



SFWIB EXECUTIVE COMMITTEE MEETING MINUTES

DATE: June 9, 2022

LOCATION: VIRTUAL ONLY

Zoom:

https://us02web.zoom.us/webinar/register/WN_ISSH7LAzTdywsrtfD2Q3IA

1. **CALL TO ORDER:** 8:26AM
2. **ROLL CALL:** 8 members; 5 required; 7 present: Quorum established.

SFWIB EXECUTIVE COMMITTEE MEMBERS PRESENT	SFWIB MEMBERS ABSENT	SFWIB STAFF
Canales, Dequasia Chi, Joe del Valle, Juan-Carlos, Vice-Chairman Ferradaz, Gilda Gibson, Charles, Chair Glean-Jones, Camela Roth, Thomas "Tom"	Loynaz, Oscar, M.D.	Beasley, Rick Bennett, Renee Gilbert, David Morgan, Ebony Petro, Basil Smith, Robert ADMINISTRATION/IT Almonte, Ivan Anderson, Francis
OTHER ATTENDEES		
Girnun, Arnie – New Horizons of South Florida Pou, Charlene – New Horizons of South Florida Rodanes, Carlos - New Horizons of South Florida		

Agenda items are displayed in the order they were discussed.

2A. Approval of Executive Committee Meeting Minutes – May 12, 2022

Chairman Gibson presented agenda item 2A. May 12, 2022 Executive Committee Meeting minutes for approval.

No changes or comments submitted to the record.



Motion by Vice-Chair del Valle to approve the South Florida Workforce Investment Board meeting minutes from May 12, 2022.

Ms. Glean-Jones seconded the motion; **item is passed without dissent.**

3. Information – CareerSource Florida Recommended 2022-23 In-State Allocations

Chairman Gibson introduced the item; Mr. Beasley further presented.

Mr. Beasley shared with the Executive Committee the allocations that have been submitted from CareerSource Florida and the Department of Economic Opportunity. The recommended allocations are scheduled to be approved by the board within the hour.

Mr. Beasley reviewed that allocation amounts for each program and explained how funding is determined for each of the programs for Miami-Dade and Monroe Counties. The South Florida Workforce Investment Board is projected to receive \$30.5M in new funding, which reflects an increase of 2.74% over last year. We received a reduction in funding for Dislocated Worker and TANF.

Mr. Roth inquired the State holding back a percentage of DOL funding. Mr. Beasley confirmed that 25% is held back and advised that the Dislocated Worker Supplement will come out of those funds.

Mr. Roth asked for clarification on the role of the U.S. Census and the state's allocation, as there have been reports that Florida may be one of the most undercounted states. Mr. Beasley clarified that the Census has an impact because it counts the labor force, however, the affect is not extensive because the formula used to calculate workforce in Miami-Dade County and seven (7) other Metropolitan Statistical Areas (MSA) is significantly different from what is done across the nation. Areas of substantial unemployment is also a large driver.

No further questions or concerns presented.

4. Information – SFWIB Fiscal Year 2022-23 Draft Budget

With permission of the Chair, Mr. Beasley introduced and further presented.

Mr. Beasley shared with the Executive Committee the draft budget, which is still in process and should be complete by the next board meeting.



Mr. Beasley reviewed the 2022-23 program budget and associated cost distributions which are broken down into four major cost categories: Headquarters (program and administrative), Training, Career Center Facility Costs, and Provider Contracts. He also summarized the year-over-year funding changes by program, which provides an overview of increases/decreases for each program.

Ms. Glean-Jones inquired about how reserves are determined for reserves, particularly with regard to programs and operations. Mr. Beasley advised that the former Chair of the Finance Committee, Mr. Al West, set a cap of 5% on the reserve.

Mr. Roth asked for clarification on the miscalculation of the 2MM expired NFA. Mr. Beasley advised that the previous controller missed the date of use for an NFA resulting in 2MM additional dollars being included in the reserves for the next program year despite. The monies were already allocated and used; as such, we did not have a reserve of 17MM, but 15MM. The error did not affect us and was caught later by Ms. Bennett and Mr. Petro. They have since designed a tool that will manage the NFAs to ensure that this does not happen again.

Mr. Roth suggested that there be a mid-year review of funds; if there is the potential for the expiration of allocated dollars, perhaps the Executive Committee members can find other programs to utilize those funds.

Mr. Beasley further explained that the CSSF staff keeps a close eye on NFAs. If an NFA is closing, we make a business decision to move expenditures to the fund to ensure monies be spent as budgeted. He also reminded members that the burn rate is presented to the Finance and Efficiency team bi-monthly and ensured the Executive Committee that if anything is of concern; it will be presented to the members accordingly.

Ms Glean-Jones asked to clarify, reviewing the year over year allocation chart, that the mishap from the previous controller had been adjusted in the net effect of the 3.2M. Mr. Beasley confirmed and reiterated that the error did not have a significant impact.

