



MEMORANDUM

TO: Regional Workforce Board Directors

FROM: Linda Cooke, Chair High Skills/High Wages Council

DATE: July 7, 2003

RE: Customized Labor Market Information (LMI) Services Request

On May 22, 2003, the Workforce Florida Board approved the High Skills/High Wages Council's request to provide competitive funding to Regional Workforce Boards to expand and customize products and services offered by the Agency for Workforce Innovation through its Division of Labor Market Information (LMI). The Board capped the value of the services at \$15,000 per region. As one of the Council's initiatives, this will enable employers, job seekers and economic development organizations to have relevant information to make good business and career decisions. A detailed listing of LMI's customized services is included on page 2. From the Council's 2003-04 state-level WIA allocation, \$190,000 is available to support these activities. The funds must be utilized by **June 30, 2004**.

The process is as follows:

1. All RWBs are invited to complete and submit the attached Customized LMI Services Request form.
2. The requests will be reviewed by Workforce Florida's High Skills/High Wages Council staff.
3. Recommendations will be made to the Agency for Workforce Innovation.
4. Regions will be required to provide a final report of the activities by August 30, 2004.

To be eligible, request forms must be returned **on or before close of business on August 4, 2003**.

Any questions should be directed to Judy Culbreath at 850/921-1119 or jculbreath@workforceflorida.com.

HIGH SKILLS/HIGH WAGES COUNCIL INITIATIVE 2003/04 CUSTOMIZED LABOR MARKET INFORMATION SERVICES REQUEST

Interested regions are requested to submit this form for customized Labor Market Information services offered by the Agency for Workforce Innovation. These services must be utilized by **June 30, 2004** and a **final report submitted by August 30, 2004**. Please provide the following:

Regional Information

RWB #	Person completing form	Organization
Address		City/State/Zip
Phone	Fax	Email

Check Services Requested

- Provide employer and/or industry (sector) analysis
 - ❖ By size class
 - ❖ By wage
 - ❖ By growth
 - ❖ By area
 - ❖ Employer name and address file
 - ❖ Mailing labels

- Provide top occupations by targeted industries

- Provide vacancy surveys
 - ❖ Overall
 - ❖ Targeted industry(ies)

- Provide skills and jobs by education levels for targeted jobs
 - ❖ Provide customized regional labor market profile
 - ❖ Provide One-Stop usage surveys by target industry
 - ❖ Provide Census data needed for Enterprise Zone application
 - ❖ Provide support and technical assistance to Regional Boards High Skills/High Wages Committees

- Other customized services. Explain:

Proposed use of services and projected outcomes:

Additional information to substantiate this request:

If your region is currently accessing labor market information, please provide the source(s). (i.e., Labor Market Information at the Agency for Workforce Innovation, usworks.com, Florida High Tech Corridor/GO Solutions). State the types of services you are currently receiving. If you are not currently using a service, please mark N/A.

Please list any previous customized Labor Market Services performed by your region and give dates of service.

Submitted by:

(RWB Executive Director Signature)

(print name)

(date)

Please complete and return by COB on Monday, August 4, 2003 to:
Rosanne Heard, Workforce Florida, Inc. 1974 Commonwealth Lane, Tallahassee, FL 32303;
Fax: 850/921-1101