individuals for successful careers. Successful models of such activities often include comprehensive approaches that address various aspects of career readiness and skill development. Here are some examples:

- 1) **Youth Career Pathways Programs:** These programs are structured to provide a clear pathway for youth from education to careers by integrating academic and technical education with work-based learning experiences. Successful models often include partnerships between educational institutions, employers, and workforce development agencies to ensure that youth gain both theoretical knowledge and practical skills relevant to current job market demands.
- 2) **Apprenticeship Programs:** Apprenticeships offer a structured approach to workforce development by combining on-the-job training with related classroom instruction. Successful youth apprenticeship models typically involve collaborations between employers, industry associations, educational institutions, and workforce agencies to design programs that meet industry standards and provide youth with valuable skills and credentials.
- 3) **Summer Youth Employment Programs:** These programs provide opportunities for youth to gain work experience during the summer months. Successful models focus on providing meaningful job placements, training in workplace skills, and career exploration activities. They often include services

such as mentoring, financial literacy education, and guidance on career planning.

- 4) **Career and Technical Education (CTE) Pathways:** CTE programs offer youth the opportunity to gain technical skills and knowledge in specific career fields while still in high school or through postsecondary education. Successful models of CTE pathways integrate industry-recognized certifications, work-based learning experiences (such as internships or cooperative education), and strong partnerships with local employers to ensure that youth are prepared for entry-level positions or further education in high-demand fields.
- 5) **Youth Entrepreneurship Programs:** These programs encourage youth to explore entrepreneurship as a career option by providing training in business planning, financial management, and leadership skills. Successful models often include mentorship from successful entrepreneurs, access to seed funding or microloans, and opportunities to pitch business ideas to potential investors or community stakeholders.
- 6) **Career Exploration and Guidance Services:** Effective youth workforce investment activities also include career counseling, exploration of different career paths, and guidance on educational and training opportunities. Models that incorporate career assessments, job shadowing, informational interviews with professionals, and exposure to diverse industries can help youth make informed decisions about their future careers.

- B. Include the local area's design framework for the local youth program and how the 14 program elements required in 20 CFR 681.460 are made available within that framework (WIOA § 129(c)(1)).

CareerSource Suncoast's youth program aligns with USDOL's goals of preparing workers for good jobs and the attainment of the skills and knowledge that ensure workers succeed in a knowledge-based economy. CareerSource Suncoast targets at-risk youth with barriers using a model designed with a holistic approach for providing in-depth career exploration of high demand occupations with potential for vocational training in an in-demand industry.

Youth receive instruction on financial literacy, life skills, and employability/work readiness; additional activities include education and industry tours, mentoring, community service, and work experience. Youth participate in the continuum of services designed to set them on their chosen career pathway. This model can be effectively measured by any or all five of the WIOA performance measures that include:

Employment Rate– 2nd and 4th Quarter After Exit (2 measures) - The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program)

Median Earnings – 2nd Quarter After Exit – The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program

Credential Attainment – The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized

training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program

Measurable Skills Gains – The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment.

CareerSource Suncoast has incorporated the following 14 program elements of WIOA into the youth program model:

Program Element	Provider	Details
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies	Community-based organizations Local School Districts	CSS will collaborate with the local school districts as well as other community-based education providers to facilitate these services that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
Alternative secondary school services, or dropout recovery services	Community-based organizations Local School Districts	CSS collaborates with the local school districts as well as other community-based education providers to facilitate conduct outreach and provide services to WIOA eligible youth.
Paid and Unpaid work experiences	CSS Local Business partnerships Community-based Organizations	CSS partners with local businesses and community-based organizations to offer the following work experience activities that include academic and occupational education components. a) summer employment opportunities and other employment opportunities available throughout the school year b) pre-apprenticeship programs c) internships and job shadowing d) on-the-job training opportunities
On-the-job Training Opportunities	CSS Local Business partnerships Community-based Organizations	CSS partners with local businesses to place youth candidates in on-the-job training to address skills gaps for specific occupations.

Program Element	Provider	Details
Occupational Skills Training (OST)	CSS partners Local ETPL training providers	Based on the client's individual assessment of interests and current skill levels, the youth may be offered OST to assist them in job placement leading to self-sufficient employment.
Education offered concurrently with workforce preparation Activities	CSS Local training providers	CSS will work with local training providers and community-based organizations to provide these services. Additionally, CSS offers online Metrix learning platform to allow youth to obtain skills that will prepare them for the workforce.
Leadership Development opportunities, including community service and civic behaviors.	CSS Community Based Organizations	CSS offers Covey 7- habits of highly effective people to help build leadership skills. In addition, CSS will partner with community-based organizations to encouraging responsibility and other positive social and civic behaviors, as appropriate;
Support Services	CSS Community Based Organizations	CSS may offer support services when funding is available. In addition, CSS will refer youth to community-based organization through the Crosswalk referral system for support services.
Adult mentoring	CSS Community -based organizations	CSS recognizes the positive impact of adult mentorship in successful youth outcomes. CSS partners with community-based organizations to provide referral to youth-based mentorship programs such as Big Brothers Big Sisters of the Suncoast.
Follow-up Services	CSS	CSS recognizes the value of providing continuous follow-up services to youth and their continued success in employment. Follow-up services may include ongoing contact, job coaching, job placement, mentoring and ongoing professional support.
Comprehensive guidance and counseling (Including: drug/alcohol abuse counseling)	CSS Community-based Organizations	Through the assessment process, youth barriers are identified. If the client's barriers include the need for counseling, CSS staff will provide referrals to community-based organization to address the individual need of the client.
Financial Literacy	CSS Community-based Organizations	CSS offers online and workshop financial learning-based curriculum. In addition, CSS will partner with local financial institutions to provide financial literacy workshops.

Program Element	Provider	Details
Entrepreneurial skills training	CSS	CSS offers a CEO entrepreneurial training curriculum in partnership with the Ewing Marion Kauffman Foundation, small Business Development Center (SBDC), Service Corp of Retired Executives (SCORE), Woman's Resource Center/Sarasota, Fifth Third Bank, Wells Fargo Bank, and the Greater Sarasota Chamber of Commerce.
Preparatory and transition activities for post-secondary education and training.	CSS	Transition services may include ongoing supportive and developmental services, assessment, regular contact, mentoring, and career pathway coaching.

All of the activities discussed in the program model and throughout the fourteen program elements are designed to prepare youth for transition to postsecondary education and training and/or a career path. Partners, who include employers, local school districts, community colleges, private schools, education foundations, other government-funded programs, and community-based and faith-based organizations, provide a system of support for youth to succeed in advancing their career.

- C. Describe the LWDB's policy regarding how the local area will determine when an individual meets the definition of basic skills deficient contained in [Administrative Policy 095 – WIOA Youth Program Eligibility](#).

All youth receive an initial/objective assessment of their skills and abilities. These assessments include computerized academic skills testing, observation, and through conversation. If youth indicate an ability to read and write English, then an assessment will be administered to determine whether the youth perform above a basic skills deficient level. CSS also accepts documentation from the youth's current or previous school records or test results (i.e., TABE, CASA, etc.). Youth who score below a ninth-grade level are referred to Adult Basic Education programs for assistance in the areas of need.

When a Youth approaches a CSS staff member for services and he/she cannot understand the youth, a translator or translation services for the appropriate language will be located and an initial assessment performed to determine the youth's ability to speak and understand English. This assessment is a matter of observation by staff.

Workforce Development Specialists will assess an individual's verbal, written and computer skills during the WIOA prescreening, suitability, application, and enrollment process. Workforce Development Specialist will also discuss other barriers to employment that require services or additional counseling from partner agencies.

- D. Define the term "a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society" and describe how the LWDB defines whether a youth is unable to demonstrate these skills sufficiently to function on the job, in their family, or in society and what assessment instruments are used to make this determination (20 CFR 681.290).

For both In-School Youth (ISY) and Out of School Youth (OSY), a youth who is considered to be Basic Skills Deficient (BSD) is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. Consequently, the term "basic skills deficient" applies to an individual who:

- 1) Have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- 2) Are unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

- E. Define the term "requires additional assistance to complete an educational program or to obtain or retain employment" and describe the circumstance(s) or other criteria the LWDB will use to qualify a youth under this eligibility barrier (20 CFR 681.300).

Definition of requires additional assistance in determining eligibility for WIOA-funded youth programs include:

- 1) Is Gang involved/affiliated/affected;
- 2) Experiences personal/family substance abuse;
- 3) Is an emancipated minor;
- 4) Is a victim of domestic violence or sexual/child abuse;
- 5) Has been alienated due to sexual preference/orientations, gender identity, or transgender;
- 6) Is a member of a migrant or migrant/seasonal family; or first-generation immigrant family;
- 7) Employment Challenges: An individual who is lacking a significant or positive work history defined as:
 - (a) Has been fired from 1 or more jobs within the last three (3) months
 - (b) Has a history of sporadic employment:
 - (1) Youth who has not held the same job for more than three months in the past year prior to application
 - (2) Has held 3 or more jobs within the last 12 months and is no longer employed
 - (3) Has actively been seeking employment for at least one (1) month but remains unemployed or underemployed
- 8) Have a family history of teen pregnancy (parent or sibling was a teen parent)
- 9) Dysfunctional family defined as:
 - (a) One or more DCF cases occurring in their home or;
 - (b) Acts as a primary caregiver to a non-biological or sibling child under the age of 18;
- 10) Child of incarcerated parent(s):
 - (a) Has a parent that is currently incarcerated or;
 - (b) Has a parent that was incarcerated 1/3 or more of the youth's life;

- 11) Residing in subsidized/public housing, an empowerment zone, or high crime area;
- 12) Resides in a non-traditional household setting (i.e., lives with unofficial non-natural parent guardian, grandparents, domestic partners, etc.);
- 13) Experienced personal/family related Mental Health Issues;
- 14) Victim of human trafficking;
- 15) Victim of hate crime;
- 16) Experiencing an Adverse Childhood Event (ACE's) defined as:
 - (a) Experiencing violence, abuse, or neglect;
 - (b) Witnessing violence in the home or community;
 - (c) Having a family member attempt or die by suicide
 - (d) Instability due to parental separation/divorce;
 - (e) Death of a parent/sibling
 - (f) Any event deemed traumatic by a healthcare professional that has adversely affected the youth's development;
- 17) Is a dependent child living in their single parents/guardian's home;
- 18) Students who are at risk of dropping out of school due to the following factors:
 - (a) Having difficulties due to family circumstances such as:
 - (1) Lack of resources due to family's dependency on public assistance;
 - (2) Parents with criminal history or substance abuse;
 - (3) Parents that are long- term unemployed (at least thirteen (13) weeks);
 - (b) Academically deficient and/or is not making substantial progress in mastering basic skills that are appropriate for students of the same age;
 - (1) GPA is below 3.0;
 - (2) Two (2) or more years behind in reading, math, science from their current grade level;
 - (3) Has failed to pass one or more sections of the state standardized test;
 - (4) Retained 1 or more times in school during the last 5 years;
 - (c) Enrolled in a drop-out prevention program;
 - (d) Determined to be at risk by school staff based on assessment that health, social, or family problems are impairing the student's ability to succeed in school;
 - (e) Truancy or excessive absences (as defined by state law);
 - (1) School discipline problem – (placed on probation, suspended from school, or expelled from school one or more times during the past two years);
 - (2) Frequently moves between schools; moved two (2) or more times in a single academic school year;
 - (3) Parents or siblings dropped out of school.

