



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2A

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: February 27, 2014 at 9:30AM
 Doubletree by Hilton Miami Airport Hotel –
 Convention Center, 2nd floor
 711 NW 72nd Avenue
 Miami, Florida 33126

SFWIB MEMBERS IN ATTENDANCE	SFWIB MEMBERS NOT IN ATTENDANCE	
<ol style="list-style-type: none"> 1. West, Alvin, <i>Chairperson</i> 2. Piedra, Obdulio, <i>Vice-Chairperson</i> 3. Brown, Clarence 4. Chi, Joe 5. Datorre, Roberto 6. Diggs, Bill 7. DuBois, Victoria (non-voting) 8. Ferradaz, Gilda 9. Fils-Aime, Sr., Daniel 10. Garza, Maria 11. Gibson, Charles 12. Huston, Albert Jr. 13. Marinelli, Frederick 14. Montoya, Rolando 15. Perez, Andre 16. Rod, Denis 17. Roth, Thomas 18. Scott, Kenneth 19. Socorro, Ivonne 20. Regueiro, Maria C 21. Talbert, Gregg 22. Walker, Wanda 23. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 24. Adrover, Bernardo 25. Arboleda, Carlos J. 26. Brecheisen, Bruce 27. Bridges, Jeff 28. Carpenter, Willie 29. Clayton, Lovey 30. del Valle, Juan-Carlos 31. Gazitua, Luis 32. Jordan, Barbara 33. Ludwig, Philipp 34. Manning, Anne 35. Manrique, Carlos 36. Russo, Monica 	<p>SFW STAFF</p> <p>Beasley, Rick Almagro, Olivia Almonte, Ivan Alonso, Gus Butkowski, Dennis Garcia, Christine Gomez, Maria Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Santis, Elizabeth Smith, Marian</p> <p>Assistant County Attorney</p> <p>Joni Mosley Miami-Dade County Attorney’s office – SFWIB’s Legal Counsel</p>

ATHER ATTENDEES	
Andrade, Leslie – Future Tech Institute, Inc.	Lopez, Sonia – <i>Cuban National Council, Inc.</i>
Barroso, Lupe – <i>Cuban National Council, Inc.</i>	Malony, Arnold – <i>Arbor E&T, Rescare</i>
Colena, Carol – <i>CBT College</i>	Mendez, Mendez – <i>Community Coalition, Inc.</i>
Cooper, James – <i>New Horizons</i>	Michelle, Mendez – <i>Life Line Med Training</i>
Diaz, Maria – <i>Metropolitan</i>	Moncada, Ana G – <i>Future-Tech Institute, Inc.</i>
Farinas, Irene – <i>Adult Mankind Organization</i>	Moncada, Eduardo – <i>Future Tech Institute, Inc.</i>
Faughaner, Maria – <i>New Professions Technical Institute (NPTA)</i>	Moncada, Ivy – <i>Future Tech Institute, Inc.</i>
Flores, Oscar – <i>American Advance Technology Institute</i>	Perez, Chris - <i>The Academy</i>
Fraga. Monica – <i>Community Coalition, Inc.</i>	Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>
Frances, Marcos – <i>Transition, Inc.</i>	Rams, Marilyn – <i>AARP Foundation</i>
Garcia, C – (Unknown)	Raymond, Adrian – <i>UNIDAD of Miami Beach</i>
Garcia, Pedro – <i>UNIDAD of Miami Beach</i>	Rodances, Carlos – <i>New Horizons, Inc.</i>
Gavira- Lopez, Beatriz – <i>SER Jobs for Progress, Inc.</i>	Rodriguez, Tania – <i>Academy South Florida</i>
Gilbert, David – <i>City of Miami</i>	Scott, Don – <i>KRC Corporation</i>
Gonzalez, Ana – <i>City of Hialeah</i>	Someillan, Ana – <i>Adult Mankind Organization, Inc.</i>
Gonzalez, Mike – <i>Community Technological Institute of Miami</i>	St. Fleur, Betina– <i>The Academy of South Florida</i>
Hernandez, Florida – <i>Lifeline Med Training</i>	St. Jean, Donard – <i>Dade Institute Technology</i>
Herbecy, K – <i>KRA Corporation</i>	Velez, Paulina – <i>Youth Co-Op, Inc.</i>
Lieburn, Ray – <i>Cuban National Council</i>	Vincent, Yanithe – <i>Hebron Technical Institute</i>