Ms. Ferradaz clarified that we had \$15M of carryover, which was allocated and not spent. Mr. Beasley explained that we set aside funds to ensure that we are able to support projects for the mayor's office and others within the community that may be presented to the Board at various times throughout the year. In addition, we try to withhold some funding towards the purchase of scholarships for youth in the community.

Ms. Ferradaz followed up with an inquiry into what the percentage of the funding is administrative costs. Mr. Beasley advised that the state has moved administrative costs to an

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indirect rate. He further explained that CSSF uses 10% for administrative costs & 8% programmatic cost for headquarters. We do not use all of the administrative cost; approximately 7% is used by the providers.

Mr. del Valle asked if the layoff aversion fund plays into any discussions? Mr. Beasley advised that the layoff aversion fund was funded with dislocated worker supplement dollars. The NFA can only be used for certain activities. Other layoff aversion strategies that can be used, but there are state limitations. We asked the state for permission to expand the availability to use those dollars for the Layoff Aversion fund. We are not doing the program at this time because we do not have mass layoffs as we did, but we have established a framework should something like that happens again.

Mr. Chi inquired about the increased cost of real estate – has it impacted facility costs? Mr. Beasley advised that we have not been affected because we have contracts in place that will allow us to lease space with an agreed upon increase year over year for a certain period. He further advised that we are looking to modify and/or close some of the Career Centers; we will be providing services electronically and consolidating centers to enable us to better serve the community. He also noted all leased facility contracts have language that permits CSSF to exit a lease agreement if we are impacted by funding.

No further questions or comments presented from members.

5. Recommendation as to Approval to Extend the Contract of Youth Service Providers in Monroe County

With permission of the Chair, Mr. Beasley introduced and further presented.

The SFWIB re-issued the Youth Services Request for Proposal (RFP) because there was not a provider that bid for services in Monroe County. Youth Co-Op will no longer be providing services for Monroe County. CSSF staff seeks authorization to extend the Youth Services contract with Youth Co-Op, Inc., for Monroe County, until we receive the results of the second RFP which should be sometime in August.

Ms. Ferradaz asked why Youth Co-Op, Inc. is no longer interested in providing services for Monroe County. Mr. Beasley advised that key staff member is leaving the organization – in addition, it is difficult to recruit and maintain staff in Monroe County. As such, they decided not to move forward.

He further explained that a hybrid model (on sight part-time) may be implemented if we are unable to identify a provider via RFP. Alternately, if we are unable to find a direct provider, the SFWIB may contract directly with the Monroe County School District for in school youth and with the College of the Florida Keys for out of school youth. Both are considered government entities.



No further questions or comments presented from members.

Motion by Ms. Ferradaz to approve the extension of the Youth Co-Op, Inc. service contract until results of second RFP have returned.

Ms. Canales seconded the motion; **item is passed without dissent.**

6. Recommendation as to Approval to Accept and Allocate Funds for the City of Miami Gardens Summer Youth Employment Program

With permission of the Chair, Mr. Beasley introduced and further presented.

The City of Miami Gardens City Council agreed to enter into a partnership with the South Florida Workforce Investment Board (SFWIB) to provide summer employment opportunities for up to 112 youth residents of the City of Miami Gardens. The SFWIB will provide summer job placement for youth between the ages of 15 to 18. Youth enrolled in the Summer Youth Employment Program (SYEP) will also receive employability skills training. Participants will earn \$13.88 per hour for 140 hours, which includes 20 hours of work readiness training and financial literacy from Bank of America. Each participant will be provided a bank account where earned funds will be deposited.

The City of Miami Gardens will provide \$150,000 in general revenue funds to the SFWIB toward the SYEP. The SFWIB will provide a match of \$150,000 in Temporary Assistance for Needy Families (TANF) funds. Adult Mankind Organization, Inc. will be administering the program.

Motion by Mr. Chi to approve the acceptance and allocation of funds for the City of Miami Gardens Summer Youth Employment Program.

Ms. Ferradaz seconded the motion; **item is passed without dissent.**

7. Recommendation as to Approval to Accept and Allocate Funds for the City of Opa-Locka Summer Youth Employment Program

With permission of the Chair, Mr. Beasley introduced and further presented.

The City of Opa-Locka City Council agreed to enter into a partnership with the South Florida Workforce Investment Board (SFWIB) to provide summer employment opportunities for up to 40 youth residents of the City of Opa-Locka.

The SFWIB will provide summer job placement for youth between the ages of 15 to 18. Participants will earn \$13.88 per hour for 140 hours, which includes 20 hours of work readiness training and financial literacy provided by Youth Co-Op, Inc. Each participant will required to have a bank account where earned funds will be deposited.

As part of the partnership, the City of Opa-Locka will provide \$50,000 in general revenue funds to the SFWIB toward the SYEP. The SFWIB will provide a match of \$50,000 in Temporary Assistance for Needy Families (TANF) funds. The total amount allocated for the SYEP is \$100,000. The program will provide entry-level positions with local businesses, public sector and community-based organizations to the City of Opa-Locka's future workforce.

Youth Co-Op, Inc. will be responsible for administering the program.

