

**LWDB Number:** 19    **LWDB Name:** CareerSource Heartland

**Plan Reviewed By:** Matthew Yager

**Today's Date:** November 9, 2022

Below is a list of deficiencies from your local area's 2022 Local Plan Modification submission. Please address each deficiency and resubmit the updated plan by 5:00 p.m. EST on November 14, 2022 to [WIOA-LocalPlans@DEO.MyFlorida.com](mailto:WIOA-LocalPlans@DEO.MyFlorida.com).

<b><u>Section</u></b> <b><i>(Please include the section title, numbered reference and page number of the plan.)</i></b>	<b><u>Plan Requirement</u></b> <b><i>(Include the verbiage from the plan instructions.)</i></b>	<b><u>Updates Needed?</u></b>
Plan Submission, Online Form, 9 <sup>th</sup> bullet	Please ensure: The name of the LWDB, the page number and plan submission date are listed in the footer of the document.	Please add the name of the LWDB and plan submission date to the footer as outlined in the plan submission instructions.  <b>Completed</b>
Plan Submission, Attachments, (F)	1. 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 plan: 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	Please provide a working link (or a searchable PDF file) for the required attachments.  <b>There are no separate agreements. The information requested is located in our area's letter of request to serve as a One-Stop Operator, found on our website at</b>  <a href="https://careersourceheartland.com/wp-content/uploads/one-stop-operator-request.pdf">https://careersourceheartland.com/wp-content/uploads/one-stop-operator-request.pdf</a>  a) Functions separated – identified on page 2 b) Firewalls and risk mitigation- pgs 2-3 c) Conflict of interest- pg 3 d) Oversight and monitoring – pg 3

	<p>lead to impropriety; c) firewalls (physical, technological, policies, etc.) created to ensure such risks are mitigated; and d) oversight and monitoring procedures.</p>	
<p>Plan Submission, B.</p>	<p>2. 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 plan: Executed agreement between the chief local elected official(s) and the local workforce development board.</p>	<p>Please include an executed copy of the interlocal agreement (missing LWDB representative signature).</p> <p>The Interlocal agreement is posted on our website at <a href="https://careersourceheartland.com/wp-content/uploads/Heartland-Workforce-Investment-Consortium-Interlocal-Agreement-2015-.pdf">https://careersourceheartland.com/wp-content/uploads/Heartland-Workforce-Investment-Consortium-Interlocal-Agreement-2015-.pdf</a></p> <p>It is an agreement of the governing bodies.</p> <p>The organization’s by-laws (page 3, Statement of Purpose) incorporate the LWDB’s duties as identified in the Interlocal Agreement. The by-laws are signed by the LWDB Chair and the Chief Local Elected Official.</p> <p>The by-laws can be found on our website at <a href="https://careersourceheartland.com/wp-content/uploads/10a_Bylaws.pdf">https://careersourceheartland.com/wp-content/uploads/10a_Bylaws.pdf</a></p>
<p>Plan Submission, Attachments, E</p>	<p>3. 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 plan:  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.</p>	<p>Please provide a link (or a searchable PDF file) to the local board’s website showing the attachments described below or upload attachments in a searchable PDF file with the local plan:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>The current board member roster can be found at</p>

		<p><a href="https://careersourceheartland.com/about/boardroom/board-members/">https://careersourceheartland.com/about/boardroom/board-members/</a></p> <p>Minutes concerning Plan discussions and vote:  <a href="https://careersourceheartland.com/about/boardroom/board-meeting-minutes/">https://careersourceheartland.com/about/boardroom/board-meeting-minutes/</a></p> <ul style="list-style-type: none"> <li>• Executive Committee <a href="#">Meeting Minutes</a> 09/15/22</li> <li>• Board <a href="#">Meeting Minutes</a> 06/15/22</li> <li>• Executive Committee <a href="#">Meeting Minutes</a> 06/02/22</li> </ul>
<p>Plan Submission, Attachments, D.</p>	<p>4. 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 plan:</p> <p>Current bylaws established by the chief local elected official to address criteria contained in 20 CFR 679.310(g) and CareerSource Florida Administrative Policy 110 – Local Workforce Development Area and Board Governance.</p>	<p>The bylaws do not include:</p> <ul style="list-style-type: none"> <li>• A process for notifying CEO of member vacancy.</li> <li>• No process to ensure members actively participate in convening stakeholders.</li> </ul> <p>Please update the bylaws to align with the Administrative Policy 091. This updated document should be provided as outlined in the planning instructions.</p> <p><a href="#">This information is covered in the Interlocal Agreement, which is incorporated into the by-laws as previously indicated.</a></p> <p><a href="https://careersourceheartland.com/wp-content/uploads/Heartland-Workforce-Investment-Consortium-Interlocal-Agreement-2015-.pdf">https://careersourceheartland.com/wp-content/uploads/Heartland-Workforce-Investment-Consortium-Interlocal-Agreement-2015-.pdf</a></p> <p><a href="https://careersourceheartland.com/wp-content/uploads/10a_Bylaws.pdf">https://careersourceheartland.com/wp-content/uploads/10a_Bylaws.pdf</a></p>
<p>Plan Submission, Attachments, G.</p>	<p>7. 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 plan:</p>	<p>Please provide a link (or a searchable PDF file) to the local board’s executed MOUs.</p> <p><a href="#">The Plan documents can be found at</a></p>

