



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2A

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: December 19, 2013 at 9:30AM

Camillus House

1603 NW 7th Avenue, Building B

Miami, Florida 33136

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

ATHER ATTENDEES

<p>Alexis, Patricia – <i>Alexis Institute</i></p> <p>Barroso, Lupe – <i>Cuban National Council, Inc.</i></p> <p>Beary, Katter – <i>KRA Corporation</i></p> <p>Blandet, Lillian – <i>City of Miami</i></p> <p>Brown, Delphine – <i>Youth Co-Op, Inc.</i></p> <p>Cambronne, Robert – <i>Youth Co-Op, Inc.</i></p> <p>Chambrot, Jason – <i>Dade Medical College</i></p> <p>Cepeda, Margarita – <i>UNIDAD</i></p> <p>Colena, Carol – <i>CBT College</i></p> <p>Cooper, James – <i>New Horizons</i></p> <p>Cruz, Teresa – <i>Youth Co-Op, Inc.</i></p> <p>Denova, Delvin – <i>UNIDAD</i></p> <p>F. Maria – <i>NPTI</i></p> <p>Farinas, Irene – <i>Adult Mankind Organization</i></p> <p>Flores, Oscar – <i>American Advance Technology Institute</i></p> <p>Franco, Marcos – <i>Transition, Inc.</i></p> <p>Gavira- Lopez, Beatriz – <i>SER Jobs for Progress, Inc.</i></p>	<p>Gonzalez, Ana – <i>City of Hialeah</i></p> <p>Hernandez, Florida ± <i>Lifeline Med Training</i></p> <p>Malony, Arnold – <i>Arbor E&T, Rescare</i></p> <p>Mendez, Mendez –</p> <p>Michelle, Mendez – <i>Life Line Med Training</i></p> <p>Perez, Pablo J. – <i>Advance Science Institute</i></p> <p>Quiros, Vivian – <i>Sullivan & Cogliano Training Center, Inc.</i></p> <p>Rodances, Carlos – <i>New Horizons, Inc.</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>Sante, Alicia ± <i>Youth Co-Op, Inc.</i></p> <p>Scott, Don – <i>KRC Corporation</i></p> <p>Someillan, Ana – <i>Adult Mankind Organization, Inc.</i></p> <p>St. Jean, Donard – <i>Dade Institute Technology</i></p> <p>Subirana, Maria – <i>City of Hialeah</i></p> <p>Thompson, Nancy ± <i>Arbor E&T ± Rescare</i></p> <p>Thopkins, Ronald ± <i>Watson Rice, LLC</i></p>
--	--

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.

5. Executive Committee

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

Mr. West introduced the item. Executive Director, Rick Beasley further discussed and read the item into record, noting the Executive Committee’s recommendation for the Board’s approval to

accept \$5,400 in employment compensation program and re-employment supplemental funds.

Mr. Joe Chi moved the approval to accept employment compensation program supplemental funds. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

5.d. Recommendation as to Approval to Accept Wagner- Peyser Program Funds

Mr. West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to accept \$77,500 in Wagner-Peyser Program funds.

Mr. Joe Chi moved the approval to accept the Wagner-Peyser Program Funds. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

5.e. Recommendation as to Approval to Allocate Refugee Program Funds (Carried Over from 10/17/13 SFWIB Meeting)

[Mr. Carlos Manrique arrived]

Mr. West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to allocate refugee program funds and referenced the City of Hialeah's contract which requires a two-thirds vote.

Dr. Denis Rod moved that approval to allocate refugee program funds. Motion seconded by Mr. Luis Gazitua; **Motion Passed Unanimously**

7. Youth Council

7.b. Recommendation as to Approval of an Allocation to the National Flight Academy ± Explore Ambition Program from Miami-Dade County /Public School Students (Carried Over from 10/17/13 SFWIB Meeting)

7.c. Recommendation as to Approval of an Allocation to the National Flight Academy ± Explore Ambition Program for Monroe County School District Students (Carried Over from 10/17/13 SFWIB Meeting)

Mr. West introduced the above items. Youth Council Chairman Clarence Brown further discussed, noting the Committee's recommendation for the Board's approval to allocate funding in an amount not to exceed \$100,000 to the National Flight Academy Explore Ambition Program for Miami-Dade Public School and Monroe County School District students.