5. **Self-Sufficiency Definition:** Under WIOA § 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who need training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Describe the definition of “self-sufficiency” used by your local area for:

- A. Adults (distinguish if there are different definitions for unemployed individuals or employed workers); and

Federal and State policy allows for local flexibility when determining individual programs’ guides to determine who is eligible to receive services. This is necessary when deciding which program is most beneficial to each individual. The definitions of “self-sufficiency” utilized by our local area, as included in our Procedures and Policies, are: (a)Adult Workers: CSS will align with the sustainability wage income threshold outlined in the United Way ALICE (Asset Limited, Income Constrained Employed) Florida Report (ALICE Project – Florida (unitedforalice.org)) to define the local criteria for “self-sufficiency.”

The ALICE sustainability wage provides an income level that leads to long term self-sufficiency and decreases the likelihood of a family falling back on the need for public assistance. The ALICE sustainability wage estimates the costs of maintaining a viable household over time, providing long term economic stability.

CSS will base the regional self-sufficiency rate on the most current United Way ALICE report average sustainability wage rate of Manatee and Sarasota Counties for a working single adult, additional income based on the ALICE sustainability rate will be added as the household size increases for each additional family member.

CSS will review and adjust the self-sufficiency rate when new ALICE reports are released from the United Way.

- B. Dislocated Workers (WIOA § 134(c)(3)(A)(xii)).

Dislocated Workers: Dislocated workers are defined as individuals who have been terminated or laid off, have received notice of termination or layoff, or are employed by a facility that has made a general announcement of a pending plant closure, or were self- employed but are unemployed as a result of general economic conditions for a natural disaster, or are displaced homemakers. Individuals can qualify if they have received notice of termination or layoff but remain temporarily on the job. The local definition of self- sufficiency for dislocated workers is re-employment that achieves 80% or more of the wage at dislocation.

- C. If self-sufficiency is defined differently for other programs or populations served in the local area, describe the definition of “self-sufficiency” used for those programs as well. NOTE: If the local area utilizes a self-sufficiency definition that exceeds 250% of the Lower Living Standard Income Level (LLSIL) or LLSIL wage rate, the description must include the rationale/methodology used by the local area to determine the local area’s self-sufficiency standard.

Not Applicable

6. **Supportive Services and Needs-Related Payments:** Describe the types of supportive services offered in the local area to include any applicable limits and levels. The supportive services offered by the LWDB in the local area must align with the supportive services outlined in [CareerSource Florida Administrative Policy 109 – Supportive Services and Needs-Related Payments](#)

Support Services:

Based on individual assessment and availability of funds, supportive services may be awarded to eligible program clients. Supportive services are intended to enable an individual to participate in workforce funded programs and activities and to secure and retain employment. Supportive services are provided on in an individual's need as determined by the CSS Workforce Development Specialist working with the client and may include:

- A. Assistance with transportation
- B. Assistance with childcare and dependent care
- C. Assistance with housing
- D. Assistance with educational testing
- E. Reasonable accommodations for individuals with disabilities
- F. Referrals to health care
- G. Assistance with uniforms or other appropriate work attire and work-related tools
- H. Payments and fees for employment and training-related applications, tests, certifications, background checks, drug screening, or other costs to comply with employers' hiring conditions, or other expenses necessary to complete work or alternative requirement plan activities (TANF only), such as paying the fee for a medical form certifying disability or other medical condition to be completed by a physician licensed under Florida Statute Chapter 458 or 459

CSS has established limits on the provision of support services issued to clients as follows:

- A. CSS Supportive Services cap is established as a maximum of \$1,500 per Program Year (PY) per client. CSS/Service Provider staff will track supportive service amounts per PY to ensure that established caps are not exceeded.
- B. The Chief Executive Officer may waive the \$1,500 limit, up to a maximum of \$2,500 limit if circumstances warrant. All waivers' must be documented in the client's case file and clients record in the state MIS with case notes.

Needs Related Payments (WIOA Only):

Needs-related payments are a supportive service that provides financial assistance to participants to enable their participation in training. Unlike other supportive services, LWDBs may only provide needs-related payments to eligible WIOA participants who are enrolled in training or accepted in a training program that will begin within 30 calendar days.

Eligibility for Adults, Dislocated Workers and Out-of-School Youth (OSY):

- A. Adults and OSY (ages 18-24) must:
 - 1) Be unemployed;
 - 2) Not qualify for, or have ceased qualifying for, Reemployment Assistance (RA) benefits;
 - 3) Be enrolled in training services authorized under WIOA sec. 134(c) (3)
- B. Dislocated Workers
 - 1) Have ceased to qualify for RA benefits or Trade Readjustment Allowance

(TRA) under the Trade Adjustment Assistance (TAA) program; and

- 2) Be enrolled in training services authorized under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the eighth week after the worker is informed that a short-term layoff will exceed six months; or
- 3) Be unemployed, deemed ineligible for RA benefits or TRA under the TAA program, and be enrolled in training services authorized under WIOA sec. 134(c)(3).

Payment Levels:

A. Adults and OSY (ages 18-24)

- 1) Payment levels will be established within the CSS local operating procedures.
- 2) For statewide projects, the payment level will be established by the State Workforce Development Board.

B. Dislocated Workers the payment level of needs-related payments must not exceed the greater of:

- 1) The applicable weekly level of RA benefits for participants who were eligible for RA benefits; or
- 2) The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation because of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income.

7. **Individuals with Disabilities:** Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups protected under Section 188 of WIOA and 29 CFR Part 38.

Employment Network (EN)

In PY2018-2019 (April 2018), CareerSource Suncoast joined the Social Security Administration's Ticket to Work program and became a Social Security qualified Employment Network (EN). Social Security acknowledges that the Disabled, who are collecting Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), often want to return to financial independence through work but are afraid of losing their benefits. The Ticket to Work Program allows SSDI and SSI beneficiaries (Beneficiaries) between the ages 18 through 64 to try work and not lose their cash benefit or health insurance and not be subject to a medical review while working with an SSA qualified service provider and moving toward self-sufficiency. An EN is a service provider who offers a variety of free employment services such as career planning, job leads and placement, ongoing employment support, and assistance with requesting and obtaining job accommodations. In September 2019, CareerSource Suncoast moved an experienced senior Workforce Development Specialist into the position of full-time Ticket to Work Coordinator to give beneficiaries the concierge service they need to be successful. In addition, CareerSource Suncoast is added benefits counseling as another service for beneficiaries. The staff member has completed the Community Work Incentive Coordinator (CWIC) certification to be able to demonstrate to beneficiaries how working will affect their benefits.

The career center resource rooms provide accommodations for customers with disabilities, which is reviewed as part of the annual one-stop accreditation.

The region has a strong Vocational Rehabilitation (VR) presence in each of the full-service career centers. In Sarasota County, VR is co-located with dedicated offices in the Sarasota Career Center to provide better coordination and sharing of services. Vocational Rehabilitation offices are located onsite in the same building as CSS office located in Palmetto Florida. Referrals are also provided via the Crosswalk referral system.

CSS reviews opportunities to improve accessibility and has installed a translation add-on feature to our web browsers in our centers for individuals with language barriers. CSS employs bilingual staff who can speak multiple languages to accommodate limited English proficient customers in the centers. In addition to language interpretation services, CSS ensures vital written documents are translated in frequently encountered languages (as identified by periodic assessment of languages spoken by customers and potential customers in the community we serve).

CSS is a host agency with the AARP Foundation–Senior Community Service Employment Program, assisting adults 55 and over with community work experience while they are in training and looking for unsubsidized employment.

Customers are provided information on the Grievance Process, the name and contact information of the local Equal Opportunity Officer. This information is posted in the centers as well as on the CSS website. All information required regarding the Filing a Complaint process is posted and reviewed as part of the annual one- stop accreditation.

8. **Linkage with Unemployment Insurance (referred to as Reemployment Assistance in Florida) programs:** Describe strategies and services used in the local area to strengthen linkages between the one-stop delivery system and the Reemployment Assistance program (WIOA § 134(c) and 20 CFR 679.560(b)(3)(iv)).

CareerSource Suncoast employs a Rapid Response Coordinator (RRC) focusing on providing services to individuals who have been impacted WARN notices. In collaboration with the business services staff, the RRC conducts WARN visits to employers who have announced layoffs or intentions to close facilities. Employees affected by the closure are provided information on filing for reemployment assistance and how to use the one-stop system to aid in finding new employment. In addition to presentations, CareerSource Suncoast staff can also bring employability workshops onsite to employers that may be in the process of laying off staff or bring job fairs onsite to employers that may be experiencing plant closures or mass layoffs.

Additionally, CSS provides services to individuals referred to the RESEA program from FloridaCommerce. Clients referred to the RESEA program receive applicable individualized career services such as:

- A. CSS Orientation of Services
- B. Objective Assessment
- C. Individualized Employment Plans
- D. Assigned CSS work activity (Resume Development, Interviewing, etc.)
- E. Labor Market Information
- F. Job Referrals
- G. Referrals to Support Services
- H. Referrals to WIOA Training Services

9. **Highest Quality of Services to Veterans and Covered Persons:** Describe the LWDB's strategies and policies for providing veterans and covered persons with the highest quality of service at every phase of services offered. Policies must be implemented to ensure eligible veterans and covered persons are aware of their entitlement to priority of service, the full array of programs and services available to them, and applicable eligibility requirements for those programs and/or services.

CSS policy dictates that all Veterans are identified at point of entry. CSS staff ask individuals at point of entry if they or their spouse have served in the U.S. Military. When a client identifies as a Veteran or eligible person, CSS staff will provide information on priority of service and CSS veterans' services. This includes the option of filling out an assessment questionnaire for identification of a significant barrier to employment. A veteran client who chooses to fill out a Veteran Assessment Questionnaire will briefly meet with a Workforce Development Specialist to review the questionnaire. If the veteran is determined to have a significant barrier to employment, they are provided the opportunity to meet with a local DVOP staff member. If they do not want to meet with a DVOP staff member, they will be served by CSS general staff with Priority of Service.

In addition, Veterans can also be identified through self-identification on the electronic sign-in system, program application, Crosswalk referrals, or on their Employ Florida registration. Veterans are identified in the electronic sign-in system and Employ Florida by an American flag icon displayed under their name. Once the Veteran is identified they are given an explanation of Priority of Service (POS) and the services available to them.

