



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR (EDIS) COMMITTEE MEETING

Thursday, October 2, 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
 - C. June 5, 2008
3. SDBC Small Business Assessment Report
4. Employed Worker Training Program (EWTP)
5. Recommendation as to the Approval of New Programs for Approved Training Agents
6. Digital Skills Workgroup
7. Individual Training Accounts (ITAs) Report

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2A.

SFWIB - Economic Development and Industry Sector Committee

October 2, 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 Wiedman 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.



2B.

SFWIB - Economic Development and Industry Sector Committee

October 2, 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 Wiedman 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, Carlana, <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.



2C.

SFWIB - Economic Development and Industry Sector Committee

October 2, 2008

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting June 5, 2008

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Estimating Conference Meeting
 June 5, 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. Maria Cristina Regueiro 4. Holly Weidman OTHER SFWIB MEMBERS IN ATTENDANCE Margolis, Edward Manrique, Carlos	5. Joe Chi 6. Bill Diggs 7. Monica Russo 8. Gregg Talbert SFW STAFF Beasley, Rick Glancy, Anne Kistner, Ken Pierre, Linda	Rodriguez, Maria- <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, EDIS Committee Chair, called the meeting to order at 8:20 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, and February 7, 2008

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

3. Employed Worker Training Program (EWTP) Update

3A. 2007/2008 Update

Executive Director, Rick Beasley, updated the members on the Employed Worker Training Program. He noted that approximately \$300,000 was spent of the \$800,000 that was budgeted. He explained that the funds were held in anticipation of a funding rescission, and to prevent affecting provider contracts. Even with that, more people at a lower cost per rate were trained compared to last year.

The State has since absorbed the full amount of the rescission, which allows us to carry forward funds. It is anticipated that SFW new funding would be reduced by \$4Million.

3B. 2009/2009 Allocation Discussion

Mr. Beasley noted the importance of allocating-funds for the EWT program since it helps to raise the region's wage rates.

Mr. Perez noted that 2,000 employees were trained during a six month period.

Mr. Beasley indicated that if the Beacon Council could decide that certain skill sets are necessary for SFW participants to become job-ready, SFW could then use EWT funds to upgrade those skill sets.

He added that SFW may not use EWT funds for “soft” skills training, but a certification program could be devised at the recommendation of an organization such as the Beacon Council to include necessary skills. This requires written policies by SFW so that providers may be reimbursed for their expenditures.

Ms. Wiedman noted that the Beacon Council was ready to talk about aviation.

Mr. Beasley noted that the service strategy for Monroe County must be revised since EWT is the most beneficial program given their population, and there is a need for training in the “soft” skills.

Ms. Maria Rodriguez noted that there are not many training agents in Monroe County.

Mr. Perez noted that the EWT program has had another benefit because it opened the door for our providers to work with local businesses and corporations and to develop a continuing relationship.

Mr. Roth asked what the guidelines are or should be. Mr. Beasley suggested that the Committee could recommend that a certain percentage of funding could be put into EWT. Mr. Perez asked for a recommendation to take to the Finance Committee.

Mr. Perez noted that EWT is currently funded at 10 percent and asked whether that amount should be maintained, or increased? The Committee could recommend that the policy be for an example, a 10%-15% range of funding, for EWT. Mr. Roth offered that a range of 10%-15% would be a good start.

Mr. Beasley reported that the health, construction, and retail areas are using primarily ITAs. He added that SFW must work with the large local hospitals such as Mercy, and Ms. Regueiro could assist in that effort.

Mr. Perez explained the process for Individual Training Accounts (ITA) and that the applications are reviewed by SFW staff.

Mr. Beasley explained that industry specific certifications could be given for skills determined to be necessary by an association, such as the Beacon Council. Ms. Weidman suggested that a meeting be scheduled on this issue with SFW staff and the 12 staff persons who work with companies for the Beacon Council.

Mr. Beasley noted that SFW would focus on certain industries using the strategic plan as a guideline.

4. Small Business Development Center (SBDC) Update

Mr. Beasley reviewed the highlights of the DRAFT *Business Needs Assessment of Miami-Dade and Monroe Counties, April 2008* prepared for SFW by Florida’s SBDC Network, State Director’s Office, May 6, 2008.

He added that CAMACOL receives a direct allocation from the state, and is able to fund only half of the cost of providing a home for the SBDC. CAMACOL has asked if SFW could fund the balance. The survey of local small businesses was requested in order to determine the role that SFW might fulfill-

5. State of the Workforce Event Follow-up – Action Plan

Mr. Beasley thanked board members, Tom Roth, and Andy Perez, for their sponsorship of the event in partnership with Mayor Alvarez. He noted that Holly Weidman was unable to attend as a panelist due to travel problems.

Mr. Beasley noted that a plan of action must be prepared for ways to enhance workforce services within the county. One suggestion from the event was to identify permanent funding streams to prevent a dependency on only state and federal funds. There was also a discussion of ways to generate funding to retain companies in the region.