Agenda items are displayed in the order in which they were discussed.

1. Call to Order and Introductions

SFWIB Chairman, Alvin West called the meeting to order at 9:21am, asked all those present introduce themselves and noted that all approval items would first be discussed. Quorum had been achieved.

[Mr. Bill Diggs arrived]

2.a. Approval of SFWIB Meeting Minutes December 19, 2014

Dr. Denis Rod moved the approval of December 19, 2014 meeting minutes. Motion seconded by Ms. Gilda Ferradaz; **Motion Passed Unanimously**

5. Executive Committee

5.c. Recommendation as to Approval to Accept Local Veteran Employment Program Supplemental Funds

Chairman West introduced the item and Executive Director Rick Beasley further discussed, noting the Executive Committee's recommendation for the Board's approval to accept \$18,701 in local veteran employment program supplemental funds.

Vice Chairman Obdulio Piedra moved the approval to accept local veteran employment program supplemental funds. Motion seconded by Dr. Denis Rod: **Motion Passed Unanimously**

Mr. West wanted to ensure that all items brought before the Board for approval at today's meeting, had been reviewed and recommended by appropriate committees. Mr. Beasley confirmed.

5.d. Recommendation as to Approval to Accept Emergency Unemployment Compensation Program Supplemental Funds

Chairman West introduced the item. Mr. Beasley further discussed, noting the Executive Committee's recommendation for the Board's approval to accept \$46,794 in emergency unemployment program supplemental funds.

Mr. Andy Perez moved the approval to accept emergency unemployment compensation program supplemental funds. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

5.e. Recommendation as to Approval to Adjust the 2013-14 Budget for the Actual Carry-Forward Dollars and Allocate Carry-forward Funds

Chairman West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to adjust the 2013-14 Budget for the Actual Carry Forward Dollars and Allocate Carry-forward Funds.

Dr. Rolando Montoya moved the approval to adjust the 2013-14 budget for the actual carry-forward dollars and allocate carry-forward funds. Motion seconded by Mr. Albert Huston; **Further discussion(s):**

Prior to Mr. Marinelli stepping out the meeting room, he'd asked whether this is a reallocation of funds and questioned whether there had been a quorum to approve this item. Mr. Beasley clarified the quorum procedure into record.

Item tabled until a quorum reestablished

5.f. Recommendation as to Approval to the Authorization for staff to release an RFP for the Selection of Workforce Services Providers

Chairman West introduced the item and Mr. Beasley further presented, noting the Executive Committee's request for the Board's approval to release a RFP to provide Workforce Services for Program Year (PY) 2014-15.

[Gregg Talbert arrived]

[Dr. Maria Regueiro arrived]

Ms. Maria Garza moved the approval to authorize staff to release an RFP for the selection of workforce service providers. Motion seconded by Mr. Charles Gibson; **Further Discussion(s):**

Mr. Diggs asked whether the request to release an RFP is to replace current contractors and Mr. Beasley further explained. Mr. Diggs further asked whether staff would reach out to small businesses to encourage them to submit proposals. Mr. Beasley responded and noted that currently, there are a total of six (6) CareerSource South Florida contractors that provide employment services. Mr. Diggs asked whether they are local contractors and Mr. Beasley further explained. Mr. Perez asked whether the location and population details are included in the terms of the RFP and Mr. Beasley explained.