Mr. Gregg Talbert moved that approval of the allocation to the National Flight Academy Explore Ambition Program for Miami-Dade County Public School and Monroe County School District students. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

7.a. Recommendation as to Approval of an Extension to the Miami-Dade County Internship
3URJUDPVRPSOHWLRQWHBUULHG2YHUIURP6);,0HHWLO

Mr. West introduced that item. Mr. Brown announced that he would recuse himself from discussing and approving the item, due to a potential conflict. He then stepped out of the meeting room and SFWIB Vice Chairman Obdulio Piedra further presented the item on his behalf.

[Ms. Wanda Walker stepped out of the meeting room]

[Ms. Maria Garza stepped out of the meeting room]

[Mr. Clarence Brown stepped out of the meeting room]

Mr. Jeff Bridges moved the approval to extend the youth participants program end date for the Miami-Dade County Internship Program from October 31, 2013 to December 31, 2013. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

[Ms. Walker returned]

[Ms. Garza returned]

[Mr. Brown returned]

8. Workforce Services Improvement Committee

8.a. Recommendation as to Approval of the Workforce Services Balanced Scorecard Standard and Performance Measures (Carried Over from 10/17/13 SFWIB Meeting)

Mr. West introduced the item and WSI Committee Chairman Daniel Fils-Aime, Sr. further discussed.

Mr. Joe Chi moved the approval of the revised Workforce Services Balanced Scorecard and have Workforce Services contractors meet at least 65% of the PY 2013-14 Balanced Scorecard performance measures for renewal and/or future contract consideration. Motion seconded by Dr. Denis Rod; **Further Discussion(s):**

Mr. Manrique requested staff explain the difference between the proposed recommendation and current performance measures. Mr. Beasley provided details.

Motion Passed with Unanimous Consent

[Dr. Rolando Montoya stepped out of the meeting room]

[Mr. Manrique stepped out of the meeting room]

[Ms. Garza stepped out the meeting room]

8.b. Recommendation as to Approval of the Refugee Short Term Training: Miami Dade College Hospitality Program (Carried Over from 10/17/13 SFWIB Meeting)

Mr. West introduced the item. Mr. Fils-Aime further discussed, noting the Committee's recommendation for the Board's approval to allocate up to \$50,000 in Refugee Employment & Training (RET) Program funds to train up to sixty (60) RET participants in Hospitality Management at Miami Dade College (MDC).

Dr. Denis Rod moved the approval to allocate up to \$50,000 in RET Program funds to train up to 60 RET participants in Hospitality Management at MDC. Motion seconded by Mr. Juan Carlos del Valle; **Further Discussion(s):**

Ms. Russo asked whether the hospitality and hotel workers union had been involved in the process. Mr. Beasley responded that they had not. However, he noted that moving forward staff will invite them to participate.

Mr. Perez asked whether participants would receive certificates after completing the training. Mr. Beasley further explained. He additionally noted that the ultimate goal is training related placements. Mr. Perez requested information regarding current partnerships with Miami Dade College and Mr. Beasley responded that a few hotels in the Downtown Miami area have partnered with Miami Dade College Hospitality Institute.

Mr. Chi inquired about access points for this program and Mr. Beasley responded via refugee service providers.

Motion Passed with Unanimous Consent

8.c. Recommendation as to Approval of the Refugee Short Term Training: Miami Dade County Public Schools ~~Automotive~~ Program (Carried Over from 10/17/13SFWIB Meeting)

Mr. West introduced the item and Mr. Fils-Aime further discussed and read the item into record, noting the Committee's recommendation for the Board's approval to allocate up to \$50,000 in Refugee Employment & Training Program (RET) funds to train up to 60 RET participants in Automotive Technicians at Miami-Dade County Public Schools (M-DCPS).