Mr. Beasley suggested that businesses be assessed 0.5%, and then receive a 0.5% reduction in their tax payment.

Mr. Perez commented that the committee and SFW would begin the process and that it would take some time to get Commission approval. He added that suggestions are requested from this Committee.

Mr. Perez asked whether meetings should be scheduled with industry, Miami-Dade County and the chambers to identify the barriers, and the solutions.

Mr. Perez requested a report on the use of the mobile units including where they have been used and for what events. Mr. Roth asked what services are provided by the mobile units, and Mr. Beasley responded that the mobile units are able to provide full services. Mr. Perez noted that in the event of a company closing and having to lay off staff, the mobile units can go to the company to assist the employees.

Mr. Beasley reported that the meeting of the US Conference of Mayors was to meet in Miami, June 20th-24th, and asked members for their support.

The meeting adjourned at 9:41 A.M



3.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

October 2, 2008

**Small Business Development Center (SBDC)
Small Business Assessment Report**

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.

Attached for the Committee's members review is the Region 23 Small Business Needs Assessment Report. Mr. Jerry Cartwright will provide a presentation on the Report.

Attachment

Note: The full report will be distributed during the meeting.



4.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

October 2, 2008

Employed Worker Training Program (EWTP)

Informational Item

SFW's Employed Worker Training (EWTP) program created in January 2007 is designed to offer 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.

For PY 2007-2008, SFWIB allocated \$800,000 for the EWTP training pool. Approximately, 393 workers were provided training services through EWT program. Due to the anticipated funding rescission alert, EWTP funds were placed on hold and only \$134,251 were awarded for PY 07-08.

The 2008-2009 SFWIB budget, includes an allocation of \$500,000 for the EWT program.

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	Service Partner Requesting Funds	Cost Per Trainee	Remaining Balance from the SFW EWTP Pool - (\$800,000.00)	Approved	Total Number Trained	Funds Paid	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	SER-Jobs for Progress	\$ 1,390.00	\$ 779,150.00	Aug-07	15	\$ 20,850.00	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	33	\$ 29,075.00	
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	58	\$ 33,200.00	
		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	19	\$ 15,181.00	
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	195	\$ 2,100.82	
		OSHA compliance Customer Service and leadership									
Tim-Bar Corporation dba Tim-Bar Packaging and Display - a manufacturing company that converts rolls of paper into corrugated (cardboard) sheets.	\$ 94,500.00	Lean Fundamentals	158	\$ 17.70	Youth Co-Op	\$ 598.10	\$ 573,925.00	Dec-07	61	\$ 4,557.00	
		Kaizen Training									
		Value Stream Mapping									
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	12	\$ 9,588.00	

Funds Awarded - Appropriated from SFW Pool (\$800,000.00)*	# of Employees to be trained	Average Wage	Cost Per Trainee
\$ 134,251.00	393	\$ 19.41	\$ 341.61

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



5.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

October 2, 2008

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

RECOMMENDATION

SFWIB staff recommends the approval for new training programs for approved Region 23's Training Agents, as set forth below and in the attached table.

BACKGROUND

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.

For those existing approved Training Agents requesting new training programs, this process requires staff to review programmatic capabilities. Upon approval by SFWIB, the recommendations are entered into the State of Florida Eligible Training Provider List (ETPL).

The attached table sets forth the reviewed requests and SFWIB staff recommendations.

Attachments

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: College of Business & Technology **New School:** _____ **New Program(s)** X

Date: July 9, 2008.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	College of Business & Technology (CBT) is licensed by the FLDPE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	Yes	Accredited by the by the Accredited Council for Independent Colleges and Schools (ACICS)
2.	School's enrollment information.	YES	CBT current enrollment as of 10/29/07 for all three campuses as of 7/7/08 is 636
3.	Training Program/Design – Per training program.	Yes	Diploma Program NCLEX LPN Certification Preparation (CIP 0317o60510) – Diploma Program
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	CBT's Flagler Street campus is along major transit routes. The school facility is approximately 11,200 sq ft of space and includes 10 classrooms, 3 labs/classroom combinations, a resource center, student lounge and administrative offices.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	The placement rate for all programs reported for the Flagler Street Campus was: 93%
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	CBT s Total Program cost: NCLEX LPN Certification Preparation = \$9,042.00
12.	Financial Aid Information.	Yes	CBT is a Title IV eligible school. The School participates in the Federal Pell Grant Program, Supplemental Education Opportunity Grant (SEOG) and the Ford Direct Loan (formerly GSL) Federal Direct/FFEL Subsidized Loans