Veterans/eligible spouses have priority of service for WIOA, and other designated job training programs funded in whole or in part by USDOL. Priority of service for WIOA adult training funds shall be given to customers who are public assistance recipients, and/or low-income adults; and/or individuals who are basic skills deficient. Our online scholarship request portal for ITAs further breakdowns applicants so that low-income veterans and individuals on public assistance are prioritized and contacted first to provide priority of service for WIOA services.

10. **Entities Carrying Out Core Programs and Combined State Plan Partner Programs:** Describe how the LWDB works with entities carrying out core and combined state plan partner programs to:

CSS is the direct services provider carrying out the WIOA Adult, Dislocated Worker and Youth Services, Welfare Transition (TANF) services, Supplemental Nutrition Assistance Program (SNAP), Wagner-Peyser Labor Exchange services, Business Services, Migrant Seasonal Farm Worker, Local Veterans Employment & Disabled Veterans Outreach Programs, RESEA, Trade Adjustment Assistance through merit (FloridaCommerce) staff, and Reemployment Assistance Programs.

Other Core partnerships, such as a Division of Blind Services, Vocational Rehabilitation, and Adult Education and Literacy programs are provided through direct linkage through our Crosswalk agency-to-agency referral system.

Relationships have been established with local agencies that serve individuals with barriers to employment including Vocational Rehabilitation, Division of Blind Services, Florida Department of Corrections, Department of Juvenile Justice, Women's Resource Centers, Manatee and Sarasota County action agencies, Housing Authorities, United Way Suncoast and other community-based organizations.

These relationships provide opportunities to generate referrals into WIOA programs, provide onsite services such as Employ Florida Registration, job search training, and eligibility determination.

- A. Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment; (20 CFR 679.560(b)(2)(i))

CareerSource Suncoast delivers core partner programs such as; WIOA Adult, Dislocated Worker and Youth Programs, Wagner-Peyser Business Services, Adult Education and Literacy, and Vocational Rehabilitation through the one-stop system. CSS employs Priority of Services to eligible individuals with barriers to employment.

CSS staff are cross trained to understand the services, resources and eligibility requirements of all available programs offered. Several staff members are fully trained in multiple programs and receive program “level-up” assessments to demonstrate their understanding of the core programs.

Additionally, CSS host bi-weekly education and community partner meetings to share information on CSS core programs. The community partners are organizations serving populations with barriers to employment. The Crosswalk agency-to-agency referral system is utilized by core and community-based programs.

- B. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; (20 CFR 679.560(b)(2)(ii) and

CareerSource Suncoast leverages long-standing partnerships with a wide variety of public and private partners from industry education, economic development and health and human services to maximize outcomes among jointly served career seekers and businesses. These partnerships have resulted in effective initiatives that have placed individuals on the pathway to success while simultaneously increasing available candidates with relevant knowledge, skills, and abilities.

Additionally, as referenced above. CSS has several staff members cross-trained in multiple programs. This gives staff the ability to seamlessly refer and/or provide additional services as needed to the clients in multiple programs without duplication of services provided.

- C. Improve access to activities leading to a recognized postsecondary credential (including a portable and stackable credential that is an industry-recognized certificate or certification) (WIOA § 108(b)(3) and 20 CFR 679.560(b)(2)(iii), to include credentials contained on Florida’s Master Credentials List.

The programs listed on the CSS ETPL lead to a WIOA recognized credential, leading to employment in a high demand occupation in the local area. All programs are connected to the Local Targeted Occupation list. The ETPL and the LTOL are posted on the CSS website for individuals to make an informed choice when selecting a training provider and program.

Credential, certificate, or certification are the required outcomes of training programs. All training programs funded by CareerSource Suncoast are directly related to the region’s Local Targeted Occupation list, connecting to Florida’s Master Credentials List.

11. Employer Engagement: Describe strategies and services used in the local area to:

Such strategies and services may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, U.S. Chamber of Commerce Foundations’ Talent Pipeline Management, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.

These initiatives must support the strategies described above.

- A. Facilitate engagement of employers in workforce development, including small employers and employers in in-demand industry sectors and occupations; (20 CFR 679.560(b)(3(i)) and

CareerSource Suncoast collaborates closely with key economic development organizations to receive employer referrals from targeted industries to the CSS Business Services team. CSS Business Services offers a range of services to engage these employers, including job order entry assistance, referrals, placements, On-the-Job Training, Incumbent Worker Training, Customized Training and Paid Work Experience.

The organization hosts multiple annual job fairs and on-site hiring events specifically tailored for smaller employers. Additionally, CareerSource Suncoast staff actively participate in local associations such as SAMA and SHRA. CSS staff serve on committees with organizations like the Chamber of Commerce and Economic Development Corporations of Sarasota and Manatee Counties to expand outreach to employers.

Additionally, 50% of the CSS Board of Directors is made of local business leaders in Manatee and Sarasota Counties. The Education and Industry Consortium also includes local business leaders to collaborate and provide input in driving the local business community.

Furthermore, in 2018 CSS launched an entrepreneurial program, THRIVE, offering business development training. The THRIVE team facilitates a ten-week class session with separate focuses for startups and second phase businesses. They maintain referral relationships with SCORE, SBDC, local financial institutions and other regional support organizations.

- B. Support a local workforce development system that meets the needs of businesses in the local area. (20 CFR 679.560(b)(3(ii))

CareerSource Suncoast organizes an annual State of Talent Conference aimed at employers, featuring speakers who address topics specifically requested by the audience, such as enhancing workforce recruitment and retention strategies. Additionally, the workforce board provides quarterly educational programming for the business community on core business topics presented by subject matter experts. The conferences are supported by local and statewide higher education institutions, emphasizing educational pathways that align with future job opportunities in the community. CareerSource Suncoast is also increasing its focus on apprenticeships and internships to better meet the evolving needs of employers.

- C. Utilize community-based information related to educational programs and industry needs contained in the quarterly reports submitted to the LWDB by the local area's education and industry consortium. (CareerSource Florida Strategic Policy 2023.09.19.A.2)

Reports received from the Education and Industry Consortia will be used to develop and deliver services that provide employers with the talent they need to succeed. Information provided will assist CSS to:

- 1) Enhance offerings to focus on increasing access by employers and customized employer-focused solutions.

- 2) Provide programs to help job seekers and employees address benefits cliff and financial gaps.
- 3) Develop a plan to invest unrestricted funds in growing best practice employer programs.
- 4) Implement targeted initiatives to expand employer access and strengthen partnerships with local businesses, Chambers of Commerce, and economic development agencies.
- 5) Investing in technology and data analytics to enhance our ability to deliver personalized workforce solutions.
- 6) Continuously assessing and improving the effectiveness of our employer-focused programs through feedback mechanisms and performance metrics.
- 7) Collaborate with community partners, social service agencies, and financial institutions to provide comprehensive support services.
- 8) Offer financial literacy workshops, career counseling, and resource navigation assistance to individuals facing economic hardships
- 9) Conduct a comprehensive assessment of existing employer programs to identify best practices and areas for improvement.
- 10) Allocate unrestricted funds to scale up successful programs, enhance service delivery, and address emerging workforce trends.
- 11) Establish clear criteria and evaluation metrics to guide investment decisions and measure program outcomes.

12. **Enhancing Apprenticeships:** Describe how the LWDB enhances the use of registered apprenticeships to support the local economy and comply with CareerSource Florida Strategic Policy 2019.02.13.A.1 – Registered Apprenticeship Strategic Policy. Describe how the LWDB and apprenticeship navigators work with industry representatives, education partners, and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida Department of Education and other partners.

CareerSource Suncoast saw the need to further apprenticeships in the region and became a RA sponsor in 2018 of a Tool & Die Maker program. The program has led to six registered apprentices enrolled in the programs working at our largest local manufacturing company, with one apprenticeship being recognized as the States Apprentice of the year. CSS currently sponsors six registered apprenticeship programs and will continue to add to the programs as needed by local demand and industry partners.

CSS participates on state and national panels talking about apprenticeships to industry leaders and fellow workforce colleagues. CareerSource Suncoast will continue to include registered apprenticeship programs on the eligible training provider list for WIOA Adult, Youth and Dislocated Worker programs as long as they remain an active registered program. CareerSource Suncoast will continue to include registered apprenticeship program representatives as members of the board ensuring significant contributions to our strategic planning activities for the regional workforce system.

Describe strategies and operations that promote and support statewide apprenticeship goals that include, but are not limited to:

A. Increasing total number of new apprentices and pre-apprentices per year

CSS is in the process of developing The MySuncoast Apprenticeship Network to highlight available apprenticeship sponsors and programs in the local area. This network is designed to connect individuals and employers with existing apprenticeship programs in the area. CSS has a dedicated webpage [Apprenticeships - CareerSource Suncoast](#). The webpage is geared toward employers and individuals interested in Registered Apprenticeship programs. Additionally, CSS has apprenticeship sponsors represented in the Crosswalk agency-to-agency referral system.

B. Increasing total number of registered apprenticeship programs and program occupations

CSS hosted our first National Apprenticeship Week event in 2023. Additionally, CSS has hosted three apprenticeship accelerators in the past 12 months and will continue to provide programming to employers and partners about registered apprenticeship programs. The accelerator events have resulted in the development of registered apprenticeship programs being created in partnership with CSS and local employers and approved by the Department of Education. CSS Apprenticeship Navigator has developed a streamlined process to assist local employers and training providers with the development of apprenticeship standards and submission to the Department of Education for approval. CSS currently sponsors six registered apprenticeship programs and will continue to add to the programs as needed by local demand and industry partners.

C. Increasing total number of registered pre-apprenticeship programs

CSS Apprenticeship Navigator meets directly with sponsors, training providers, and employers providing information on pre-apprenticeship programs. CSS is currently working with local community organizations and training providers to assist in the development of youth-focused pre-apprenticeship programs.

D. Expanding registered apprenticeships and pre-apprenticeships into healthcare, advanced manufacturing, aviation and aerospace, information technology, and other emerging industries.

CSS will continue to build talent pipeline for targeted new and emerging industries of focus by assisting individuals to earn credentials that directly support the sector. CSS will continue to promote apprenticeships in emerging industries and engage with tech groups supported by other community partners.

E. Supporting apprentices with WIOA services to support the on-the-job learning, related instruction and supportive services.

CSS supports eligible apprentices in RA programs that have opted for inclusion on the local ETPL with the issuance of an ITA for the related technical instruction.

RA employers and eligible apprentices may be supported through the use of an OJT Contract and agreement to reimburse up to 50% of the apprentice's wages.

Support services are available to apprentices in accordance with CSS policy and funding availability. CSS will also provide direct referrals to other community partners for support services through the Crosswalk referral system.

DESCRIPTION OF THE LOCAL ONE-STOP DELIVERY SYSTEM

1. **General System Description:** Describe the one-stop delivery system in your local area, including the roles and resource contributions of one-stop partners (WIOA §108(b)(6)).

The local one-stop delivery system includes a comprehensive career center Sarasota County and an affiliate career center in Manatee County, offering career seekers a range of programs and services that support the local workforce development system. These services are available to any eligible adult, at-risk youth, dislocated workers, TANF and SNAP recipients based upon an assessment of the individual's needs.

