



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR (EDIS) COMMITTEE MEETING

Thursday, June 5, 2008

8:00 A.M.

South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive
5th Floor - Conference Room 3
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of EDIS Committee Meeting Minutes
 - A. December 6, 2007
 - B. February 7, 2008
3. Employed Worker Training Program (EWTP) Update
 - A. 2007/2008 Update
 - B. 2009/2009 Allocation Discussion
4. Small Business Development Center (SBDC) Update
5. State of the Workforce Event Follow-up – Action Plan



2.

SFWIB - Economic Development and Industry Sector Committee

June 5, 2008

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting
December 6, 2007**

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee Meeting
 December 6, 2007, at 8:00 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

| COMMITTEE MEMBERS IN ATTENDANCE | COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE | OTHER ATTENDEES |
|---|---|--|
| 1. Andre (Andy) Perez 2. Bill Diggs 3. Thomas Roth 4. Monica Russo 5. Holly Weidman OTHER SFWIB MEMBERS IN ATTENDANCE | 6. Joe Chi 7. Maria Cristina Regueiro 8. Gregg Talbert SFW STAFF Beasley, Rick Glancy, Anne Hernandez, Juan Kistner, Ken Pierre, Linda | Cartwright, Jerry, <i>Small Business Development Center</i> Costas, Jorge, <i>Youth Co-Op, Inc.</i> Sanchez, Ofelia, <i>Management Resources, Inc.</i> |

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez called the meeting to order at 8:25 A.M. and introductions were made. Mr. Perez noted that a quorum was present.

2. Approval of EDIS Committee Meeting Minutes October 4, 2007

Bill Diggs moved approval of the minutes of October 4, 2007. The motion was seconded by Thomas Roth and approved.

10. Recommendation as to an Allocation of Funds to the University of West Florida for a Region 23 Small business Needs Assessment

Monica Russo moved approval of an allocation of funds to the University of West Florida for a Region 23 small business needs assessment. The motion was seconded by Thomas Roth and approved.

3. Recommendation as to an Approval of New Programs for Approved Training Agents

[Holly Wiedman left the room.]

Bill Diggs moved approval of New Programs for Approved Training Agents Technical Career Institute, and Sullivan & Cogliano Training Centers, Inc. The motion was seconded by Holly Wiedman and approved.

[Holly Wiedman returned.]

4. Recommendations as to an Approval of Employed Worker Training Program Applications

Thomas Roth moved approval of Employed Worker Training Program applications from Baptist Health South Florida, Inc. and Tim-Bar Corporation dba Tim-Bar Packaging and Display. The motion was seconded by Holly Wiedman and approved.

5. Employed Worker Training Program (EWTP) Update

Mr. Beasley noted that there were no new trainings since the last report.

Mr. Perez urged Members to notify Mr. Beasley if they are aware of training needs.

6. Florida Career and Professional Education (CAPE) Act Discussion

Mr. Beasley reported that the Florida Career and Professional Education (CAPE) Act, Chapter 2007-216, passed during the 2007 legislative session which ensures career and technical education programs are academically rigorous and relevant to the work place, and it provides a statutory bond between career and technical education and the workforce development system.

He noted that on December 7, 2007, from 9:00 a.m. to 1:00 p.m., SFW is hosting a meeting at the Robert Morgan Educational Center on the Florida Career and Professional Education Act.

Mr. Beasley also noted that the act requires that a strategic 5-year plan be jointly developed between school districts, regional workforce boards and postsecondary institutions and that plan would be reviewed by this Committee.

7. Annual Recognition Event Discussion

There was much discussion as to the merits of various recognition events, as well as the need to have the events.

Discussion included: the criteria to select those to be recognized; success stories; showcasing of employees; business leaders bring their leaders; and elevating the SFW brand.

Ms. Russo noted that SFW is a secret, and having participants tell their success stories are the most moving.

Mr. Beasley commented that publicity be arranged when funds are awarded by SFW to an organization. Ms. Wiedman suggested that Mr. Beasley meet with the editorial Board of the Miami Herald.

8. Workforce Estimating Conference Discussion

Mr. Beasley reported that as soon as he has a date when the information is due to the State, he would inform the Committee.

9. Training Reconciliation Discussion

Mr. Beasley noted that this would be a sub-group to review data to determine if our programs are effective, and to make recommendations to improve where necessary. The group should include one SFW staff person, service providers, training partners, and a Member of this Committee.

Mr. Perez noted that the time commitment would be two to three meetings of an hour each.

Mr. Beasley noted that this would not be a staff driven group. He added that an email message would be sent to request input.

The meeting adjourned at 9:32 A.M.



2.

