



## SFWIB EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** February 9, 2023

**LOCATION:** CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Conference Room 2  
Miami, FL 33126  
Zoom: [https://us02web.zoom.us/webinar/register/WN\\_gKA-m86nSZSxCXUhyjFhIg](https://us02web.zoom.us/webinar/register/WN_gKA-m86nSZSxCXUhyjFhIg)

1. **CALL TO ORDER:** Chairman Gibson called to order the regular meeting of the SFWIB Executive Committee Meeting at 8:24AM on February 9, 2023.
2. **ROLL CALL:** 7 members; 4 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 (Zoom) Gibson, Charles, Chair (Zoom) Loynaz, Oscar, M.D. Roth, Thomas "Tom" (Zoom)		Beasley, Rick Bennett, Renee Morgan, Ebony Smith, Renee  <b>ADMINISTRATION/IT</b> Almonte, Ivan Anderson, Francis
OTHER ATTENDEES		
Cooper, Jamie, New Horizons		

Chairman Gibson, attending remotely, transitioned the administration of the meeting to Vice-Chair del Valle considering he is physically present at the location.

Agenda items are displayed in the order they were discussed.

Mr. Beasley reminded the Executive Committee to state their name prior to proposing an item for approval, seconding a motion, or posing a question to ensure that minutes are accurately recorded.

## 2A. Approval of Executive Committee Meeting Minutes – December 8, 2022

Vice-Chair del Valle presented agenda item 2A. December 8, 2022 Executive Committee Meeting minutes for approval.

No questions or comments were presented for consideration.

**Motion** by Mr. Chi to approve the SFWIB Executive Committee meeting minutes from December 8, 2022.

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

## 3. Information – South Florida Workforce Investment Board Vacancies

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented.

Due to the retirement of Mr. Al West and the passing of Dr. Reguerio, there are two vacant positions on the SFWIB, one in the Education category and the other in the Business category.

Mr. Beasley informed members that both public and private institutions should be represented in the Education category of the Board. Given that Florida National University is a private institution of higher education, we should look for a candidate from the same sector to fill the role. A number of private organizations were discussed (i.e., Kaiser, Atlantis, etc.). CSSF staff will forward Board information and invite each institution to submit a candidate for consideration. Responses will be reviewed and considered by the Executive Committee, followed by the full Board.

Similarly, Mr. West's seat represented Business, specifically the hospitality industry. Mr. Beasley explained that his position represented the tourism industry as a whole, rather than any particular hotel chain. Additionally, Mr. Beasley mentioned that he would like to consult the Business Convention Bureau for a possible candidate recommendation. In addition, we can reach out to Wendy Kallergis, President & CEO of the Greater Miami & The Beaches Hotel Association, Connie Kinnard, Vice President of Multicultural Tourism & Development, and/or Lynne Hernandez, South Florida Regional Director, Florida Restaurant & Lodging Association, to ascertain their level of interest or receive suggestions for consideration.

Mr. Beasley noted that he would also contact the Mayor's office to determine if she has any additional recommendations for the aforementioned positions.

There was further discussion around possible candidates for the Business role.

No further comments or suggestions were submitted from the members. Item closed.

#### **4. Information – SFWIB Audit RFQ Update**

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented.

Mr. Beasley began by providing an audit update for fiscal year 2022. The Exit Meeting is scheduled for February 10, 2023, and will be presented to the entire board the following week.

CSSF staff has initiated the selection process for a new external independent auditor. The Request for Quote was issued to solicit bids from prospective contractors on February 7, 2023; the submission deadline is March 17, 2023. The date for the Offeror's Conference is February 17, 2023.

The Finance and Efficiency Council will conduct the Technical Proposal Response Review at the April 20, 2023 meeting. Mr. Beasley explained that members would review and score the proposals – followed by a presentation.

During its meeting on June 15, 2023, the Finance and Efficiency Council will hear formal presentations from respondents; after which, a recommendation will be made to the Board for final approval of the Council's new auditing agency.

Mr. Roth inquired whether the RFQ was distributed to the general public or only to those who expressed interest. Mr. Beasley advised that we no longer have a Bidder's List; all interested parties may respond to RFQs.

The Vice-Chairman del Valle reminded all members to identify themselves before posing a question. Mr. Roth inquired if there is a protocol he should adhere to prior to asking a question. Mr. Beasley proposed using the "Hand Up" feature to alert the group of a potential question or statement. The Chair/Vice-Chair will then call on the member, at which point the host will lower the hand signal.

No further questions or comments were presented for consideration. Item closed.

#### **5. Information – SFWIB Public Relations - Social Media RFQ Update**

Mr. Beasley introduced and further presented on the item.

On January 20, 2022, CSSF staff issued a Request for Proposal (RFP) seeking a single agency capable of providing public relation and social media services.

We wish to enhance our community outreach in the areas of media relations strategies, project management, creative services, website usage/visitor generation, branding, analytics and reporting, crisis communications, and social media management. On 1 February 2023, an Offerors' Conference was held to answer questions from potential respondents regarding the RFP. Twelve potential candidates attended the conference and asked a variety of questions to gain a better understanding of the organization's needs and desires in its search for the ideal candidate.

The submission deadline is at 3:00pm EST on February 22, 2023. Proposals will be evaluated by a staff panel; scores of the top candidates will be disclosed at the March 2023 Public Review Forum.

No further questions or comments were presented for consideration. Item closed.

5. **Approval – Recommendation as to Approval for the Rapid Response Layoff Aversion Update**

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented.

SFWIB staff requests approval to rescind the current Professional Service Agreement (PSA) for the South Florida Progress Foundation serving as a business intermediary and re-allocate the funds to the Greater Miami Chamber of Commerce, Inc.

**Motion** by Mr. Chi moved to approve to rescind the PSA for the South Florida Progress Foundation and re-allocate the funds to the Greater Miami Chamber of Commerce, Inc. Mr. Roth seconded the motion; **item is passed without dissent.**

Ms. Ferradaz inquired about the competitive procurement procedure; is there a justification for the Board's decision to waive the procedure? Mr. Beasley informed us that this is a Sole Source Agreement with GMCC who is serves as our business intermediary.

No further questions or comments were presented for consideration. Item closed.

**New Business**

Mr. Beasley briefed the Executive Committee on a new apprenticeship program with Enterprise Rental Car. In addition, he provided a summary of the presentations scheduled for next week's board meeting.

With no further business presented to the Committee, the meeting adjourned at 9:07 am.