



## SFWIB EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** August 3, 2023

**LOCATION:** Via Zoom: [https://us02web.zoom.us/webinar/register/WN\\_gKA-m86nSZSxCXUhvFhIg](https://us02web.zoom.us/webinar/register/WN_gKA-m86nSZSxCXUhvFhIg)

- 1. CALL TO ORDER:** Vice-chair Mr. del Valle called to order the regular meeting of the SFWIB Executive Committee Meeting at 8:23AM on August 3, 2023.
- 2. ROLL CALL:** 7 members; 4 required; 7 present: Quorum established.

SFWIB EXECUTIVE COMMITTEE MEMBERS PRESENT	SFWIB MEMBERS ABSENT	SFWIB STAFF
Canales, Dequasia (Zoom) del Valle, Juan-Carlos, Vice-Chairman Chi, Joe Ferradaz, Gilda Gibson, Charles, Chair (Zoom) Loynaz, Oscar, M.D. (Zoom) Roth, Thomas "Tom"	None	Beasley, Rick Bennett, Renee Morgan, Ebony Perrin, Yian  <b>ADMINISTRATION/IT</b>
<b>OTHER ATTENDEES</b>		

Mr. Beasley reviewed the housekeeping rules and reminded members to state their name prior to making or seconding a motion so as to be captured plainly on the recording.

Agenda items are displayed in the order they were discussed.

### 2A. Approval of Executive Committee Meeting Minutes – July 13, 2023

Vice-Chairman del Valle presented agenda item 2A. July 13, 2023 Executive Committee Meeting minutes for approval.

**Motion** by Mr. Chi to approve the July 13, 2023 SFWIB Executive Committee meeting minutes.

Mr. Roth seconded the motion; **motion is passed without dissent.**

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

Minutes Prepared by: Ebony Morgan  
SFWIB Executive Committee Meeting  
August 3, 2023, 8:15am

Status: **APPROVED**

Approval date: September 14, 2023

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[Chairman Gibson arrived at 8:26am]

### **3. Information – Florida Workforce System Transformation Plan Overview**

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

Mr. Beasley provided a brief overview of the Florida Workforce System Transformation Plan.

#### **Pillar 1: Alignment & Consolidation**

He reminded the members that CareerSource Florida, in collaboration with Ernst & Young, established and mapped out a plan for consolidating and realigning regions. He reviewed the CareerSource locations across the state that are scheduled for realignment or consolidation. The deadline for this process is June 30, 2024. E&Y and CareerSource will review and finalize new local governance requirements, modifications to Interlocal Agreements, the formation of Consortiums, and new organizational structures during the project's next phase.

CareerSource South Florida has begun discussions with Monroe County Commissioner Lincoln and Peg Elmore, the CEO of the Southwest Florida Board. Ms. Elmore recently traveled to Monroe County to continue transition-related discussions. Additionally, Mr. Beasley informed the Council that the CSSF team has already forwarded LWDB 23's transition plan to the State for review.

#### **Pillar 2: System-wide Improvements**

Mr. Beasley revealed that he is urging the State to examine and evaluate the Automated Monitoring Tool that CSSF has developed and uses daily, in the hopes that it can be implemented statewide. In addition, he encourages the Local Workforce Board Association to implement standardized contract templates to assure uniformity and simplify contract monitoring statewide.

#### **Pillar 3: Regional Planning**

To better serve both employers and job applicants, the state intends to establish at least three regional planning areas that align workforce development activities and resources with larger regional economic development areas and resources.

The Regional Planning Area Policy will be on the agenda of the State Workforce Development Board in September 2023, with the goal of presenting it to the Governor for his signature in December 2023.

It is important to note that since we are currently undergoing a realignment, the State does not require CareerSource South Florida to have regional planning complete until 2025.

Vice Chairman del Valle inquired if any of these processes would have an effect on staff. Mr. Beasley affirmed that he is certain it will, particularly in areas designated for consolidation.