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Miami-Dade County Public Schools (MDCPS)/Miami Lakes Educational Center (MLEC)
New School: ____ **New Program(s)** ____ **Date:** July 30, 2008.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	MDCPS is under the auspices of the Florida Department of Education.
	Accreditation Information, if applicable.	Yes	Miami Lakes Educational Center is accredited by the he Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and the Council of Occupational Education (COE)
2.	School's enrollment information.	YES	MDCPS – MLEC total enrollment for the year 07/08 was 3,229 students.
3.	Training Program/Design – Per training program.	Yes	Certificate Program Heavy Equipment Operations – OCPs A and B (CIP 0649020200)
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	MDCPS Certified instructors.
6.	Facility.	Yes	The MLEC facility is located on a major campus (38 acres) and consists of a 5 main number of buildings that contain classrooms and labs, administrative offices, resource rooms, two student dining areas. MLEC is along a major transient route.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	The placement rate is based on FETPIP data and the most report has MDCPS overall placement rate at 79%. MLEC overall placement rate is 82%.
9.	Staff job development/placement information.	Yes	A full-time Career Specialist assists with job placement for all currently enrolled students and former students who have earned a Certificate of Completion. Teachers also assist with placement.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	The Student Services Department offers guidance counseling, vocational testing, financial aid, and job placement services. Counselors are available Monday through Thursday from 8:00 a.m. to 9:30 p.m., and Friday from 8:00 a.m. to 6:00 p.m.
11.	Cost data per training program.	Yes	MLEC Total Program cost: Heavy Equipment Operations – OCPs A and B = \$2,105.00
12.	Financial Aid Information.	Yes	MLEC is a Title IV eligible school. The School participates in the Federal Pell Grant Program as well as the Federal Supplemental Education Opportunity Grants (FSEOG), Federal Stafford Loan Program (FSLP). Other financial aid programs available for MLEC are the District Financial Aid Program (DFAP), as well as a Tuition Fee Waiver Program.

Summary of Training Institutions Reviews

Training Institution	Proposed Training Program(s)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2008-2009 TOL)	Wage Rate (2008-2009 TOL)		Comments
							Entry	Mean	
College of Business and Technology	NCLEX LPN Certification Preparation (CIP 0317060510) – Diploma Program	360 hours, (22.0 Quarter/Semester Hours – 8 months/32 weeks)	\$ 9,042.00	\$ 5,591.00	NO	Licensed Practical and Licensed Vocational Nurses (SOC 292061)	\$ 14.67	\$ 18.84	Programmatic review was conducted. College of Business and Technology met all requirements. SFWIB staff recommends approval
Miami-Dade County Public School/Miami Lakes Educational Center	Heavy Equipment Operations – OCPs A and B (CIP 0649020200) – Certificate Program	320 hours, (13 weeks)	\$ 2,105.00	\$ 2,105.00	NO	Operating Engineers/Construction Equipment Operators (SOC 472073)	\$ 12.96	\$ 17.90	Programmatic review was conducted. MLEC met all requirements. SFWIB staff recommends approval



6.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

October 2, 2008

Digital Skills Work Group

Informational

Implement a Digital Skills Working Group for the South Florida Workforce Investment Board.

BACKGROUND

The U.S. and Florida economic growth and competitiveness depend on the effective application of digital technologies in all sectors of the economy. Business, now more than ever, has an urgent need to develop a comprehensive agenda for digital skills development. All workers must be prepared with the necessary skills - particularly digital skills, to compete in the 21st century.

The Digital Skills Working group for South Florida Workforce Investment Board will be the comprised of Local corporations and Community leaders committed to developing criteria to identify the Regions basic digital skills needed to compete in the 21st century.

The Digital Skills working group primary objective is to examine the range of digital skill levels required for Region 23, current workforce.

The Working Group will:

- Develop clear definitions of "digital skills" and the SFWIB Workforce Region populations who lack them;
- Create messages and mechanisms for promotion on the urgency of this need; and
- Build an action agenda of recommendations for business, education and training organizations, and government.

A range of digital skill levels is required to develop and apply these technologies throughout the economy (see table of skill levels below).

Digital Skill Level	Proficiency	Description	Target Segment
Basic	Digital Literacy	Computer & Internet familiarity	All Citizens
Digital Skills for "Non-Digital" Jobs	Digital Fluency	Sophisticated application of ICT tools in job performance	Most Managers, Entrepreneurs, Professionals, IT Technicians
Digital Skills for "Digital" Specialties	Digital Mastery	Computer Scientists & Highly-Skilled STEM Professionals	IT Researchers, Advanced Programmers, Product Designers

The task of the EDIS Committee meeting is to:

1. Identify organizations/corporations from the business community that the working group would want to invite to participate in future meetings.
2. Select a member who will lead the group in discussions.
3. Select future meeting dates.



7.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

October 2, 2008

Individual Training Accounts (ITAs) Report

Discussion

BACKGROUND

The Workforce Investment Act of 1998 requires that training be provided through the use of Individual Training Accounts (ITAs), through which a participant chooses among eligible providers. Specifically, the one-stop system provides participants with the list of eligible providers and related performance information. Individual Training Accounts are designed for Adult and Dislocated Worker programs that provide services to Youth who are between 18 years and 21 years of age.

For PY 07-08, SFWIB placed approximately 528 participants in different employment and training programs, at an average wage of \$13.59.

SFWIB staff has developed a report that provides a three-year analysis of the number of participants who have completed training by Career Centers and Training Agents.

Attachments

Note: The full report will be distributed during the meeting.