Specific services incorporated into CSS's service delivery system include orientation to services; computer resources which career seekers may use to conduct job searches, develop and post their resume, complete job applications and other job-search related needs; referrals to job opportunities; career exploration and assessment; information on training provider programs to include past performance and cost; local and state labor market information; information on referral to support services such as transportation, childcare and assistance to victims of domestic violence; assistance with applying for reemployment assistance benefits and claiming weeks; determining eligibility for federal workforce programs such as WIOA and special grant funded programs; and other basic and individualized career services as well as training services.

The local one-stop delivery system also includes a variety of comprehensive services to employers that include, but are not limited to: job postings; training grants for incumbent workers; provision of labor market information; job fairs, hiring events and other recruitment events; general and updated information regarding unemployment insurance and workers' compensation; customized recruitment, qualification and assessment screening of applicants; Rapid Response and/or Outplacement services for downsizing companies; development of on-the-job training programs and customized training.

The following resources are available within the one-stop systems to provide services: 1) Workforce Innovation and Opportunity Act funds, 2) Temporary Assistance for Needy Families funds for the Welfare Transition program, 3) Wagner-Peyser services, 4) Supplemental Nutrition Assistance Program Employment & Training services, 5) Reemployment Assistance services, 6) Veteran Services, and 6) other special grants funds/services as awarded to CSS.

CSS has entered into MOU's and Infrastructure funding agreements with mandated one-stop partners. One-stop partners convene on a quarterly basis to provide updates and share service availability. Additionally, One-stop partners provide agency to agency referrals through the CSS Crosswalk referral system as an effort to coordinate services.

- A. Describe how WIOA core partners and combined state plan partners contribute to the LWDB's planning and implementation efforts. If any core or required partner is not involved, explain the reason.

All required WIOA partners are included in CareerSource Suncoast's one-stop delivery system. The one-stop offers access to Wagner-Peyser (WP), Migrant Seasonal Farm Worker (MSFW), Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth, Division of Vocational Rehabilitation, Trade Adjustment Assistance (TAA), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Title I/Career and Technical Education (CTE), Local Veterans Employment Representatives (LVER), Disabled Veterans Outreach Program (DVOP), Senior Community Service Employment Program (SCSEP), Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance

(TAA), Division of Blind Services, Job Corp, Manatee Community Action Agency (CSBG), Sarasota County Health & Human Services (CSBG), and Manatee & Sarasota Counties Housing and Urban Development (HUD)

The following partners are co-located in the one-stop centers and pay a proportionate amount of infrastructure costs based on FTEs:

- 1) WIOA Adult
- 2) WIOA Dislocated Worker
- 3) WIOA Youth
- 4) Wagner-Peyser/MSFW
- 5) Temporary Assistance to Needy Families (TANF)
- 6) Local Veterans' Employment Representative (LVER)
- 7) Disabled Veterans' Outreach Program (DVOP)
- 8) Trade Adjustment Assistance Programs (TAA)
- 9) Supplemental Nutrition & Assistance Program (SNAP)
- 10) Reemployment Assistance Programs
- 11) Sarasota County Adult Education and Literacy
- 12) Division of Vocational Rehabilitation

Virtual Presence Partners:

- 1) Housing Authority-Manatee and Sarasota Counties
- 2) Community Action Agency-Manatee and Sarasota Counties
- 3) Division of Blind Services
- 4) Job Corp
- 5) Senior Community Service Employment Program (SCSEP)
- 6) Manatee County Adult Education and Literacy

- B. Identify any optional/additional partners included in the local one-stop delivery system and how their inclusion in the local system achieves state and local strategies, operations and performance outcomes.

Not Applicable

2. **Customer Access:** Describe actions taken by the LWDB to fully implement [CareerSource Florida Strategic Policy 2021.09.15.A.1 – Availability of Services to Floridians](#) and promote maximum integration of service delivery through the one-stop delivery system for both business customers and job seekers.

CSS employs a supply and demand system to serve the needs of both businesses and career seekers. CareerSource Suncoast engages with Chambers of Commerce to ensure seamless integration of business services provided by the LWDB to the business community. CSS staff manages the demand side of the equation through outreach and recruitment with the local business community. Career Center staff are kept apprised of the specific needs of employers through ongoing communications on hiring events, job fairs, and OJT opportunities. Skill gaps are addressed through seeking out and securing training providers and programs that meet

the needs of local employers.

The Career Centers are offered to businesses for interviewing and screening job seekers for available positions. Additionally, CSS partners with local organizations and school districts to host multi-employer job fairs and hiring events. Career Center staff actively assess, assist and refer candidates to all employer hiring events and job fairs.

The career seekers are offered access through Service Accessibility, this would include ensuring that CSS services are physically and digitally accessible to career seekers by having physical locations and providing online portals and ensuring compatibility with assistive technologies for individuals with disabilities.

Equitable Access: Ensuring that services are available to all eligible individuals without discrimination based on factors such as race, ethnicity, gender, disability, or socioeconomic status. This may involve outreach efforts to underserved communities and ensuring language accessibility.

Information Availability: Providing clear information about the services offered, eligibility criteria, and how to access them. This might include publishing brochures, maintaining a comprehensive website, and having trained staff available to answer questions.

Customer Support: Offering assistance to individuals navigating the services, which could involve help desks, online chat support, or dedicated phone lines staffed with knowledgeable personnel.

Continuous Improvement: Committing to ongoing evaluation and improvement of customer access processes to enhance service delivery and customer satisfaction.

- A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners, comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

CareerSource Suncoast ensures compliance with all requirements of the Americans with Disabilities Act (ADA) through internal audits of facilities. Compliance is also evaluated by FloridaCommerce, Office of Civil Rights through virtual and onsite inspections. Additionally, CareerSource Suncoast website is ADA accessible, to make it easier for all customers to access services and resources online. CareerSource Suncoast has developed and implemented online training modules for serving clients with disabilities, covering disability law basics, practical guidance, and operation of equipment such as the Sorenson videophone. These modules are completed by all Workforce Development Specialists as part of their internal Workforce Development Specialist Certification.

All training providers are required to complete an ADA Accessibility checklist to ensure they are compliant and offer accommodations to those who are in need of such accommodations.

CSS holds regular partner meetings which include Vocational Rehabilitation and the Division of Blind Services. Additionally, our one-stop operator regularly meets with these entities actively seeking feedback to improve the service delivery to individuals with disabilities.

- B. Describe how entities within the one-stop delivery system use principles of universal design in their operation.

CareerSource Suncoast ensures the regional career center delivery system provides services to all customers consistent with principles of universal access and in accordance with all relevant laws and regulations, state policies, and procedures. CareerSource Suncoast also ensures applicable career services are offered in at least one physical career center in the workforce region. If facilities require changes to layout, equipment or furniture, a designer may be contracted to ensure the facility remains ADA compliant and is accessible to everyone, regardless of age, ability, or status in life.

Universal access principles followed by CareerSource Suncoast include:

- 1) Equitable use
- 2) Flexibility in use
- 3) Simple and intuitive use
- 4) Perceptible information
- 5) Tolerance for error
- 6) Low physical effort
- 7) Size and space for approach and use

- C. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, using technology and other means (WIOA §108(b)(6)(B) and 20 CFR 560 (b)(5)(ii)).

CareerSource Suncoast facilitates access to services provided through the regional delivery system, including remote areas, by utilizing the web-based labor exchange system (EmployFlorida/EF), CareerSource Suncoast website, social media, a full-service career centers and satellite offices in Palmetto, Suncoast Technical College, State College of Florida and Manatee Technical College. Our outreach through technology includes a graphical element, which is accompanied by multi language and handicap accessible features.

3. **Integration of Services:** Describe how one-stop career centers implemented and transitioned to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop career center partners (WIOA §108(b)(21)).

CareerSource Suncoast advocates development of a case management system that integrates all core WIOA partner programs. In SB 7040, the Department of Management Services is given the lead to strategically navigate the state toward a universal tracking system. A universal system would enable career centers and partner programs with shared clients to have access to information and insight that may lead to more positive outcomes. Under WIOA, career centers and their partners:

- A. Offer career seekers assessments to measure skill gaps,
- B. Connect career seekers with opportunities to gain skills and credentials necessary to advance their career, including individuals with barriers, such as individuals with disabilities,
- C. Offer businesses and employers talent management solutions that help them better

acquire, train, and retain talent.

CareerSource Suncoast uses technology applications and platforms for scheduling workshops, streaming videos, career coaching, mock interviews, resume development, web-based assessments, and career seeker profiles. CSS has also purchased software for transforming PowerPoint and instruction content into customized videos.

Additionally, our Information Technology department creates electronic forms and automated databases to perform and process career seeker service requests and information. This process automates various departmental forms, career seeker documents and requests, and delivers reporting capability that ultimately achieves more efficient and effective services.

4. **Sub-grants and Contracts:** Describe the competitive process used by the LWDB to award sub-grants and contracts in the local area for WIOA-funded activities (WIOA §108(b)(16)).

Not Applicable

CareerSource Suncoast is the direct provider of services and does not award subgrants or contracts for WIOA-funded activities

5. **Service Provider Continuous Improvement:** Describe how the LWDB will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local employers, workers and job seekers (WIOA §108(b)(6)(A) and 20 CFR 679.560(5)(i)).

CareerSource Suncoast uses a number of methods for monitoring and evaluating the continuous improvement of services for eligible service providers and providers on the eligible training provider list to ensure local employers', employees' and career seekers' needs are met. Methods include:

- A. Tracking outcomes related to program completion, placement, wage, and industry data for careerseekers who participated in training;
- B. Employer feedback regarding candidate quality and readiness;
- C. Sharing provider performance with CareerSource Suncoast board
- D. Regularly review of regional demand and regional targeted occupations list to respond to changing economic conditions; Evaluate reports on service providers' enrollment, outcomes, expenditures, and make recommendations for improvement when needed; Address issues related to training service providers not meeting minimum performance requirements; remove providers from the eligible training providers lists when not meeting minimum performance requirements or when they are no longer connected to the local targeted occupation list.

COORDINATION OF SERVICES

1. **Coordination of Programs/Partners:** Describe how services are coordinated across programs/partners in the one-stop career centers, including Vocational Rehabilitation, TANF, SNAP E&T, and Adult Education and Literacy activities. Specify how the local area coordinates with these programs to prevent duplication of activities and improve services to customers. 20 CFR 679.560.

CareerSource Suncoast will work to ensure career centers are available to serve all career seeking clients regardless of obstacles to employment, level of need or degree of career development. CareerSource Suncoast will also continue to emphasize integrated service

delivery in improving services to individuals. As such, many of our Workforce Development Specialists are cross trained to work with clients in multiple programs (WIOA, WT, SNAP and WP). Partnerships between core programs are dedicated to developing strong strategic alliances that link employers and career seeking clients to services. These services include, but are not limited to, employment, training, education, human resource assistance to employers, and career and business development to further the economic growth of the CareerSource Suncoast region. Co-enrollment can be key as well to ensure that clients are accessing all of the programs necessary to meet their needs and goals as outlined in their plans.