Ms. Ferradaz inquired about the likelihood of a staff reduction in region 23 because of Monroe County's relocation. Mr. Beasley confirmed that there would be no staff reductions because we are not a direct provider in Monroe County.

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

#### **4. Information – Alignment & Consolidation Allocation for Region 23**

Mr. Beasley introduced and further presented the funding allocation, based on areas of substantial unemployment, for Monroe County.

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

[Chairman Gibson introduced himself formally in the record: 8:26 a.m.]

#### **5. Approval – Recommendation as to Approval to Allocate Funds to Reimburse the Florida Department of Commerce (Formerly DEO)**

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented the request to approve the reimbursement of funds to the Florida Department of Commerce.

Mr. Beasley discussed the background of the November 16, 2020-September 1, 2021 U.S. Department of Labor (DOL Employment and Training Administration audit. Mr. Smith elaborated on the reasoning behind each of the findings and the ongoing dialogue with the Florida Department of Commerce. All but one (1) of the six (6) presented findings, Lack of Documented Program and Service Eligibility for Employed Worker Participants, have been resolved; hence, reimbursement is sought for the finding #3.

Mr. Beasley informed the Committee that CSSF would use non-federal unrestricted dollars to pay the disallowed cost. Furthermore, CSSF has put in place a process to reduce the likelihood that future business service training programs may result in potential disallowed costs.

**Motion** by Mr. Chi; Ms. Ferradaz seconded the motion; **item is passed without dissent.**

Mr. Roth inquired about the training provider associated with finding #3. Mr. Beasley responded the organization was the Monroe County Sheriff's Office; WIOA funds were used to reimburse their training expenses.

Mr. Roth inquired further about the unrestricted dollars that will be used to pay the amount due to the Florida Department of Commerce. Mr. Beasley explained that the unrestricted funds are held and used only for disallowed costs and is not a part of the year's budget; however, it is reflected in the annual audit report. Ms. Bennett went on to clarify that the budget reflects the annual allocations made to CSSF by the Florida Department of Commerce.

Ms. Ferradaz continued this line of inquiry by asking why restricted funds are not included in the annual budget. Mr. Beasley explained that this has always been the procedure; he has adhered to the same method since the start of his tenure with CareerSource. In addition, Mr. Beasley clarified that budgeted reserves are used to cover unforeseen expenses. Federal funds cannot be used to reimburse disallowed expenses.

Mr. Roth requested that Ms. Bennett provide the Committee with the two-year balance of the Unrestricted Funds at the next meeting. Ms. Bennett confirmed that she will examine audit reports from the previous two years and provide the information.

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

## **6. Approval – Recommendation as to Approval of the Amended and Restated SFWFIB Bylaws**

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

A draft copy of the amended and restated SFWFIB Bylaws was distributed to all members in advance of today's Executive Committee meeting for questions and comments. Several members of the board and the Miami-Dade County Attorney's Office provided feedback.

Before the group completed a detailed review of the bylaws, Mr. Beasley informed them that everything included is in accordance with WIOA law, Florida State Statutes, or Administrative Polices 091 and 110 from CareerSource Florida.

- Article 1 – No Changes
- Article 2 – No Changes
- Article 3 – No Changes
- Article 4 – Changes
  - Section 4.6: No changes – highlighting that staggered term limits have been added

