

<b>Document No.:</b> PL-18-005		
<b>Title:</b> Ethics and Transparency Policy		
		
<b>Owner:</b> Executive Director	<b>Status:</b> Reviewed 01/28/2026	
<b>Original Issue Date:</b> 8/15/2019	<b>Expiration Date:</b> Until further notice	<b>Last Revision Date:</b> Original Issuance

**To:** All CareerSource North Florida Staff and Workforce Development Board Members

**Purpose:** This policy follows the CareerSource Florida Ethics and Transparency Policy, to ensure ethics and transparency guide volunteer leaders and workforce professionals in their decision making.

**Reference:**

- CareerSource Florida Workforce Policy Number 04, Ethics and Transparency Policy.
- Public Law 113-128, the U.S. Workforce Innovation and Opportunity Act Of 2014 (WIOA), Sections 106-110
- 20 CFR Part 679—Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act
- Chapter 445.003-445.007, Florida Statutes
- Chapter 112, Florida Statutes
- Chapter 119, Florida Statutes
- Chapter 286, Florida Statutes

**Background**

The CareerSource Florida Board Ethics and Transparency Policy communicates expectations about ethics and transparency in Florida’s workforce system to maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust.

At every level of the workforce system, there must be a unified commitment to conduct work in a manner that is business-driven, focuses on talent and continuous improvement, and assures accountability to public and private stakeholders including businesses, workers and job seekers.

This policy has been adopted with some adaptation from the CareerSource Florida Workforce Policy Number 04, Ethics and Transparency Policy.

**Content**

CareerSource North Florida must conduct business in an open manner, comply with federal and state laws and ensure the public has electronic or simplified access to information, including but not limited to:

- Information about state and local plans;
- Professional employment of workforce development board members;
- Selection of one-stop operators;
- Awards of grants or contracts to eligible training providers of workforce investment activities;

- Minutes of Workforce Development Board meetings; and,
- Workforce Development Board by-laws.

This policy ensures that CareerSource North Florida recognizes the importance of ethics in operations and transparency in public meetings. The policy aligns with federal and state laws and communicates clear expectations to board members, their designees, employees, and other stakeholders.

CareerSource North Florida operates in an open and accessible manner consistent with its public purpose. The laws, rules, and regulations referenced in CareerSource Florida Workforce Policy Number 04, Ethics and Transparency Policy guide the organizational decisions and professional actions of all staff and board members of CareerSource North Florida.

### Action

For immediate implementation, all CSNF staff and workforce development board members must adhere to CareerSource Florida Ethics and Transparency Policy 2018.09.26.A.1.

### Timeline

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

### Signature



Mike Williams, WDB Chair

08/15/2019

Date



Diane Head, Executive Director

08/15/2019

Date

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