Programs managed through direct services are:

- A. Labor Exchange services provided under Wagner-Peyser staff
- B. Trade Adjustment Assistance program
- C. Veteran's Employment program
- D. Temporary Assistance to Needy Families (TANF)
- E. Reemployment Services and Eligibility Assessment (RESEA)
- F. Reemployment Assistance program
- G. WIOA Adult, Dislocated Worker, and Youth
- H. Supplemental Nutrition Assistance Program (SNAP)

Programs managed through a partner under MOU are:

- A. Division of Vocational Rehabilitation
- B. Adult Education and Literacy programs under Title II, local County Schools Adult and Education
- C. Career and post-secondary technical education programs under Carl D. Perkins Career and Technical Education Act of 2006 through multiple training partners on the eligible training providers list and through apprenticeship programs.
- D. AARP's Foundation's Senior Community Service Employment Program (SCSEP)
- E. Division of Blind Services
- F. Job Corp
- G. Department of Housing & Urban Development – Manatee & Sarasota Counties Housing Authority
- H. Community Service Block Grants – Manatee Community Action Agency & Sarasota County Health & Human Services

Additionally, coordination across programs is accomplished with trained and equipped career center and partner staff. Staff training is ongoing to provide the knowledge, skills and abilities needed for delivering basic and individualized career services to career seeking clients in an integrated and regionally focused framework. Career center staff are cross trained to increase capacity, expertise and efficiency as well as enrich the client experience. Cross-training creates an understanding of each program, sharing of staff expertise, and develops staff to better serve all clients. It is also important to ensure staff members are aware of how their function supports and contributes to CareerSource Suncoast's overall vision, goals, and desire to create integration resulting in improved coordination without duplication of services.

2. **Coordination with Economic Development Activities:** Describe the strategies and services that are used in the local area to better coordinate workforce development programs and economic development (20 CFR 679.560(b)(3)(iii)).

Include an examination of how the LWDB will coordinate local workforce investment activities with local economic development activities that are carried out in the local area and how the LWDB will promote entrepreneurial skills training and microenterprise services (WIOA §108(b)(5) and 20 CFR 679.550(b)(4)).

CareerSource Suncoast regularly coordinates with regional EDC teams to ensure alignment with the development and pursuit of a common strategic vision for the region's economic development systems. Ongoing consultation is conducted for identifying specific economic development project priorities, targets, timelines, and objectives. Real-time coordination on economic development projects is achieved through shared reporting at semi-monthly partner meetings.

Additionally, CareerSource Suncoast maintains agreements with the regional EDCs for providing referrals of new employers to the workforce system, promotion of workforce services, Incumbent Worker Training and Quick Response Training (Florida Flex) programs. The EDCS provides monthly reporting of activities to CSS as a part of the agreement.

CareerSource Suncoast maintains relationships with economic development professionals with both counties and the local municipalities. The EDCs and CareerSource Suncoast also work together on many regional task force, committees, collaboratives and councils focused on skills gaps, workforce development and investment.

Partnerships with the regional EDCs, including the region's SBDC business consultants and the Community Entrepreneurial Opportunity (CEO) program, enhances promotion of entrepreneurial training, small business and microenterprise services. The EDCs make referrals to our THRIVE small business and entrepreneur accelerator. Through our CEO program and ensuring Accelerate cohorts, CSS introduced those microenterprises to SCORE and SBDC via our entrepreneurial training that access content from the Kaufmann Foundation to further facilitate their growth in addition to showcasing the training opportunities available within THRIVE.

3. **Coordination with Rapid Response:** Describe how the LWDB coordinates workforce investment activities carried out in the local area with statewide rapid response and layoff aversion activities (WIOA §108(b)(8) and 20 CFR 679.560(b)(7)). The description must include how the LWDB implements the requirements [in CareerSource Florida Strategic Policy 2021.06.09.A.2. – Rapid Response and Layoff Aversion System](#) and [CareerSource Florida Administrative Policy 114 – Rapid Response Program Administration](#).

Rapid Response (RR) provides customer-focused services to both dislocated workers and employers, ensuring immediate access to services for affected workers to expedite re-entry into the workforce. CSS strives to provide early intervention assistance to workers to avert or minimize the economic disruption of a mass job dislocation event.

CSS employs a designated Rapid Response Coordinator. The RR Coordinator is the designated primary point of contact for the coordination of Rapid Response services and communication with FloridaCommerce State RR Coordinator. The RR Coordinator is responsible for the following:

- A. Communicating with FloridaCommerce and the State Rapid Response Coordinator;
- B. Serving as lead contact for affected employers and dislocated workers;
- C. Leading the CareerSource Suncoast Rapid Response team;

- D. Ensuring Rapid Response activities are reported accurately and timely in Employ Florida.

The RR coordinator may develop a Team of individuals that provide information, resources, and services to assist affected employers and workers. The team may include, but is not limited to:

- A. Business development representatives;
- B. Local TAA Coordinators;
- C. Department of Children and Families (DCF) case managers;
- D. Division of Vocational Rehabilitation (DVR)
- E. Business Outreach Specialists;
- F. WIOA and WP Workforce Development Specialists;
- G. Supplemental Nutrition Assistance Program (SNAP) Workforce Development Specialists;
- H. Temporary Assistance for Needy Families (TANF) Workforce Development Specialists;
- I. Local Veteran Employment Representatives (LVER's).

Additionally, CSS provides mitigation services to local business through Pathways to Success workshops. These workshops focus on target topics that were identified as most likely to result in layoffs and business closures. These workshops include the distribution of takeaway printed materials (books and studies) so employers can both reinforce and further enhance their learning. CSS's proactive approach is an effort to proactively provide education to avert future layoffs by employers. State and local grants such as IWT can also be a resource for businesses in layoff aversion.

- 4. **Industry Partnerships:** Describe how the LWDB identifies and collaborates with existing key industry partners in the local area. Describe how the LWDB coordinates and invests in partnership infrastructure where key industry partnerships are not yet developed (WIOA §108(b)(4)A)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy. Describe how:

- A. Selected industries or sectors are driven by high-quality data (cite data source used);

CSS utilizes [FloridaCommerce Employment Projections 2023-2031](#), [Regional Demand Occupations List - FloridaJobs.org](#), and [Lightcast - A Global Leader in Labor Market Analytics](#) to make data driven decisions in determining sector strategies deployed by the region.

Furthermore, CSS focuses on industries with high growth and high wages using data from the Florida Commerce Supply Demand Report and other data sources from FloridaCommerce such as Employment Projections and Occupational Employment Statistics and Wages (OES).

- B. Sector strategies are founded on a shared, regional vision;

CareerSource Suncoast (CSS) aligns its resources to key industry sectors targeted by the two primary regional economic development organizations (EDOs), which are the Bradenton Area Economic Development Corporation (BAEDC) and the Economic Development Corporation of issuance of WIOA training dollars for ITAs

and employer-focused activities, such as customized training, on-the-job training and incumbent worker training.

CSS solicits input from the regions EDO's for additions to the LTOL for industries that are emerging and in-demand in the local area.

C. The local area ensures that sector strategies are directed by industry;

CSS attends regional collaboration and convening meetings in targeted sectors, where individual employers can share their concerns. CSS private workforce partners have quarterly manufacturing collaborative meetings. Furthermore, CSS is actively engaged with industry groups such as SAMA, SHRA, and Regional manufacturing associations.

Additionally, CSS will utilize the Education and Industry Consortiums reports and information to gain an understanding of local industry leaders' perspectives.

D. The local area ensures that sector strategies are aimed at strategic alignment of service delivery systems;

By having a sector strategy at the heart of what we do, our staffing and funding resources get allocated toward the targeted industries. Traditionally, for example, nearly 75% of our WIOA ITA money has gone toward healthcare degrees and certifications. Our business service team works with employers that are referred by the EDC and therefore meet targeted sectors. This helps ensure that the majority of IWT, Customized Training and OJT funding goes to employers in those intended sectors.

E. The local area transforms services delivered to job seekers/workers and employers through sector strategies; and

By hearing the needs of employers in targeted sectors, CSS has been able to develop services to meet their needs. CSS has also positioned business services staff to deliver youth services such as work experience and On-the-Job Training to meet employer needs to augment the gaps associated with labor force participations sectors.

F. The sector strategies are measured, improved and sustained.

CareerSource Suncoast (CSS) aligns its resources to key industry sectors targeted by the two primary regional economic development organizations (EDOs), which are the Bradenton Area Economic Development Corporation (BAEDC) and the Economic Development Corporation of issuance of WIOA training dollars for ITAs and employer-focused activities, such as customized training and incumbent worker training.

Sector strategies and services for the local areas are developed to:

- 1) To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;
- 2) To support a local workforce development system that meets the needs of businesses in the local area;
- 3) To better coordinate workforce development programs and economic development;
- 4) To strengthen linkages between the one-stop delivery system and unemployment insurance programs; and

- 5) That may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives must support the strategy described in paragraph (b)(3) of this section;

CareerSource Suncoast meets with EDOs on a regular and ongoing basis to evaluate progress on delivering talent solutions and training resources for specific projects related to key sectors. Additionally, occupations for these key industries are included in the regional targeted occupations list where career seekers interested in advancing their careers utilizing individual training accounts are informed about these high-wage career opportunities. CareerSource Suncoast also works closely with regional education and training providers on a regular and ongoing basis to assist them in their efforts to align with key industry sector training needs.

Industry Partnerships:

Through partnerships with our local economic development corporations, BAEDC and EDCSC, CSS works to align with industries for our targeted sectors. Furthermore, CSS focuses on industries with high growth and high wages using data from FloridaCommerce's Supply Demand Report and other data sources from the department such as Employment Projections and Occupational Employment Statistics and Wages (OES).

Sector Strategy Tracking and Sustainability:

CSS tracks work-based training and occupational skills trainings services provided by industry and occupation through a PowerBI dashboard. Each year CSS will include Sector Strategies in the organizational goals. Organizational goals are tracked on a quarterly basis through the Workteam software. CSS will utilize the states Management Information System and Accounting/ITA software reports for tracking goals.

5. **Coordination with Relevant Secondary and Postsecondary Education:** Describe how the LWDB coordinates relevant secondary and postsecondary education programs and activities with education and workforce investment activities (including activities related to the Credentials Review Committee, as appropriate) to coordinate strategies, enhance services, and avoid duplication of services (WIOA §108(b)(10) and 20 CFR 679.560(b)(9)).