- Section 4.8: No changes – highlighting that refresher training will be conducted with the Board annually – possibly during the February Board meeting.
- Section 4.9B: Resignations – **CHANGE:** Board and Council meetings will count toward attendance. Members must attend at least four (4) meetings per year.
  - Excused absences are allowed and will not be held against the member; however, the reason for their absence must be communicated prior to the session.
  - Include absence notification from the previous bylaws - members receive a warning letter after two unexcused absences, followed by the Executive Director's recommendation for removal to the Chief Local Elected Official (CLEO). A third absence would imply an automatic removal via voluntary resignation.
    - SFWIB Policy to be developed to ensure members understand the attendance expectations including member communications (what constitutes an excused absence versus an absences), and the types of notifications that may be sent to members throughout their tenure.
    - Per the chat, Ms. Canales would like to include in the policy that the Executive Director will include a copy of the SFWIB policies or procedures related to attendance in effect at the time.
- Article 5 – Changes
  - Section 5.2A Duties of the Chairperson: Add the following language: “The Chair may be removed from office as Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.”
  - Section 5.2D Appointment: Typo; remove the second “term” in the first sentence.
- Article 6 – Changes
  - Section 6.5 Communication Media Technology: Change language state that members may attend meetings via media technology a maximum of three out of the six board meetings.
  - Section 6.6 Attendance: reference section 6.5, however, members can attend two meetings in sequential order, after which they must attend in person.
- Article 7 – Changes
  - Section 8.1: Update numbering
  - Section 8.2: Update numbering
- Article 8 – Changes

○ Section 9.1: Update numbering

Ms. Ferradaz inquired whether the regulations will need to be revised after the transition of Monroe County. Mr. Beasley confirmed that the bylaws and Interlocal Agreement will need to be revised; nevertheless, we are currently updating the bylaws to ensure compliance with the State. Once the transition is complete, we will only need to remove Monroe County, but the majority of the work has already been completed.

Chairman Gibson stated that he believes it is too lenient to remove a member after three absences. Problematic are members who do not communicate their incapacity to attend, even via Zoom, should not be given additional chances to remain a part of the Board.

Members discussed and clarified that:

- Majority vote is required to expand the list of excused absences.
- In the absence of a Chair, the Vice-Chair does not automatically assume the position. The position will be appointed based on the vote of the members with voting privileges at the time.
- Members recently added to the Board will begin their terms on a new/different date to establish staggered terms.

Changes approved during today's Executive Committee meeting will be sent to the full board today to ensure members have 14 days to review in advance of the August 17<sup>th</sup> SFWIB Meeting (updates will be highlighted).

**Motion** by Ms. Ferradaz to approve the draft bylaws with amendments by the SFWIB Executive Committee; Chairman Gibson seconded the motion; **item is passed without dissent.**

In response, Mr. Roth requested that the item be postponed until a red-lined version of the previous ordinances is received and reviewed. Mr. Beasley explained that we are currently out of compliance. In order for the bylaws to be approved at the August 2023 board meeting, we will need to finalize the draft and submit it to the Board for review and feedback with sufficient lead-time to allow for a 14-day comment period. The next Executive Committee meeting may also need to be moved up by one week to facilitate this schedule.

All SFWIB members will receive copies of the old bylaws, the Interlocal Agreement, and the amended and restated bylaws for review and comment.

Additionally, Mr. Roth requested a roster of members who may be affected by the 8-year term limit. Mr. Beasley explained that, following the departure of the SFWIB Agenda Clerk, we were unable to access previous board records to determine when members were first appointed. The original dates on which Mayor Cava appointed members may serve as a guide for this procedure.

Mr. Roth suggested, as an alternative to establishing a maximum number of meetings that could be attended via Zoom, that members cannot attend more than two (2) Zoom meetings consecutively; otherwise, they must be present in person. Vice-Chairman del Valle agrees with this approach as there are numerous reasons why members may need to attend remotely, and this allows for the necessary flexibility.

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

### **New Business**

Vice-Chair del Valle provided an update on the Cybersecurity Summer Camp program at Miami High. Thirty-seven (37) students were enrolled as a part of Project 502, an initiative by the National Security Agency with a goal of creating a pathway into a career in Cybersecurity. Because many students did not have a laptop during last year's program, CSSF donated laptops for each student to use throughout the class. The laptops remain at the school for next year's cohort.

Mr. Beasley added that CSSF will be launching the Women in Tech initiative. Comcast has donated 40 laptops and internet access for the use of all participants. He added that CSSF staff would be sending invites to the members to ensure they are aware of the numerous events in which the Board is involved. We will continue to monitor participation going forward.

With no further business presented to the Committee, the meeting adjourned at 9:56 am.