Ms. Ann Manning moved the approval of the refugee short term training Miami-Dade County Public Schools – Automotive Program. Motion seconded by Mr. Luis Gazitua; **Further Discussion(s):**

Mr. Perez asked whether SFW's training providers were given the opportunity to bid on this contract. Mr. Beasley further explained.

[Mr. Manrique returned]

[Dr. Montoya returned]

[Ms. Maria Garza returned]

[Mr. Charles Gibson left]

8.d. Recommendation as to Approval of the Refugee Short Term Training: American Advanced Technician Institute ~~Automotive~~ Program (Carried Over from 10/17/13 SFWIB Meeting)

Mr. West introduced the item. Mr. Fils-Aime further discussed and read the item into record, noting the Committee's recommendation for the Board's approval of the refugee short term training: American Advanced Technician Institute – Automotive Program.

Mr. Thomas Roth moved the approval of the refugee short term training: American Advanced Technician Institute – Automotive Program. Motion seconded by Mr. Lovey Clayton; **Motion Passed Unanimously**

8.e. Recommendation as to Approval of the Acceptance of \$961,099 in WIA Dislocated Worker Program Supplemental Funds

Mr. West introduced the item. Mr. Fils-Aime further discussed and read the item into record, noting the Committee's recommendation for the Board's approval to accept \$961,099 in WIA Dislocated Worker Program Supplemental Funds.

Mr. Jeff Bridges moved that approval to accept \$961, 099 in WIA Dislocated Worker Program Supplemental Funds. Motion seconded by Mr. Joe Chi. **Motion Passed Unanimously**

8.f. Recommendation as to Approval of the Acceptance of \$14,474 in Emergency Employment and Re-Employment Services Supplemental Funds

Mr. West introduced the item and Mr. Fils-Aime further discussed noting the Committee's recommendation for the Board's approval to accept \$14,474 in Emergency Employment and Re-Employment Services Supplemental Funds.

Mr. Jeff Bridges moved the approval to accept \$14,474 in Emergency Employment and RE-Employment Services Supplemental Funds. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

9. Economic Develop and Industry Sector Committee

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

Mr. West introduced the item and EDIS Committee Chairman further discussed.

Mr. Roberto Datorre moved the approval of New Training Vendors and Programs. Motion seconded by Mr. Luis Gazitua; **Motion Passed Unanimously**

2.a. Approval of SFWIB Meeting Minutes August 15, 2013

Ms. Monica Russo moved the approval of August 15, 2013 meeting minutes. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

2.b. Approval of SFWIB Meeting Minutes October 17, 2013

Ms. Monica Russo moved that approval of October 17, 2013 meeting minutes. Motion seconded by Ms. Wanda Walker; **Motion Passed Unanimously**

6.c. Recommendation as to Approval of the PY2012-13 Fiscal Audit

Mr. Piedra introduced Mr. Ronald Thompkins of TCBA Watson Rice, LLP who appeared before the Board and presented the Program Year (PY) 2012-13 Fiscal Audit.

[The Board momentarily proceeded to the next item.]

6.d. Recommendation as to Approval to Implement ACH Capabilities and Revise Accounting Procedures

Mr. Piedra presented and recommended the approval to implement ACH capabilities and revise accounting procedures.

Mr. Chi asked whether there are any safeguards in place to insure that all ACH transactions are accurate. Mr. Gus Alonso provided further details noting that both the Executive director and Assistant Director will continue to be involved in the review and approval processes.

Mr. Joe Chi moved the approval to implement ACH capabilities and revise accounting procedures. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

6. Audit Committee

6.a. Information ~~Financial~~ Reports

6.a.i. October 2013

6.b.i. November 2013

Mr. West introduced the item. Mr. Piedra further discussed and reviewed with the Board the financials.

[The Board resumed to item # 6c.]

Mr. Jeff Bridges moved the approval of the PY 2012-13 Fiscal Audit. Motion seconded by Ms. Edith Zewadski-Bricker; **Motion Passed Unanimously**

Mr. Jeff Bridges requested a copy of the fiscal report.

