

		Policy Number ADMIN-07
Region 16 Local Operating Policy		
Title:	Education and Industry Consortium	
Effective:	12/07/2023	
Revised:	02/08/2024	

I. PURPOSE AND SCOPE

Section 445.007, Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives from education entities and businesses in the designated workforce service delivery area. This policy requires the Pasco-Hernando Workforce Board, Inc. ("PHWB") to appoint an education and industry consortium (the "Consortium") composed of local leaders who provide independent information from stakeholders in the service delivery area. PHWB shall consider information from the education and industry consortium in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers in the service delivery area. The goal of this policy is to align educational programming with industry needs at the local level. Additionally, the educational and industry consortium as established by PHWB will be an independent advisory group. Any members of the consortium will have no direct or implied authority over PHWB, its membership, or its employees.

II. POLICY

A. Required Membership

PHWB establishes the Consortium which shall be comprised of representatives of educational entities and businesses in the designated service delivery area. The PHWB Chair shall appoint the Consortium's members. A member of PHWB's Board of Directors is not permitted to serve as a member of the Consortium. The PHWB Chair shall appoint no more than fifteen (15) members to the Consortium. The members of each respective category must meet the following requirements. When the Chair has appointed a member to the Consortium, PHWB shall issue a Welcome Letter informing the appointee of the appointment and the Welcome Letter in the manner attached hereto as Exhibit A.

Industry Representative Requirements

- Chief Executive Officers or presidents or other executive-level staff from the top and private employers in the local area.
- Industry representatives should reflect the priority industries in the local area.

Education Representative Requirements

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in: K-12 education, District Technical Colleges, State Colleges, Universities, and Other degree or credential granting institutions in the local area.

B. Term

The Consortium's members shall be appointed for two (2) year terms beginning on January 1 of the year of appointment, and any vacancy on the Consortium must be filled for the remainder of the unexpired term in the same manner as the original appointment.

C. Designee Attendance

If a member of the education and industry consortium is unable to attend a meeting, a designee from the member's executive team may attend. Such designated member shall be approved by the education and industry consortium per PHWB's policies.

D. Meetings

All meetings of the Consortium must meet on at least a quarterly basis. PHWB shall provide administrative support to the Consortium as needed and will be specifically responsible for the following:

- Maintaining a roster of Consortium Members and posting the current roster on the PHWB's website.
- Posting scheduled consortium meetings on the PHWB website.
- Posting the quarterly reports from each meeting on the PHWB website.
- All notices of the Consortium shall be posted in the same manner as notices for PHWB meeting notices.

It is not necessary for the Consortium meetings to be separately conducted from existing, similar meetings in the designated local delivery area. The Consortium meetings' discussions need only focus on the labor needs including:

- Industry representatives sharing their specific talent development needs or observations on talent in the local area.
- Education representatives sharing what specific education offerings are available in the designated local delivery area.

E. Appointment of Chair and Vice Chair

At the initial meeting of the Consortium, the Consortium's members shall appoint a Chair of the Consortium to preside and oversee the meetings of the Consortium. Additionally, the members of the Consortium shall appoint a Vice Chair of the Consortium to act in the stead of the Chair, if the Chair is unable to attend a meeting. The Chair and Vice Chair shall serve a two (2) year term commencing on January 1 of the first year of the initial meeting and shall be appointed by the Consortium's members to serve another two (2) year term commencing each January 1 thereafter. The Chair or Vice Chair shall determine whether or not a quorum of at least a majority of the Consortium's members are present in order to conduct business. Members of the Consortium can be present physically or appear by teleconference or other technological means, subject to the approval of PHWB's CEO.

F. Quarterly Reports

The Consortium for PHWB shall provide to the Board of Directors of PHWB on a quarterly basis related to the educational programs provided and the industry needs in the designated local delivery area. PHWB shall use such quarterly reports to consider and determine effective ways to grow, retain, and attract to the designated local delivery area for PHWB. The Consortium's quarterly reports shall be published on PHWB's website and the links to the Consortium's roster and reports shall be included in the PHWB's Workforce Innovation and Opportunity Act local plan. The Consortium's quarterly reports shall be comprised of the following:

- A record of the Consortium's members in attendance at the Consortium's quarterly basis;
- A summary analysis of the local labor market based on industry representative needs and education offerings;
- Information on priority industry sectors and occupations for the local area;
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.

