MEMORANDUM

DATE: May 14, 2014

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Regional Targeted Occupations List Deliverables

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

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

1. Revision of the RWB’s Strategic and Operating Plan to address requirements of the new policy
   • Submission of revision, or notice that the current plan meets requirements, or response to DEO notifying it of the planned completion date – due February 28, 2014
   • Submission of revision, if applicable, due no later than June 30, 2014

2. Dissemination of RTOL for 2013-2014
   • Submission of RTOL to DEO and CareerSource Florida – due April 30, 2014
   • Posting of revised RTOL on RWB’s website – due April 30, 2014

3. Annual submission of RTOL updates
   • Due to DEO and CareerSource Florida no later than July 1 each year

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

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

LAS/oip

cc: Andra Cornelius
    Jayne Burgess
    Tom Clendenning