SFWIB - Economic Development and Industry Sector Committee

June 5, 2008

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting
February 7, 2008**

South Florida Workforce Investment Board
Economic Development and Industry
Sector Committee and Workforce Estimating Conference Meeting
February 7, 2008, at 8:00 A.M.
South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive, 5th Floor - Conference Room 3

| COMMITTEE MEMBERS IN ATTENDANCE | COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE | OTHER ATTENDEES |
|--|---|---|
| 1. Andre (Andy) Perez 2. Thomas Roth 3. Monica Russo OTHER SFWIB MEMBERS IN ATTENDANCE Margolis, Edward Manrique, Carlos | 4. Joe Chi 5. Bill Diggs 6. Maria Cristina Regueiro 7. Gregg Talbert 8. Holly Weidman SFW STAFF Beasley, Rick Glancy, Anne Kistner, Ken Pierre, Linda | Costas, Jose, <i>Youth Co-Op, Inc.</i> Faughaner, Maria, <i>New Professions Technical Institute.</i> Gordon, Barry, <i>Miami Dade College</i> Heit, David, <i>Youth Co-Op, Inc.</i> Mitchell, Carlena, <i>Miami-Dade County Public Schools</i> Ortiz, Ofelia, <i>Total International Career Institute</i> Ramallal, Jose, <i>Compu-Med</i> Sanchez, Ophelia, <i>Management Resources, Inc.</i> Sokolowitz, Vicky <i>Avborne</i> Suarez, Sofia, <i>ATC</i> Zuniga, Veronica, <i>Management Resources, Inc.</i> |

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chair, called the meeting to order at 8:21 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007

The minutes were not approved due to the lack of a quorum.

3. Recommendation as to the Approval of New Programs for Approved Training Agents

Mr. Beasley introduced the item, and noted that Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to determine their approved Training

Agents based upon their Region's criteria. The local procedure currently in place, permits training institutions to request approval to become training agents for Educational Scholarships (ITAs) and for current training agents to request the addition of new training programs or facilities. He then directed attention to the attachment which included information regarding the institutions and programs proposed.

Mr. Perez requested, as a Partner of The Academy of South Florida, Inc. that the school's request to add a new program be removed from the list of institutions and programs reflected on the attachment. He noted that a correction must be made to the State by the Academy.

Mr. Margolis asked if the occupations were in demand and Mr. Beasley responded in the affirmative.

Ms. Russo asked why the Nurses Aides and Patient Care Technicians are Temporary Assistance for Needy Families (TANF) only. Mr. Kistner responded that the wage rate under TANF would not be an issue, but under WIA it would become an issue.

Ms. Russo asked why the wage rates are different for the Radiology Technician occupation on the attachment to this item compared to the wage rate on the attachment to the Workforce Estimating Conference item which is next on the agenda. Mr. Kistner responded that the information on the attachment to the Workforce Estimating Conference item is preliminary information for 2008-2009.

Mr. Roth asked why the Dental Lab Technician occupation is to be dropped from the 2008-2009 Targeted Occupations List (TOL). Mr. Kistner explained the reason for the proposed removal. And as of yet no justification information to keep the occupation on the list has been received from the school. Mr. Perez asked that staff contact the school.

Mr. Roth suggested that if an occupation currently on the 2007-2008 TOL, not identified for removal on the 2008-2009 TOL, then SFW should consider it off the list now, as a lame duck.

Mr. Beasley noted that change information to the TOL is due to the State by the 15th.

Mr. Margolis asked what would happen if the occupation was not on the list, and Mr. Beasley responded that the person could be enrolled, but SFW would not pay for the training. The participant could find other funds to pay for the training, such as a loan, or a Pell Grant.

Mr. Beasley added that as long as the training began while the occupation was on the TOL, and if later the occupation is no longer on the TOL, the student would be able to continue with SFW.

Mr. Perez noted that information could be received from employers to show that the occupation should remain on the TOL, and the full Board could then request that the occupation remain on the TOL.

Mr. Margolis noted that Career Center providers must meet the wage rate of \$12 per hour and is it viable to have lower paying occupations on the TOL.

Mr. Carlos Manrique noted that the return on our investment must be reviewed in light of a provider requirement of \$12 per hour average wage rate. He suggests that SFW should probably not include any occupations at less than \$11-\$12 per hour.

Mr. Manrique asked if the investment in training is working, and what are the completion rates and job placement rates after training.

Mr. Beasley commented that providers must not "cherry pick" and all customers must be served. The goal is to strive towards occupations that pay \$12 or more per hour. SFW must get jobs for TANF recipients and wages below the \$12 wage-rate must still be included.

Mr. Beasley added that when the final TOL is received, it would be brought back to the Committee.

He added that the completed program review checklists are is included in the agenda as an attachment.