The Consortium's roster shall be in the format attached hereto as Exhibit B and the format for the Consortium's quarterly report shall be in the form attached hereto as Exhibit C.

III. REVISION HISTORY

Date	Description
02/08/2024	Revised and approved by CareerSource Pasco Hernando Board of Directors
12/07/2023	Issued by CareerSource Pasco Hernando.
12/07/2023	Approved by CareerSource Pasco Hernando Board of Directors.

EXHIBIT "A" – WELCOME LETTER

[DATE]

[APPOINTEE'S NAME]

[POSITION]

[ORGANIZATION]

[ADDRESS]

Dear [APPOINTEE'S NAME]

Thank you for volunteering to serve on Pasco-Hernando Workforce Board's Education and Industry Consortium (the "Consortium").

Section 445.007, Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives from education entities and businesses in the designated workforce service delivery area for Hernando and Pasco counties. The Consortium is required to meet quarterly and provide reports to the Pasco-Hernando Workforce Board of Directors, which include community-based information related to educational programs and industry needs. The Consortium's reports inform the local workforce development board and staff on programs, services, and partnerships in the service delivery area.

The relationship between industry and education is vital to the state and local workforce development system. I am confident your representation on this Consortium will enhance communication and help ensure that the Pasco-Hernando Workforce Board of Directors has access to independent and actionable information to enhance workforce opportunities for businesses and job seekers in our local area.

Information about the role of education and industry consortiums is available in the statewide strategic policy: <https://careersourceflorida.com/wp-content/uploads/2023/09/Education-and-Industry-Consortiums-Strategic-Policy.pdf>.

Your appointment to the Consortium is effective [INSERT DATE] and concludes on [INSERT DATE]. Thank you again for offering your time, talent, and energy to this important initiative. If you have any questions, please do not hesitate to contact [INSERT NAME] at [INSERT CONTACT INFORMATION].

Sincerely,

[INSERT NAME]

Board Chair

Pasco-Hernando Workforce Board, Inc.

cc: Jerome Salatino, CEO of Pasco-Hernando Workforce Board, Inc.
Senior staff for Consortium

EXHIBIT "B" – Consortium Roster
GENERAL INFORMATION

Section 445.007, Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.

The Chair of the local workforce development board shall appoint the consortium members. A member of a local workforce development board shall not serve as a member of the consortium. Consortium members shall be appointed for two (2) year terms beginning on January 1 of the year of the appointment, and any vacancy of the consortium must be filled for the remainder of the unexpired term in the same manner as the original appointment.

The membership of the education and industry consortium must meet the following requirements:

Industry Representative Requirements :

- Chief Executive Officers or presidents or other executive-level staff from the top public and private employers in the local area.
- Industry Representatives should reflect the priority industries in the local area.

Educational Representative Requirements:

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and educational entities in:
- K-12 education;
- District technical colleges;
- State colleges;
- Universities; and
- Other degree or credential granting institutions in the local area.

If a member of the education and industry consortium is unable to attend a meeting, a designee from the member's executive team may attend.

Chair of Consortium: _____

Contact Information: _____

Report Prepared by: _____

Board Contact: _____

Date: _____

CONSORTIUM ROSTER

[illegible]

Exhibit "C" – Quarterly Report

Pasco-Hernando Workforce Board, Inc.
Education and Industry Consortium Quarterly Report

A. GENERAL INFORMATION

Report Quarter: _____

Date of Meeting: _____

Report prepared by: _____

Local Workforce Board Contact: _____ Date: _____

B. ATTENDANCE

Name	Organization	Industry or Education	Contact Information

C. Summary Report

- 1.) Summary Analysis of the local labor market based on the industry representative needs and education offerings (Provide summary).
- 2.) Information on priority industry sectors and occupations for the local area (Provide summary).
- 3.) Information on the status of existing talent pipelines for in-demand occupations (Provide summary).