Motion by Vice-Chair del Valle to approve the acceptance and allocation of funds for the City of Opa-Locka Summer Youth Employment Program.

Ms. Glean-Jones seconded the motion; **item is passed without dissent.**

8. Recommendation as to Approval to Modify the Operation Schedule of the Monroe County American Job Centers

With permission of the Chair, Mr. Beasley introduced and further presented.

In alignment with the Interlocal Agreement, a schedule of operations must be established for the upcoming state fiscal year. The operations/holiday schedule is different for the one-stop operators located within Miami Dade College and the College of the Florida Keys, as such, SFWIB staff asks for approval to accept the proposed scheduling modifications.

Mr. Roth asked about the number of one-stop locations we currently have. Mr. Beasley advised that there are a total of twelve (12) one-stop operators; however, that does not include the eight (8) additional facilities we have with Miami Dade College and NBC Works. This is another reason why we are considering closing and/or consolidating some of our American Job Centers, which will free up more resources to put back into programs. Recommendations will be forthcoming.

Motion by Ms. Glean-Jones to approve the modification of operations schedule for Monroe County American Job Centers located in the college/university.

Mr. Chi seconded the motion; **item is passed without dissent.**

9. Recommendation as to Approval to Allocated fund for the Stanley G. Tate Florida Prepaid College Foundation, Inc.

With permission of the Chair, Mr. Beasley introduced and further presented.

Seeking approval and recommendation from the Executive Committee on the purchase of pre-paid scholarships from the Stanley G. Tate Florida Prepaid College Foundation.

Options include:



Option #1: One hundred fifty (150) 2+2 FL Prepaid Scholarship Plans - 60 lower division credit hours of tuition and local fees at a Florida Public College + 60 credit hours of tuition, tuition differential fee, and local fees at a Florida Public University.

Option # 2: Three hundred ninety-five (395) 2-year FL Prepaid Scholarship plans - 60 lower division credit hours of tuition and local fees at a Florida Public College.

Take Stock in Children and Big Brothers Big Sisters of Miami (TSIC / BBBS Miami) will continue to manage the scholarship program and serve as the administrator and fiscal agent for participating organizations.

Vice-Chair del Valle asked for staff recommendations. Mr. Beasley advised that option #2 will provide more scholarships and services more youth, but would result in increased administrative costs to TSIC. Option #1 allows resources to attend up to 60 hours at Miami-Dade College to get their associates degree.

Mr. Roth voiced concern about the administration process; how do we know that the awards process is fair and equitable? Mr. Beasley advised that SFWIB purchases the scholarships from the Foundation directly and assigns them to TSIC for administration. Once the organizations receiving scholarships are identified and receives the scholarships, CSSF staff works with TSIC in ensure all participating youth meets eligibility qualifications and maintain a minimum GPA of 2.5. Scholarships are awarded to juniors who must complete a mentoring program and graduate high schools before they are able to access scholarship funds. Selected organizations work directly with TSIC to provide status updates on the participants to ensure they are in compliance.

Mr. Beasley shared the background and history behind many of the organizations we have worked with previously, which include TSIC/BBBS, 5000 Role Models, Mexican American Council, Amigos for Kids, Overtown Youth Center and Kiwanis Club. If selected to participate in this year's program, it will be presented to the Executive Committee and SFWIB for approval.

Ms. Glean-Jones inquired about the rate of success for this program.

Mr. Beasley advised that TSIC and participating organizations have done extremely well. There was a comparison report of TSIC population compared to regular population; students have a better completion rate with TSIC program. Mr. Beasley will forward this information upon his return to the office. Staff will look to present additional stats at the August board meeting.

Ms. Canales explained when it comes to scholarship program, she would prefer to understand where there is a greater need and how can we make the largest impact? Is there a way we can have a mix of both offerings?

Ms. Ferradaz included a request for staff to review the program history to determine which option has resulted in best completion rates over time.

Mr. Beasley advised that we could look to do combination of both options and map it out with the organizations.

Mr. Roth asked why the agency responsible for administrative functions was not open to the procurement process. Mr. Beasley clarified that the procurement process was used to identify the organization in which to purchase the scholarships.

Ms. Ferradaz sought clarification on the agenda item – the 1.4MM is strictly for the purchase of scholarships and we will be receiving another agenda item for administrative costs in the future. Mr. Beasley advised that the Board has already approved administrative costs for TSIC earlier in the year. Next year, we will present another item for administrative costs.

Ms. Ferradaz inquired about scholarship expiration dates. Mr. Beasley advised scholarships must be used within 5 years of college enrollment. Any hours that have not been used may be re-packaged and provided to other participants.

Mr. Beasley further advised that we currently we have 215 youth attending college, 250 students have graduated, 250 participants are still in high school. We have allocated a total of 826 scholarships.

Motion by Mr. Chi to approve the item utilizing a hybrid model that includes both option one and two; scholarship purchase not to exceed 1.4M.

Ms. Canales seconded the motion; **item is passed with appropriate modifications without dissent.**

With no further business presented to the Committee, the meeting adjourned at 9:43 am.