Mr. West announced that this is the 6th year SFW received clean audits. And he thanked staff for their hard work and dedication. He also thanked the Audit Committee for their thorough review and approval.

Mr. Roth requested clarification regarding the approval of this item, as he wanted to know whether this is the final audit fiscal report, and if so, whether the Board should receive a copy of the final report. He had been advised that a final report would be provided to the members at a later date.

Dr. Montoya requested staff's assurance that there would be no additional changes made to the report after the Board approves it. Mr. West concurred. However, any additional changes must be brought before the Audit Committee for review and approval to recommend to the full Board.

Accordingly, Motion had been rescinded by originator (Mr. Jeff Bridges) and a new motion was duly made with the above recommendations. Motion Seconded by Ms. Zewadski-Bicker; **Further Discussion(s):**

Ms. Zewadski-Bricker requested staff also clarify into record that the Board is simply accepting the audit and not approving it.

Mr. Bridges recommended that in the future, a report be provided in advance to all members.

Mr. Piedra advised the members that the next step is to submit a copy to the state.

Motion Passed with Unanimous Consent

6.b. Information ~~Cash~~ Reconciliations

Mr. Piedra presented the item.

No further questions or discussions.

4. (HFWLYHLUHFWRU) 5HSRUW

Mr. Beasley presented his report and each member received a copy. The report contained information regarding: (1) Federal – Budget Appropriation; (2) Local – SFWIB 2014 Meeting Calendar; (3) SFWIB Annual Report. He additionally thanked his two Assistant Directors, Marian Smith and Gus Alonso for their hard work.

3. &DLUPDQ 5HSRUW

Mr. West briefly announced that effective January 1st, Dr. Rolando Montoya will be one of Federal Reserve Bank of Atlanta- Miami Branch newest board member.

Mr. Chi also congratulated Dr. Denis Rod who was recently hired as the New Correspondent for CNN International.

Dr. Rod expressed his gratitude and appreciation to Ms. Teresa Cruz of the Little Havana Career Center for her hard work and dedication.

9. Strategic Planning Session

Mr. West introduced the item and asked Mr. Perez to share his views on next year's potential impacts to Florida's regional workforce board budgets. Mr. Beasley further presented the 2013 -2014 Strategic Plan by discussing the following:

- Purpose
- Goal
- Unemployment/Allocation
- Funding Allocation
- Historical Perspective
- Current Footprint and Regional Geographical Profile
- Mystery Shopper Report Presentation
- Allocation Projections

With regards to the Allocations, Mr. Perez asked whether it includes Temporary Assistance for Needy Family funds (TANF). Mr. Beasley responded, "Yes".

Mr. Beasley later introduced Ms. Lakeesha Morris of Bel Tower Consulting Group who appeared before the Board and presented.

Mr. Piedra emphasized the importance of having standardized services across career centers.

Mr. West requested additional feedback regarding the signage at each career center, as he wanted to ensure that signs are properly placed considering the fact that SFW will soon change its name to CareerSource South Florida.

Mr. Piedra requested additional information regarding volunteers at the career centers. Both staff and Ms. Morris explained. He also inquired about the lack of services for veterans too.

Mr. Perez inquired about staff volunteers and their job duties. Staff provided an update.

Mr. West emphasized the importance of providing quality and compassionate services at the career centers, additionally stressing that staff be more empathetic, concerned and willing to go above and beyond the level of service to each client that comes to the career center.

Mr. West inquired about the profiles of clients coming into the career centers on a daily basis. He also wanted to ensure there are sufficient staffs fluent in the primary languages (English, Spanish, and Creole).

Mr. West asked whether customer service training is provided to staff. Mr. Beasley explained that there's a standard policy in place.

Mr. Piedra inquired about ITA training as well.

Mr. Wet inquired about having a career service center model to ensure the same levels of services are provided across career centers.

Prior to concluding the meeting, Mr. Piedra thanked Dr. Paul R. Ahr, President & CEO of Camillus House for his great hospitality. Dr. Ahr shared a few words with the Board giving a brief history on how Camillus House was first founded.

There being no further business to come before the Board, the meeting adjourned at 10:44am.