4. Workforce Estimating Conference

Ken Kistner reported that this second annual Region 23 Workforce Estimating Conference is in response to the release by the State of the Region 23 Preliminary 2008-2009 Targeted Occupations List. The Conference affords the Region the opportunity to request the addition of high-skill/high-wage occupations or other occupations that are important to the Region's or State economy. In addition, it also allows the Region to request the deletion of occupations from the list.

He noted that an occupation must have at least 25 openings a year, a positive growth rate, an entry level wage of \$9.96, and a mean wage of \$12.25. In order to be a high skills/high wages occupation the entry level wage must be \$12.25 and the mean wage \$19.20.

Mr. Kistner reported that eight requests were received to add occupations to the TOL:

- Customer Service Representative
- Major Appliance Technician
- Avionics Technician
- Aircraft Mechanic
- Electrical Powerline Installer
- Producer/Director Program
- Automotive Technicians and Mechanics

Mr. Beasley explained that SFW last year worked very hard to get the Major Appliance Technician occupation back on the TOL, and again it was recommended for deletion.

Mr. Kistner commented that the definition of an opening is very broad.

He also brought to the Committee's attention that some occupations that meet the State criteria but not the Region's criteria may be added to the TOL.

Mr. Beasley noted that the surveys of employers are very important, and the State surveys them as well.

Mr. Roth commented that the data shows the gap between supply and demand for jobs in an area.

Mr. Kistner noted that if the survey is not completed by an employer, then the data is not necessarily complete.

Mr. Manrique added that a past SFW Board Member, Dr. Nora Hernandez-Hendrix considered this process her pet peeve. She and Mr. Beasley worked very hard to try to improve this process.

There was discussion as to the occupational titles and the number of career areas that might be included an occupational title.

Mr. Margolis was of the opinion that airport/transportation jobs were increasing.

Mr. Perez noted that there was consensus of the Committee to submit the information to the State to add the occupations as presented to the TOL.

Mr. Beasley announced that if any information changes the item would be brought to the Board.

[Mr. Manrique left.]

Mr. Kistner presented the request to remove Self Enrichment Teachers that includes such occupations as: Dance Teacher, Tae Kwon Do Instructor, Dive Instructor, etc. from ~~on~~ the TOL.

Mr. Beasley noted that the requested occupations would be submitted for inclusion on the TOL.

5. Employed Worker Training Program (EWTP) Update

This item was not discussed, as it was an informational item.

Mr. Perez noted that the agenda had been completed, and asked for questions ore comments.

Mr. Beasley briefed the Committee on the *Region 23 State of the Workforce Report* that staff has spent much time preparing. The report includes information on the status of workforce in Miami-Dade and Monroe counties. He added that there is a considerable problem with under education of the population compared to the occupations to be filled.

He added that the un-employment numbers are increasing.

Mr. Perez asked that Ms. Russo and Mr. Roth to put together a breakfast meeting focused on economic development and to include unions, legislators, chambers, and construction.

Mr. Margolis noted that having a breakfast meeting is fine, but the organizations that participate with SFW must be accountable. In addition, realistic goals must be developed for one, two, and three years from now.

The meeting adjourned at 9:55 A.M.



3.A

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 5, 2008

2007/2008 Employed Worker Training Program (EWTP) Update

Informational Item

The attached chart provides information on approved Employed Worker Training Programs (EWTP) allocated from the SFW EWTP pool.