Mr. Perez asked whether the RFP is linked to specific locations within Miami-Dade and Monroe Counties. Mr. Beasley further explained.

Motion Passed Unanimously

[The Board resumed to the discussion and approval of item 5e]

[Mr. Marinelli stepped out of the meeting room]

5.e. Recommendation as to Approval to Adjust the 2013-14 Budget for the Actual Carry-Forward Dollars and Allocate Carry-forward Funds

Mr. Perez inquired about the funding process and Mr. Beasley explained that this agency uses a first in, first out method.

[Mr. Joe Chi arrived]

Motion Passed Unanimously

[Mr. Marinelli returned]

5.g. Recommendation as to Approval to Authorize staff to Release an RFP for the Selection of Youth Services Providers

Chairman West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to authorize staff to release an RFP for the Selection of Youth Service Providers.

Mr. Kenneth Scott moved the approval to authorize staff to release an RFP for the selection of Youth Service Providers. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

5.h. Recommendation as to Approval to Accept Unemployment Compensation Program Supplemental Funds

Chairman West introduced the item and Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to accept \$14,000.00 in Emergency Unemployment Supplemental Funds.

Dr. Rolando Montoya moved the approval to accept unemployment compensation program supplemental funds. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

5.i. Recommendation as to Approval to Accept DEO Project Connect Supplemental Funds

Chairman West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to accept \$14,474.00 in emergency employment and re-employment services supplemental funds.

Ms. Gilda Ferradaz moved the approval to accept \$14,474.00 in emergency employment and re-employment services supplemental funds. Motion seconded by Mr. Albert Huston; **Further Discussion (s):**

Mr. Gibson requested staff further explain the Project Connect program and Mr. Beasley provided additional details.

Motion Passed with Unanimous Consent

[Dr. Rolando Montoya stepped out the meeting room]

6. Youth Council

6.a. Recommendation as to Approval of the Allocation of Youth Funds to the Future Bankers Training Program

Chairman West introduced the item and Youth Council Chairman, Clarence Brown further presented noting the Council's recommendation for the Board's approval to allocate additional youth funding in an amount not to exceed \$10,000.00 to support the Miami-Dade College Future Bankers Training Program. He additionally noted that the Council approved to waive the competitive procurement process.

Mr. Joe Chi moved the approval of the allocation of youth funds to the future bankers training program. Motion seconded by Dr. Denis Rod; **Further Discussion(s):**

Mr. Talbert requested this program be implemented in Monroe County. Vice-Chairman Piedra concurred, moreover requesting staff confirm the budgeted amount for the training program. Both Mr. Beasley and Chairman West responded that the total amount is \$67,800, which includes matching funds from the following sponsors:

- City National Bank
- Community Bank of Florida
- Intercredit Bank
- Mercantil Commerce Bank
- Popular Community Bank

- Professional Bank

[Mr. Roberto Datorre arrived]

Vice-Chairman Piedra shared a testimonial speech regarding a student that participated in the program, and encouraged board members to participate in the next graduation session.

Chairman West inquired about the number of placements.

Mr. Chi commended staff, Miami Dade College and Board for implementing this program, as he announced that Miami Florida has the second largest international banking sector.

Mr. Roth briefly commented on the program, and then requested Mr. Beasley explain the purpose for waiving the competitive procurement process.

[Mr. Montoya returned]

7. Workforce Services Improvement Committee

7.a. Recommendation as to Approval of an Allocate \$75,984 in National Emergency Grant OJT Funds

Chairman West introduced that item. WSI Committee Chairman Daniel Fils-Aime, Sr. further discussed the Committee's recommendation for the Board's approval to allocate \$75,984 in NEG OJT funds.

Mr. Daniel Fils-Aime moved the approval to allocate \$75,984 in NEG OJT funds. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

[Mr. Frederick Marinelli stepped out of the meeting room]

7.b. Recommendation as to Approval of an Acceptance and Allocate Refugee Employment and Training Funds.