CareerSource Suncoast coordinates and is in alignment with the secondary and post-secondary education institutions, particularly the local state college and technical colleges. Examples of efforts to coordinate, enhance services, and avoid duplicating services include the following:

- A. The local state college, technical colleges, and private education institutions are represented on the CareerSource Suncoast's Board of Directors
- B. The local state college and technical colleges contribute to the development of the local targeted occupations list to focus on meeting the needs of regional businesses with occupations in high-demand and provide self-sustaining wages
- C. CareerSource Suncoast maintains satellite offices at the main campuses of Suncoast Technical College, Manatee Technical College, and State College of Florida, to deliver career services to students, which includes resume, interviewing, tuition assistance, and placement assistance

- D. CareerSource Suncoast participates on the technical colleges' Board of Governors/Advisory Council and their programs Academic Advisory Committees
- E. CareerSource Suncoast, the local state college, and technical colleges collaboratively engage targeted employers and industries for designing customized and relevant training solutions
- F. CareerSource Suncoast, local state college and technical colleges collaborating on outreach events, which includes career and job fairs, and open houses
- G. CareerSource Suncoast, local state college and technical colleges work together on regional committees, including the planning groups for CareerSource Suncoast's State of Jobs Conference and the State of Talent Conference, collaboratives and councils focused on skills gaps, workforce development and investment.
- H. The Education and Industry Consortium memberships includes representatives from the State College of Florida, and both Manatee and Suncoast Technical Colleges.

6. Coordination of Transportation and Other Supportive Services: Describe how the LWDB coordinates WIOA Title I workforce investment activities with the provision of transportation assistance, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11) and 20 CFR 679.560(b)(10)).

CareerSource Suncoast may provide support services to eligible career seekers under governing rules and regulations for the type of funding deemed appropriate and allowable. Support services are provided to eligible career seeking clients until funds are exhausted. Supportive Services may be provided for those clients in the following programs: WIOA Adult, WIOA Dislocated Worker, WIOA Youth, TANF/Welfare Transition (WT) Program, and Special Grants when allowed.

Based on individual assessment and availability of funds, supportive services may be issued to eligible program clients. Supportive services are intended to enable an individual to participate in workforce funded programs and activities and to secure and retain employment. Supportive services are provided based on individual need as determined by the staff member working with the client and may include:

- A. Transportation: including reloadable pay cards, bus passes, and direct deposits into individual bank accounts
- B. Clothing: including uniforms required for work-related activities and/or training that cannot be funded through an Individual Training Account (ITA)
- C. Tools: work-related (training related tools are funded through and ITA)
- D. Assistance with educational testing that cannot be funded through an ITA
- E. Childcare and Dependent Care Costs
- F. Housing Assistance
- G. Referrals to health care
- H. Reasonable accommodations for individuals with disabilities
- I. Payments and fees for employment and training-related applications, tests, certifications, background checks, drug screening, or other costs to comply with employers' hiring conditions, or other expenses necessary to complete work or alternative requirement plan activities (TANF only), such as paying the fee for a medical form certifying disability or other medical condition to be completed by a

physician licensed under Florida Statute Chapter 458 or 459.

Additionally, CSS staff may provide referrals to local community partners for additional support services through the Crosswalk referral system.

- 7. Coordination of Wagner-Peyser Services:** Describe plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C 49 et seq.) services and other services provided in the local area through the one-stop delivery system (WIOA §108(b)(12) and 20 CFR 679.560(b)(11)).

CareerSource Suncoast, in partnership with FloridaCommerce, provides career and business services through the one-stop system under the Wagner- Peyser Act (WP). Funding for WP employees is provided through FloridaCommerce, as well as oversight for human resources and policy guidance in delivery of WP services.

The delivery of WP services within the CareerSource Suncoast one-stop system is in coordination with all other programs and services. WP employees are important contributors in CareerSource Suncoast's career centers in the delivery of labor exchange services as well as delivery of careerservices.

WP staff play a critical role in connecting clients to career services and core programs support that best fit their needs and goals. Referrals to core partner programs to provide support for identified needs are made, as appropriate. WP staff may engage the universal career seeker in basic services, as appropriate, including orientation to all services available in the one-stop delivery system, Employ Florida registration, skills assessments, job search and placement assistance, labor market information, reemployment benefit claims assistance, and referrals to community partners for supportive services. As determined appropriately clients may be referred and provided individualized career services such as comprehensive and specialized assessments and diagnostic testing, development of an individual employment plan, group and/or individual counseling and mentoring, career planning, and training are also available.

Reemployment services which include orientation, assessment, and labor market information are provided to RESEA clients selected and referred to CareerSource Suncoast by FloridaCommerce. While these clients are mandated to receive these minimum services, they are often engaged in additional services and activities. As a best practice, CSS staff are cross trained to determine if additional program services are needed to secure self-sufficient employment.

If additional services are needed outside the scope of CareerSource Suncoast, an individual is referred to one of the core partners programs to provide specialized services.

- 8. Coordination of Adult Education and Literacy:** Describe how the LWDB coordinates WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II. This description must include how the LWDB carries out the review of local applications submitted under Title II WIOA § 108(b)(10), consistent with WIOA sections 107(d)(11)(A) and (B)(i) and WIOA § 232 (20 CFR 679.560(b)(12)).

The providers of Adult Education and Literacy for the region are represented on the CareerSource Suncoast Board of Directors as well as the Education and Industry Consortium

Additionally, CSS leadership actively participates on school board advisory committees for both counties. Information is shared at these meetings to address service gaps, leverage resources, and improve effectiveness.

There are MOUs in place with Manatee and Sarasota Counties adult education and literacy programs. The purpose of these MOUs is to collaboratively partner to provide adults with the knowledge and skills they need to enroll and be successful in post-secondary education, to

increase credential attainment and to improve their career options.

CareerSource Suncoast has the Sarasota County School Districts' adult education programs are co-located in the one-stop center to provide Adult Basic Education and GED programs.

For those individuals where English is their second language, the purpose is to improve their English speaking and writing skills to improve their academic skills so they can earn a high school credential and/or enter post-secondary education to improve their career options and credential attainment. Additionally, CareerSource Suncoast has an MOU in place with the Farmworkers Career Development Program (FCDP) Adult Education Program. CSS has actively participated in both state and regional level discussions on coordination of program services, referral process, and improving coordination with the career centers.

9. **Reduction of Welfare Dependency:** Describe how the LWDB coordinates workforce investment activities to reduce welfare dependency, particularly regarding how services are delivered to TANF/Welfare Transition and SNAP E&T participants, to help individuals become self-sufficient. This description must include:

CareerSource Suncoast's programs are designed to provide comprehensive support to recipients, helping them acquire necessary skills, certifications, and education to secure meaningful employment and achieve self-sufficiency. It integrates career coaching with practical opportunities like job referrals, work experience, and educational support to foster long-term career success.

CSS provides one on one career coaching as recipients are assigned a Workforce Development Specialist. CareerSource Suncoast specialists work with recipients to develop a plan to reach their career goals and become self-sufficient. This plan can include volunteering, work experience, attending networking sessions to enhance contacts and build essential skills related to finding and obtaining employment in addition to referrals to jobs in the area. Educational opportunities include being assigned curriculum to prepare recipients to take the national career readiness certification, GED labs conducted by instructors from the local school district and training funds to pursue higher education at local colleges for in-demand fields.

- A. How the CLIFF suite of tools is used to support the case management of participants, consistent with CareerSource Florida Strategic Policy 2023.06.07.A.5;

CSS will provide case management services to support families transition from dependency on public assistance to economic self-sufficiency. Case management services must include, but are not limited to:

- 1) Career planning o Job search assistance
- 2) Resume building
- 3) Basic financial planning
- 4) Connection to supportive services
- 5) Utilizing the CLIFF's Benefits management tool to demonstrate future financial impacts of the participant's change in income and benefits over time.

- B. Information and data on activities related to initiatives in the local area that support the self-sufficiency of public benefit recipients (i.e., Hope Florida); and

CSS will continue to integrate the CLIFF Benefits management tool into the one-stop delivery system to assist public benefit recipients participating in workforce development programs with visualizing how returning to work or up-skilling to a higher

paying occupation could improve their economic self-sufficiency, impact their future earnings, and impact public benefits as their household progresses to self-sufficiency. Information is vital in planning career pathways and making informed decisions for additional services needed.

- C. Strategies and services used in the local area to support co-enrollment of Welfare Transition and SNAP E&T participants into other workforce development programs. 20 CFR 675.100(h) and 20 CFR 680.

CareerSource Suncoast delivers core partner programs such as; WIOA Adult, Dislocated Worker and Youth Programs, Wagner-Peyser Business Services, Adult Education and Literacy, and Vocational Rehabilitation through the one-stop system. CSS employs Priority of Services to eligible individuals with barriers to employment.

CSS staff are cross trained to understand the services, resources and eligibility requirements of all available programs offered. Several staff members are fully trained in multiple programs and receive program “level-up” assessments to demonstrate their understanding of the core programs. Staff provide referrals to core programs as determined by the client’s needs.

Draft

PERFORMANCE & EFFECTIVENESS

The local workforce plan must include:

1. The local levels of performance negotiated with the Governor and chief local elected official(s) with WIOA § 116(c), to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B, and the one-stop delivery system in the local area. (WIOA §108(b)(17) and 20 CFR 679.560(16)(b))

All federally funded programs must meet the required standards across the State for compilation into Common Measures with exact thresholds. The following chart specifies the local area performance goals.

LWDA 18 - CareerSource Suncoast	
Common Measures	PY 2023-2024 Negotiated Performance Goals
Adults:	
Employed 2 nd Qtr. After Exit	90.2%
Employed 4th Qtr. After Exit	87%
Median Wage 2 nd Qtr. After Exit	\$9,351
Credential Attainment Rate	78%
Dislocated Workers:	
Employed 2 nd Qtr. After Exit	77.6%
Employed 4th Qtr. After Exit	82%
Median Wage 2 nd Qtr. After Exit	\$10,078
Credential Attainment Rate	58.4%
Youth:	
Employed 2 nd Qtr. After Exit	85.10%
Employed 4th Qtr. After Exit	86%
Median Wage 2 nd Qtr. After Exit	\$4,430
Credential Attainment Rate	80.70%
Wagner Peyser:	
Employed 2 nd Qtr. After Exit	65%
Employed 4th Qtr. After Exit	63.5%
Median Wage 2 nd Qtr. After Exit	\$5,950

2. Actions the LWDB will take toward becoming or remaining a high- performing board, consistent with the factors developed by the state board pursuant to WIOA §101(d)(6).

The CareerSource Suncoast Board of Directors completed its strategic planning in the fall of 2023. In an effort to ensure that CSS remains a high-performing Board, the strategic plan will be reviewed on a two-year cycle for a more responsive model. The Board laid out the vision as **“A highly skilled and responsive workforce that fuels a thriving economy.”**

With the implementation of the two-year CSS will have the ability to deliver services that provide employers with the talent they need to succeed. Our work is guided by four overarching objectives:

- A. Enhance Offerings to Focus on Increasing Access by Employers and Customized Employer-Focused Solutions
- B. Provide Programs to Help Job Seekers and Employees Address Benefits Cliff and Financial Gaps
- C. Develop a Plan to Invest Unrestricted Funds in Growing Best Practice Employer Programs Strengthen Board Engagement and Match Board Members According to Highest and Best Strengths

CareerSource Suncoast has developed strategic goals to offer services that provide employers with the talent they need to succeed by focusing on employers, expanding regional convening, telling our story, and building our team. Focusing on a board that is business-led, responsive to employer needs, and results-oriented will bring us to an even higher level of performance. We are committed to continually providing the highest quality of service to our clients and seek to consistently improve customer service. CSS’s budget, performance, resources, and expenditures are routinely evaluated and communicated to the CLEO’s, Board committees and full Board of Directors. By focusing on these actions, CareerSource Suncoast will continue to assist with our economic prosperity in a local fashion.