	<p>Executed Memoranda of Understanding for all one-stop partners (Section III(b)(2) of the State of Florida WIOA Unified Plan).</p>	<p><a href="https://careersourceheartland.com/about/public-documents/public-documents-overview/four-year-plan/">https://careersourceheartland.com/about/public-documents/public-documents-overview/four-year-plan/</a></p> <p>For attachments, please check the table of contents to link to specific MOUs.</p> <p>Attachments can be found by clicking the Local Plan Update Attachments 2022 link below.</p> <p><b>View the 2022 Local Plan Update Attachments: <a href="#">Local Plan Update Attachments 2022</a></b></p>
<p>Plan Submission, Attachments, H.</p>	<p>8. 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 plan:</p> <p>Executed Infrastructure Funding Agreements with all applicable WIOA required partners (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan).</p>	<p>Please provide a link (or a searchable PDF file) to the executed Infrastructure Funding Agreements with all applicable WIOA required partners (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan).</p> <p>Similar to the previous response, Attachments can be found by clicking the Local Plan Update Attachments 2022 link below.</p> <p><b>View the 2022 Local Plan Update Attachments: <a href="#">Local Plan Update Attachments 2022</a></b></p>
<p>Plan Submission, Attachments, I.</p>	<p>9. 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 plan:</p> <p>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</p>	<p>As noted in the plan, CareerSource Heartland does not have any cooperative agreements; however, as outlined in WIOA section 107(d)(11)(B); WIOA section 107(d)(11)(C); and 20 CFR 670(n)(3), the LWDB must coordinate activities with education and training providers in the local area, including the replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals.</p> <p>The LWDB must develop and submit to DEO, an executed cooperative agreement to define how all local service providers, including additional providers, will</p>

	<p>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.</p> <p>CareerSource Heartland had no cooperative agreements.</p>	<p>carry out the requirements for integration of and access to all services available in the local one-stop delivery system or provide a timeline for having executed cooperative agreements in place</p> <p><a href="#">CSH has MOU/IFAs in place with the Division of Blind Services the Division of Vocational Rehabilitation, and with South Florida State College for Adult Ed and Literacy and Career and Tech Ed programs. In addition, MOUs are in place our educational providers. Please also see the Adult Education and Literacy MOUs for the Hardee County School Board, Indian River State College, and the School District of DeSoto County.</a></p> <p><a href="#">Similar to the previous responses, Attachments can be found by clicking the Local Plan Update Attachments 2022 link below.</a></p> <p><b>View the 2022 Local Plan Update Attachments: <a href="#">Local Plan Update Attachments 2022</a></b></p>
<p>Plan Submission, Attachments, J.</p>	<p>11. 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 plan: 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. This attachment must include any comments submitted during the public comment period that represent disagreement with the local plan (WIOA § 108(d)).</p>	<p>Please provide a link (or a searchable PDF file) to the description of the process used by the LWDB to obtain input and comment along with any comments submitted during that represent disagreement with the local plan.</p> <p><a href="#">This information is indicated on page 3 of the plan. It has been added to section H beginning on page 7.</a></p>

<p>Organizational Structure, (4) One-Stop Operator, (g).</p>	<p>12. For each access point, identify how each 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).</p>	<p>Please describe how the local area offers access to Job Corps, YouthBuild, and Indian and Native American Programs Employment and Training Programs and HUD related programs.</p> <p><a href="#">In addition to individual referral, information is available electronically. Please see the link on our website. Scroll down to Additional Resources:</a></p> <p><a href="https://careersourceheartland.com/career-seekers/career-resources/resource-room/">https://careersourceheartland.com/career-seekers/career-resources/resource-room/</a></p>
<p>Description of Strategies and Program Services, (2).</p>	<p>13. Adult and Dislocated Worker Employment and Training Activities: Describe and assess 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(b)(6)). This must include 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.</p>	<p>On page 33 of the plan, "Veteran or eligible spouse" is identified as a barrier. These are actual populations who should be identified in the sequential order for providing priority of service. The LWDB must update this language and clarify how priority is assigned to Vets who meet the WIOA Adult priority, and the correct sequential order in which priority is assigned to this population.</p> <p><a href="#">Please see the updated plan. Added/updated language is in red. Deleted language is indicated by strike-through. Because of added language, the corrected language begins on page 35.</a></p>
<p>Description of Strategies and Program Services, (10)(a).</p>	<p>14. Entities Carrying Out Core Programs: Describe how the LWDB works with entities carrying out core programs to:</p> <p>(a) Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment;</p>	<p>The plan does not address how the LWDB intends to expand access to employment, training, education and supportive services to individuals with barriers to employment.</p> <p><a href="#">Please see the updated plan, with added language indicated in red. Response begins on page 45</a></p>

<p>Description of Strategies and Program Services, (10)(b).</p>	<p>15. Entities Carrying Out Core Programs: Describe how the LWDB works with entities carrying out core programs to:</p> <p>(b) Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs</p>	<p>Please provide information on how the LWDB works with core programs to facilitate co-enrollment.</p> <p><a href="#">See updated response beginning on page 50</a></p>
<p>Description of the Local One-Stop Delivery System, (1).</p>	<p>16. 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)).</p>	<p>Please provide a description of the roles and resource contributions of one-stop partners.</p> <p><a href="#">See updated response, chart on page 52</a></p>