Chairman West introduced item. Mr. Fils-Aime further discussed noting the Committee's recommendation for the Board's approval to accept and allocate fund to refugee employment service providers.

Mr. Bill Diggs moved the approval to accept and allocate funds to Refugee Employment Service Providers. Motion seconded by Mr. Daniel Fils-Aime; **Further Discussion(s):**

Mr. Diggs asked whether the centers are strategically located in the various areas throughout Miami-Dade County to assist the varied groups of refugees, specifically mentioning the Haitian community. He wanted to ensure this agency is not solely focused on providing refugee services to one particular group, but all refugees that qualify. Both Mr. Beasley and SFWIB Programs Manager, Juan Hernandez responded to his concerns. Mr. Diggs requested a report showing a breakdown of the refugees served. However, staff responded that this information was not readily available. Mr. Diggs subsequently requested a detailed report be provided to the Board at a later date. Mr. Fils-Aime explained to the Board that this concern had also been discussed at the Workforces Services Committee meeting.

Mr. Piedra shared with the Board his recent experience visiting one of the centers that provides refugee services and he was amazed at the diverse ethnic groups that migrate in the U.S. Mr. Beasley added that Miami has the largest population of refugees.

Ms. Garza recommended including the definition of the term, “refugee” in the refugee services report. Ms. Ferradaz also recommended including information regarding refugee status.

Mr. Datorre asked whether there are any career centers located in the Little Haiti area. Mr. Beasley responded. Mr. Datorre recommended having more “presence” in that area so that residents are aware of the various services provided by CareerSource South Florida. He also recommended this agency work with the local agencies within that particular area. Mr. Fils-Aime explained that there are several Community Based Organizations (CBOs) within the Little Haiti Area that CSSF could partner with.

Dr. Montoya concurred with both Ms. Garza and Ms. Ferradaz’s recommendations emphasizing the importance of providing accurate comparisons, specifically requesting that the report include information regarding current refugees that are qualified and served in comparison to those that are qualified, but have not been served.

Vice- Chairman Piedra called a question.

Motion passed with one (1) opposition.

[Mr. Frederick Marinelli returned to the meeting room]

8. Economic Development & Industry Sector Committee

8.a. Recommendation as to Approval of New Training Vendors and Programs

Chairman West introduced the item. EDIS Committee Chairman further discussed, first noting that a quorum had not been achieved at today’s Committee meeting. For this reason, he recommended the Committee be restructured.

Subsequently, he noted that the consensus of the Committee recommended the approval of this item for the following training vendors and programs:

Community Technology Institute of Miami

- Message Therapy, Diploma
- Mental Health Technician, Diploma

Future-Tech Institute, Inc.

- Computer Business Applications, Diploma
- Medical Assistant, Diploma

Hebro Technical Institute, Inc.

- Medical Assisting Diploma
- Medical Coding & Billing, Diploma
- EKG Monitor Technicians, Diploma

Mr. Andy Perez moved the approval of training vendors and programs. Motion seconded by Dr. Denis Rod; **Further Discussion(s):**

Mr. Manrique inquired about the actual budget for the branding changes. Chairman West responded that this information would be explained more in detail during the discussion of the next item.

Motion Passed with Unanimous Consent

The Board briefly discussed the transition of the new name to CareerSource South Florida. Mr. Beasley explained to the Board that although this agency's name has changed to CareerSource South Florida, the legal name still remains as South Florida Workforce Investment Board.

[Mr. Bill Diggs stepped out of the meeting room]

Mr. Piedra requested staff provide additional information on the Consumer Report Card. Mr. Beasley recognized American Advance Technical Institute, The Academy and New Horizons for meeting placement and/or exceeding placement standards.

Mr. Perez briefly presented the consumer report card and recommended that the refugee report be similar, showing return on investments. Mr. Beasley explained that the same report is presented in the same manner for refugee services, which is called the balanced scorecard.