CSS uses a platform called Workteam to set Objectives and Key Results (OKRs) for the organization. Individual teams and staff members can then set their own OKRs and show how they link to the organization’s OKRs. Our Data Analyst publishes performance dashboards and reports for organizational use. The executive staff, directors and managers in the organization utilize these reports to track progress towards local and statewide goals, as well as individual clients impacting these performance measures.

3. How the LWDB considered feedback from one-stop career center customers when evaluating the effectiveness of its one-stop career centers.

CSS gathers customer satisfaction feedback from clients who used the career center’s services. By utilizing proactive emails and feedback links to surveys available on the Career Center computers, CSS can gather client feedback and input to evaluate the effectiveness, quality and availability of services provided.

CSS local vision, goals, and priorities described throughout this document are consistent with the letter and spirit of the Florida State Plan. Overall, the approach embodies significant regional input, and emphasizes a much more inclusive, bolder strategic planning approach as mandated by the U.S. Department of Labor’s Employment and Training Administration’s (ETA) Guidance Letters.

4. Actions the LWDB took to implement and assess the use and effectiveness of the following WIOA waiver(s) in effect for Florida, if applicable.

Not applicable. Currently CSS has not seen the need to utilize the waivers outlined below.

However, in the event CSS determines there is a need to utilize the waiver, the same approach with the measurement of all WIOA performance metrics will be used. CSS will utilize PowerBI reports to monitor and address the performance outcomes of any eligible Youth that were served under the waivers.

- A. Waiver associated with the requirement at WIOA § 129(a)(4)(A) and 20 CFR 681.410 that State and local areas expend 75 percent of local formula youth funds on out-of-school youth. The response should include programmatic outcomes including the increase of:
- 1) Youth that attained a measurable skill gain;
Not Applicable
 - 2) Youth that attended post-secondary education;
Not Applicable
 - 3) Youth that participated in occupational skills training;
Not Applicable
 - 4) ISY who participated in work experience opportunities; and
Not Applicable
 - 5) Youth that earned an industry-recognized credential.
Not Applicable
- B. Waiver of 20 CFR 681.550 to allow WIOA individual training accounts (ITAs) for in-school youth (ISY). The response should include programmatic outcomes including:
- 1) Improved response of the LWDB and youth providers to the workforce needs of ISY;
Not Applicable
 - 2) Increased number of youth that utilized an ITA to pursue an industry-recognized post-secondary credential;
Not Applicable
 - 3) Increased access to and engagement of ISY in need of post-secondary education, training and support to succeed in the labor market;
Not Applicable
 - 4) Increased number of prepared youth candidates who are ready to fill high growth industry demand in the State and local area.
Not Applicable

REGIONAL PLAN REQUIREMENTS

LWDBs in an identified planning region will have to work together to formulate a regional plan as an addendum to each of their local plans. Once identified, planning regions will remain in effect if federal and state requirements for planning regions continue to be met. With each submission of the regional plan to the state, the respective LWDBs and chief local elected official(s) will certify that the requirements to be identified as a planning region continue to be met. The regional plan must include:

Not applicable at this time.

1. **Names of the LWDBs that comprise the planning area.** ([Administrative Policy 123: Regional Planning Area Identification and Requirements](#))
2. **Description of how the planning region shares a single labor market, shares a common economic development area, and possesses federal and non-federal resources, including appropriate education and training institutions, to administer activities under WIOA, subtitle B.** ([Administrative Policy 123: Regional Planning Area Identification and Requirements](#))
3. **Analysis of regional and local population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries.** ([Administrative Policy 123: Regional Planning Area Identification and Requirements](#))
4. **Description of the established 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.
5. **Description of sector strategies for existing and emerging in-demand sectors or occupations. (20 CFR 679.560(a)(1)(ii))**
 - A. How will the planning region convene or support the convening of regional employers, foundations, institutions and other stakeholders to create or maintain sector partnerships?
 - B. Identify and describe the established and active sector partnerships in the planning region.
6. **Description of the collection and analysis of regional labor market data (in conjunction with the state).**
7. **Description of the planning region's coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate.**
8. **Description of the planning region's coordination of transportation and other supportive services, as appropriate.**
 - A. What regional organizations currently provide or could provide supportive services?
 - B. What policies and procedures will be established to promote coordination of supportive services delivery?
9. **Description of the planning region's coordination of services with regional economic development services and providers.**

- 10. Description of the planning region’s 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.**
- 11. Description of the planning region’s strategy to prepare an educated and skilled workforce (including youth and individuals with barriers to employment) to meet the needs of the employers.**
- 12. Description of the local strategies, policies and improvements to enhance consistency and coordination within the planning region and help streamline experiences for job seekers, workers and businesses, allowing a more agile workforce system to better adapt to changing marketplace and consumer expectations.**
- 13. Description of the steps that will be taken to support the state’s efforts to align and integrate education, workforce and economic development, including:**
 - A. Fostering the improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its planning region.
 - B. Expanding career pathway opportunities through more accelerated and work-based training, and aligning and integrating programs of study leading to industry-recognized credentials and improved employment and earnings.
 - C. Expanding career services and opportunities for populations facing multiple barriers to educational attainment and economic advancement.

END OF LOCAL AND REGIONAL PLAN INSTRUCTIONS



ACTION ITEMS
Executive Committee

CareerSource Suncoast
Combined Executive Committee and Finance & Performance Committee
Meeting Minutes
 Teams Virtual Meeting
 Monday, June 10, 2024
 8:00 a.m.

Absent Present	<u>Committee Members</u>
P	Eric Troyer, Kerkering, Barberio & Company
A	Christy Cardillo, Carr, Riggs & Ingram, LLC
P	David Kraft, Vision Consulting Group
P	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	Lisa Eding, Teakdecking Systems
P	Peter Hayes, Tandem Construction
P	Jim Bos, MJB Group
	Staff Present: Joshua Matlock, Anthony Gagliano, Robin Dawson, Kathy Bouchard, Christina Witt, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, and Karima Habity.

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:01 a.m. Attendance was recorded, and a quorum was established.

II. Action Items

Approval of April 11 2024, Executive Committee Meeting Minutes

Eric Troyer asked for a motion to approve the April 11, 2024 Executive Committee meeting minutes.

Motion: Sharon Hillstrom Second: David Kraft

The motion passed unanimously.

Approval of May 9, 2024, Executive Committee Meeting Minutes

Eric Troyer asked for a motion to approve the May 9, 2024 Executive Committee meeting minutes.

Motion: David Kraft Second: Peter Hayes

The motion passed unanimously.

Approval of April 25, 2024 Finance and Performance Committee Meeting Minutes

Eric Troyer asked for a motion to approve the April 25, 2024 Finance and Performance Committee meeting minutes.

Motion: Jim Bos Second: Peter Hayes

The motion passed unanimously.

Approval of PY2024-2025 Budget

Robin Dawson presented the PY2024-2025 Budget for approval. The budget was provided in the meeting agenda materials located on the CSS website at [Agendas and Minutes - CareerSource Suncoast](#).

Eric Troyer asked for a motion to approve the PY2024-2025 budget.

Motion: Lisa Eding Second: Peter Hayes

The motion passed unanimously.

III. CEO Report – Joshua Matlock

Josh Matlock shared that he is optimistic about partnering more closely with other local boards through the Florida Workforce Development Association to work together to strengthen the relationship between the state and local boards. Next week is the CareerSource Florida [board of directors and committee meetings in Tampa](#). The board meetings are a great opportunity to engage and build relationships with the state.

Locally, CSS will continue to make progress on building a communitywide workforce system to deliver a high skill and responsive workforce for a thriving economy. CSS will continue to focus on apprenticeships, entrepreneurship, youth programming and skill building to strengthen the engagement and partnerships between our employers, our training providers and our community-based organizations.

CSS will begin regional planning discussions once CareerSource Tampa Bay and CareerSource Pinellas complete their merger into a new workforce board and have appointed a CEO.

IV. Staff Reports

Kathy Bouchard

Kathy shared that her primary focus has been working on the budget with Robin regarding the fringe benefits. CSS will switch from United Healthcare to Florida Blue to continue providing a no-cost upfront option to staff.

Anthony Gagliano

The Summer Youth Employment program has 159 youth still participating after the first week of their employment. On Thursday June 13th after the Board meeting, CSS will be featured on ABC 7 at 10:00 and 10:30. There will be live shots at LECOM Park with one of the participating youth and CSS Board member Craig Warzecha of the Bradenton Marauders. There were several organizations supporting the summer youth program with grant funds, including the Suncoast Credit Union, The Florida Lottery and City of Sarasota's downtown improvement district.

The CSS Business Services Team will be collaborating with the Department of Corrections and hosting a job fair at the Sarasota Career Center on Tuesday, June 18th.

Last week, CSS hosted its third apprenticeship accelerator event in collaboration with the Manhattan Strategy Group (MSG). MSG is a Department of Labor contractor who works as an [intermediary for apprenticeship programs](#). The event was also an opportunity to introduce our [new partnership](#) with Credit Union 1.

CSS will be participating in an apprenticeship panel discussion at the [HR Florida Conference in August](#).

The Newtown CRA is staying engaged with the CEO program and at their last meeting, they made a commitment [to fund almost the entire \\$30,000 request](#) submitted to continue to support CEO.

IT Director Chet Filanowski has created a document queue system internally that is in the testing stage with CSS staff. The internal document queue will replace the current system that we are having to pay for. This will eliminate recurring costs annually.

V. Public Comment/Closing Remarks – Eric Troyer, Chair

None

VI. Adjournment – Eric Troyer, Chair

Next Executive Committee meeting is scheduled for August 8, 2024.

Eric Troyer adjourned the meeting at 9:00 a.m.