Attachment

Summary of EWTP Projects

| Company Name | Funds Awarded - Appropriated from SFW Pool (\$800,000.00) | Training Area(s) Provided | # of Employees to be trained | Average Wage | Total Number Trained | Service Partner Requesting Funds | Cost Per Trainee | Remaining Balance from the SFW EWTP Pool - (\$800,000.00) | Approved | Comment |
|--|---|---|------------------------------|--------------|----------------------|----------------------------------|------------------|---|----------|--|
| ACE American Insurance Company dba ACE International -- Regional office for Latin America - The company is involved in financial services, provides insurance for private and corporate clients in Latin America | \$ 20,850.00 | MS Bootcamp - EXCEL and PowerPoint | 15 | \$ 28.13 | 15 | SER-Jobs for Progress | \$ 1,390.00 | \$ 779,150.00 | Aug-07 | Training Completed |
| | | MS 2003 Server Admin., CISSPBC Exchange 20 | | | | | | | | |
| | | MS SQL 2005 Admin., MS C# Programming | | | | | | | | |
| Atlantic Dental, Inc.- The company is a provider of dental insurance services and claims processing. | \$ 29,456.25 | Excel, PowerPoint, Word, Access, QuickBooks, Great Plain | 37 | \$ 19.35 | | SER-Jobs for Progress | \$ 1,061.49 | \$ 749,693.75 | Oct-07 | |
| Tradewinds Power Corporation. - The company is a Original Equipment Manufacture (OEM) of pump sets, generators and control panels. | \$ 38,443.75 | Lean (1) 3 Workshops (2) 1 | 60 | \$ 20.71 | | Youth Co-Op | \$ 833.23 | \$ 711,250.00 | Oct-07 | |
| | | Lean Dev. VSM (3) | | | | | | | | |
| | | 3 Rapid Improvement Events (RIE) | | | | | | | | |
| Bella Automotive Group, LTD dba Headquarters Toyota - The company is an automotive car dealer that services new and used vehicles. | \$ 19,975.00 | Automotive training: Electrical and Electronics Technology | 25 | \$ 14.46 | | Arbor E&T | \$ 799.00 | \$ 691,275.00 | Oct-07 | |
| Palms Springs General Hospital, Inc. - Provides healthcare services. | \$ 22,850.00 | Nurse Legal documentation | 207 | \$ 20.30 | | City of Hialeah | \$ 110.39 | \$ 668,425.00 | Nov-07 | |
| | | OSHA compliance | | | | | | | | |
| | | Customer Service and leadership | | | | | | | | |
| Baptist Health South Florida, Inc. - Provides healthcare services. | \$ 95,854.00 | Healthcare Professional Training Program | 224 | \$ 21.37 | | Youth Co-Op | \$ 472.92 | | Dec-07 | Baptist Health South Florida, Inc. withdraw it application after approval. Funds returned to pool. |
| | | School at Work for Entry Level Employees | | | | | | | | |
| | | Certified Nursing Assistant | | | | | | | | |
| Tim-Bar Corporation dba Tim-Bar Packaging and Display - a manufacturing company that converts rolls of paper into corrugated (carboard) sheets. | \$ 94,500.00 | Lean Fundamentals | 158 | \$ 17.70 | | Youth Co-Op | \$ 598.10 | \$ 573,925.00 | Dec-07 | |
| | | Kaizen Training | | | | | | | | |
| | | Value Stream Mapping | | | | | | | | |
| University of Miami - provider of educational services | \$ 9,600.00 | A+/N+ | 12 | \$ 14.86 | | SER-Jobs for Progress | \$ 800.94 | \$ 564,325.00 | Jan-08 | |
| Esserman Nissan Inc., - The company is an automotive car dealer that services new and used vehicles. | \$ 15,181.00 | Automotive training: Electrical and Electronics Technology | 19 | \$ 15.26 | | Arbor E&T | \$ 799.00 | \$ 549,144.00 | Mar-08 | |
| RiteCare Medical Center, Inc.- Provides healthcare services | \$ 4,820.00 | 1. Medical Coding & Billing 2. OSHA & Basic Life Support (BLS) | 11 | \$ 13.09 | | Arbor E&T | \$ 438.18 | \$ 544,324.00 | Apr-08 | |
| Fisher Island Community Association | \$ 22,500.00 | CPR, First Responder, First Aid and OSHA | 150 | \$ 15.99 | | UNIDAD | \$ 150.00 | \$ 521,824.00 | Apr-08 | |

| Funds Awarded - Appropriated from SFW Pool (\$800,000.00)* | # of Employees to be trained | Average Wage | Cost Per Trainee |
|--|------------------------------|--------------|------------------|
| \$ 278,176.00 | 694 | \$ 17.99 | \$ 400.83 |

*Baptist Health South Florida, Inc. information not included.



3.B

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 5, 2008

2008/2009 Employed Worker Training Program (EWTP) Allocation Discussion

Discussion Item

SFW's Employed Worker Training program is designed to outreach to the Region's employer community by providing training services to enhance the skills of the employer's workforce in an effort to assist the employer in becoming more competitive in the global marketplace.

The Committee may wish to discuss an allocation of 2008/2009 funds for the EWT program.



4.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 5, 2008

Small Business Development Center (SBDC) Update

Informational Item

The Board at its December 13, 2007, meeting approved an allocation to fund a Region 23 Small Business Needs Assessment by the Florida Small Business Development Center (SBDC).

The Florida Small Business Development Center (SBDC) Network is a statewide partnership between higher education and economic development organizations dedicated to providing emerging and established business owners with assistance enabling overall growth and increased profitability that contributes to the economic prosperity of the state.



5.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 5, 2008

State of the Workforce Event Follow-up-Action Plan

Discussion Item

BACKGROUND

Mayor Alvarez at the May 8, 2008, Economic Development and Job Training/State of the Workforce Initiative called for action to develop relationships with the business community. The EDSI Committee has been charged to draft and develop an action plan for the Mayor.