5.a. Information – Financial Reports

5a.i November 2013

Chairman West introduced the item and Mr. Beasley further discussed the accompanying notes to the financial report (unaudited) for the period of July 1, 2013 through November 30, 2013:

[Mr. Diggs returned to the meeting room]

November 2013

Revenues:

- WIA - \$961,099 increase
- DEO Pass-through - \$77,500 increase

Expenses:

Adult Services - \$100 transfer

Refugee Services - \$53,721 increase

Unallocated Funds - \$984,878 increase

Training and Support Services - \$100,000 transfer

Other Programs & Contracts - \$200,000 increase

Mr. Roth requested additional information regarding Gulf Coast and Mr. Beasley provided details.

5a.ii. December 2013

Mr. Beasley also reviewed the following accompanying notes to the financial report for the period of July 1, 2013 through December 31, 2013

Budget Adjustments

- \$2,494,909 accrued

Explanation of Significant Variances

1. Training and Support Services – low 15.3% vs 50%
2. Other Programs & Contracts – low 10.3% vs. 50%

Mr. Perez requested additional information regarding obligated dollars for ITAs.

5.b. Information – Cash Reconciliations

5b.i December 2013

5b.ii. January 2014

Mr. West presented the item.

No further questions or discussions.

3. Chairman's Report

Mr. West briefly presented his report regarding the branding changes, moreover presenting a video. He thanked Mr. Beasley and staff for a successful CareerSource South Florida branding launch event held on February 10th at CSSF's North Miami Beach Career Center.

Vice-Chairman Piedra applauded this region for having six (6) consecutive years of clean audits. Mr. Datorre also acknowledged CSSF's service and training partners as well. Mr. Chi also commended Mr. Beasley and staff for their great work.

Mr. Beasley extended his thanks and gratitude to Assistant Director, Marian Smith and IT Manager, Liz Santis.

Dr. Montoya requested staff confirm whether the members of this Board are called CareerSource South Florida Board or South Florida Workforce Investment Board. Mr. Beasley explained that this agency's legal name is South Florida Workforce Investment Board. However, the brand of this agency is CareerSource South Florida. Dr. Montoya asked whether there are any plans to change the legal name and Mr. Beasley responded. Chairman West added that the members of this Board are called members of CareerSource South Florida. He moreover requested the Assistant County Attorney, Joni Mosely to verify whether this agency can solely carry the new name moving forward.

Chairman West moreover discussed the 2014 National Flight Academy, noting that this year's participants will be provided internships. Mr. Beasley also presented and requested the Board's assistance with finding internship opportunities. Subsequently, he challenged each board member to identify five (5) internships for this year's National Flight Academy students.

Mr. Talbert asked whether the students would be encouraged to participate in the field of aviation and he inquired about the various career opportunities within the aviation field.

Ms. Zewadski-Bricker had asked additional information regarding the internships.

[Ms. Gilda Ferradaz left the meeting room]

Mr. Huston inquired about the age groups and both Mr. Beasley and Mr. Hernandez responded grades 9th, 10th, and 11th.

Mr. Piedra shared with the Board his experience when he toured the National Flight Academy.

[Mr. Al Huston left the meeting room]

Mr. West requested staff provide a report detailing internship requirements, duration, and cost for paid and unpaid internships.

Mr. Chi asked whether staff reached out to Miami International Airport for potential internships. Mr. Beasley responded, "Yes". He also noted that staff contacted representatives of Baker Aviation School for potential partnership.

Prior to meeting adjournment, Mr. Fils-Aime invited all to the Haitian Historical Museum and Archives Grand Opening Reception of GENESIS: The Idea of Origin in Haitian History on Thursday, February 27, 2014 at 6:30pm.

Deferred item(s):

4. Executive Director's Report

There being no further business to come before the Board, the meeting adjourned at 11:55am.