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Jul 18, 2024 09:56 EDT\)](#)

Joshua Matlock
President/CEO



Finance
and
Performance
Committee



FINANCE REPORTS

CareerSource Suncoast
Expenditure To Budget Report - Summary
Program Year July 1, 2023 thru June 30, 2024
As Of 06/30/2024 (with accruals)

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIESFRINGE BENEFITS	\$4,337,206	\$4,005,037	\$332,169	92%	
STAFF TRAINING & EDU	\$47,000	\$44,849	\$2,151	95%	
TOTAL PERSONNEL COSTS	\$4,384,206	\$4,049,886	\$334,320	92%	
FACILITY COSTS	\$591,669	\$529,396	\$62,273	89%	
OFFICE FURNITURE & EQUIP	\$36,502	\$33,276	\$3,226	91%	
OPERATING COSTS:					
ACCOUNTING/AUDIT	\$83,657	\$66,638	\$17,019	80%	
CONSULTANTS/LEGAL	\$60,000	\$49,222	\$10,778	82%	OSO contract bal \$0.
GENERAL INSURANCE	\$61,550	\$46,158	\$15,392	75%	
OFFICE EXP & SUPP	\$48,759	\$24,688	\$24,071	51%	
TRAVEL & MEETINGS	\$83,557	\$52,866	\$30,691	63%	
TOTAL OPERATING COSTS	\$337,523	\$239,571	\$97,952	71%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	\$3,484,944	\$2,392,320	\$1,092,624	69%	Actual & Obligations 78.3%.
CLIENT & EMPLOYER SERVICES	\$95,329	\$91,720	\$3,609	96%	
OUTREACH	\$137,868	\$103,063	\$34,805	75%	EDCs & LCAN contract bal \$0
TOTAL PROGRAM SERVICES	\$3,718,141	\$2,587,103	\$1,131,038	70%	
TOTALS	\$9,068,041	\$7,439,231	\$1,628,810	82%	Rates below as of 06/2024: Admin 7.86% Max 10% ITA 54.46%. Min Req 35% Paid Internships Exp: PY22 32.02% - PY23 11.06%, Min Req 20% Yth Out of Sch Exp: PY22 98.74% - PY23 94.92% Min Req 50%.

CareerSource Suncoast
Summary of Non-Federal Funds Revenue & Expenditures
as of 06/30/2024

	Unrestricted Business Support - 707	Unrestricted Tobacco Free - 719	Restricted Consolidated Workforce Educ - 720	Unrestricted Ticket to Work - 724	Restricted Misc Client Supp - 730	Restricted FAFCU 741	Restricted Suncoast Fed Cred Un 742	Totals
Wells Fargo Operating Account #10001								
Fund Balance as of 7/1/2023	\$48,324	\$380	\$85,038	\$331,344	\$344	\$0	\$0	\$465,429.25
Revenue								
Current Year	\$0	\$1,425	\$64,304	\$196,331	\$3,000	\$125,000	\$5,000	
Bank Interest Income	\$0	\$0	\$0	\$0				
Inter Transfer	\$0	\$0	\$43,347	\$3,344	(\$3,344)			
Revenue Total	\$0	\$1,425	\$107,650	\$199,675	(\$344)	\$125,000	\$5,000	\$438,406
Expenditures - Current Year	\$27,594	\$0	\$83,639	\$86,818	\$0	\$471	\$0	\$198,522
Increase/(Decrease) in Cash - Current Year	(\$27,594)	\$1,425	\$24,012	\$112,857	(\$344)	\$124,529	\$5,000	\$191,538
Transfer Excess Cash to CD				(\$200,000)				
Wells Fargo Cash Balance as of 06/30/2024	\$20,730	\$1,805	\$109,050	\$244,200	\$0	\$124,529	\$5,000	\$505,314

cash bal per wk sheet

	Unrestricted SWB Misc - 901
Truist Bank - Unrestricted #10002 MM & #10006 CD	
Money Market Fund Balance	\$64,501.18
Certificate of Deposit:	
CD - expires 3/25/25	\$100,000
CD - interest income	\$5,009
CD rollover - matures 3/25/25	\$105,009
Truist Balance as of 06/30/2024	\$169,510

	Unrestricted SWB Misc - 901
Edward Jones - Unrestricted #10003 Savings & #10006 CD	
Certificates of Deposits (CD) -	
CD - Bank Amer Na Charlotte NC 4/4/2025	\$185,000
CD - Charles Schwab Bank (Ticket 2 Work) matures 4/29/2025	\$210,000
10006 - CD Account Balance	\$395,000
Savings:	
10003 - Fifth Third Bank (savings account) balance	\$791
Edward Jones Balance as of 06/30/2024	\$395,791

1 Mth Oper Exp Req Reserve 23-24	Available Unrest 23-24
\$377,000	\$455,036

Summary Non-Federal Funds Restricted and Unrestricted by Account Type	Total CDs & Bank Accts	Total CDs CDs	Total Bank Accts
Total Non-Federal Funds Restricted	\$238,579	\$0	\$238,579
Total Non-Feder Funds Unrestricted	\$832,036	\$500,009	\$332,027
Total Non-Federal Funds	\$1,070,615	\$500,009	\$570,606

\$1,070,615
ck fig



PERFORMANCE REPORT

LWDB 18

Measures	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2n 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 Performance Goals
Adults:							
Employed 2nd Qtr After Exit	87.30	96.36	88.10	97.24	88.20	97.35	90.60
Median Wage 2nd Quarter After Exit	\$10,452	111.77	\$10,030	107.26	\$9,477	101.35	\$9,351
Employed 4th Qtr After Exit	87.00	100.00	83.60	96.09	87.30	100.34	87.00
Credential Attainment Rate	61.30	78.59	67.00	85.90	73.40	94.10	78.00
Measurable Skill Gains	72.70	99.05	59.80	81.47	67.50	91.96	73.40
Dislocated Workers:							
Employed 2nd Qtr After Exit	75.00	96.65	72.70	93.69	73.30	94.46	77.60
Median Wage 2nd Quarter After Exit	\$12,811	127.12	\$12,811	127.12	\$11,972	118.79	\$10,078
Employed 4th Qtr After Exit	72.70	88.66	81.30	99.15	83.30	101.59	82.00
Credential Attainment Rate	39.60	67.81	54.50	93.32	61.90	105.99	58.40
Measurable Skill Gains	50.00	70.32	75.00	105.49	75.00	105.49	71.10
Youth:							
Employed 2nd Qtr After Exit	80.00	94.01	81.00	95.18	76.20	89.54	85.10
Median Wage 2nd Quarter After Exit	\$3,813	86.07	\$3,573	80.65	\$4,649	104.93	\$4,430
Employed 4th Qtr After Exit	77.50	90.12	81.80	95.12	80.00	93.02	86.00
Credential Attainment Rate	78.90	97.77	63.60	78.81	72.70	90.09	80.70
Measurable Skill Gains	75.00	110.29	60.00	88.24	83.30	122.50	68.00
Wagner Peyser:							
Employed 2nd Qtr After Exit	71.30	109.69	70.20	108.00	71.20	109.54	65.00
Median Wage 2nd Quarter After Exit	\$7,952	133.65	\$7,864	132.16	\$8,070		\$5,950
Employed 4th Qtr After Exit	68.40	107.72	68.90	108.50	69.20		63.50

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

Performance

Annual Letter Grades

The [Reimagining Education and Career Help \(REACH\) Act](#) calls for each local workforce development board in Florida to be assigned a letter grade annually based on performance criteria developed by the Governor's REACH Office. The CareerSource Florida Board of Directors assigns and makes public a letter grade for each local workforce development board. Letter grades are assigned annually by Oct. 15, following the close of the program year.

PY 2023-2024, Quarter 3 Performance Update

Letter grades are assigned to local workforce development boards annually by Oct. 15, following the close of the program year. Below is the quarter 1 performance update by local workforce development board for program year 2023-2024. Visit the [Resources](#) page of this website to view or download the 2022-2023 Letter Grades report, which includes program year methodology and Employ Florida codes included in the metrics.

For performance by local workforce development board, click on the local board name below. You will need to register and log in to access the data for each local board.

Local Workforce Development Board	Quarter 3 (%)	Letter Grade
01 - CareerSource Escarosa	85.54	B
02 - CareerSource Okaloosa Walton	90.41	A-
03 - CareerSource Chipola	89.47	B+
04 - CareerSource Gulf Coast	85.40	B
05 - CareerSource Capital Region	86.60	B
06 - CareerSource North Florida	85.50	B
07 - CareerSource Florida Crown	79.61	C+
08 - CareerSource Northeast Florida	96.64	A
09 - CareerSource North Central Florida	79.09	C+
10 - CareerSource Citrus Levy Marion	88.84	B+
11 - CareerSource Flagler Volusia	92.82	A-
12 - CareerSource Central Florida	97.29	A+
13 - CareerSource Brevard	85.86	B
14 - CareerSource Pinellas	89.07	B+
15 - CareerSource Tampa Bay	92.23	A-
16 - CareerSource Pasco Hernando	85.34	B
17 - CareerSource Polk	81.16	B-
18 - CareerSource Suncoast	89.35	B+
19 - CareerSource Heartland	91.82	A-
20 - CareerSource Research Coast	86.56	B
21 - CareerSource Palm Beach County	87.12	B+
22 - CareerSource Broward	98.70	A+
23 - CareerSource South Florida	101.12	A+
24 - CareerSource Southwest Florida	96.47	A

CareerSource Suncoast Program Year 2023-2024, Quarter 3

Letter grades are assigned to local workforce development boards on an annual basis once the program year has ended and all program year data is finalized. The information displayed on this page is preliminary until all program data is complete and deemed final for the program year.

CareerSource Florida, in collaboration with the REACH Office and the Florida Department of Commerce, updates this website on a quarterly basis as the data is made available.

Metrics Data

The table below shows the preliminary data on a rolling four-quarter basis. Visit the [Methodology](#) page of this website for more information on each metric including numerator and denominator definitions. Visit the [Resources](#) page to view or download methodology desk reference documents, a metric cohort timeline spreadsheet and lists of the Employ Florida service codes included in the metrics.

Data as of: 3/30/2024

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met ¹ (%)	Weighted Performance ² (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	781	1,684	46.38	-	50.00	92.76	23.19
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	471	1,025	45.95	-	50.00	91.90	22.98
3. Employment and Training Outcomes	Employment and Training Services	0.20	17	18	94.44	-	100.00	94.44	18.89
4. Participants in Work-Related Training	Training Services	0.10	334	1,961	17.03	-	25.00	68.12	6.81
5. Continued Repeat Business	Business Services	0.05	1,244	3,666	33.93	-	35.00	96.94	4.85
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	6.17	100.00	100.00	5.00
PY 2022-2023 Business Penetration		-	1,023	13,770	7.43	-	-	-	-
PY 2023-2024 Business Penetration		-	1,929	14,187	13.60	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	150	2.66	56.39	-	100.00	56.39	5.64
Exiters: Local Board (N) / Statewide (D)		-	1,136	75,569	1.50	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,032,449	\$151,488,595	2.66	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	1,057	2,223	47.55	-	-	-	2.00
								TOTAL	89.35

¹ Percentage of Target Met for the Business Penetration metric is based on year-over-year percentage point difference as follows:

≥ 4 = 100%
 2 to < 4 = 90%
 0 to < 2 = 80%
 -2 to < 0 = 70%
 -4 to < -2 = 60%
 -6 to < -4 = 40%
 -8 to < -6 = 20%
 < -8 = 0%

² Weighted Performance for the Extra Credit Metric are extra credit points awarded based on the rate as follows:

≥ 55% = 5 points
 51% to < 55% = 4 points
 49% to < 51% = 3 points
 47% to < 49% = 2 points
 45% to < 47% = 1 point



CEO Report



STAFF REPORTS

Kathy Bouchard

Anthony Gagliano