



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2A

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: August 20, 2015 at 9:30AM

Doubletree Hotel – Convention Center
 711 N.W. 72nd Avenue
 Miami, FL 33126

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

OTHER ATTENDEES		
<p>Acedo, Maleidy – <i>Youth Co-Op, Inc.</i></p> <p>Allison, Carshena – <i>BCA Watson Rice, LLP</i></p> <p>Barroso, Lupe – <i>Cuban National Council, Inc.</i></p> <p>Brown, Delphine – <i>Youth – Co-Op, Inc.</i></p> <p>Farinas, Irene – <i>Youth Co-Op, Inc.</i></p> <p>Favole, Bernardo – <i>EV Services</i></p> <p>Flores, Oscar – <i>Compu-Med</i></p> <p>Garcia, Sary – <i>KRA Corporation</i></p> <p>Gavira, Beatriz – <i>SER Jobs for Progress, Inc.</i></p> <p>Gilbert, David – <i>City of Miami</i></p> <p>Havancak, Joe – <i>The Beacon Council</i></p> <p>Hyacinth, Hermina - <i>KRA Corporation</i></p> <p>Jimenez, Laura – <i>Compu-Med</i></p> <p>John, Kurt – <i>BCA Watson Rice, LLP</i></p> <p>Lightburn, Ray – <i>Cuban National Council, Inc. (CNC)</i></p> <p>Morgan, Myria – <i>Former CSSF Employee</i></p>	<p>Mitchell, Carlena – <i>Miami-Dade County Public Schools (M-DCPS)</i></p> <p>Monzon-Aguirre - <i>EV Services</i></p> <p>Morgan, Myria –</p> <p>Musiet, Gabriela – <i>Cuban National Council, Inc.</i></p> <p>Quiros, Vivian – <i>Sullivan & Cogliano</i></p> <p>Rodriguez, Maria – <i>Youth Co-op, Inc.</i></p> <p>Sellers, Robert – <i>KRA Corporation</i></p> <p>Scott, Don – <i>KRA Corporation</i></p> <p>Someillia, Ana – <i>Adults Mankind Organization (AMO)</i></p> <p>Velez, Paulina – <i>Youth Co-Op, Inc.</i></p>	

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

1. Call to Order and Introductions

SFWIB Chairman, Obdulio Piedra called the meeting to order at 9:58am, began with introductions and noted that a quorum of members had been achieved.

2.a. Approval of SFWIB Meeting Minutes of April 30, 2015

Mr. Clarence Brown moved the approval of April 30, 2015 meeting minutes. Motion seconded by Mr. Andy Perez; Motion Passed with Unanimous Consent

3. Chairman's Report

Chairman Piedra first reminded all members of the Board to complete and submit their 2014 financial disclosure forms prior to the official deadline of July 1, 2015. Second, he thanked CSSF staff for their diligent work during the transition of the new Workforce Investment Opportunity Act (WIOA) which will take effect July, 1, 2015. Lastly, he introduced former CSSF Youth Programs Manager Myria Morgan who recently retired from the agency. Ms. Morgan appeared before the Board to receive her award for her years of service. Both Chairman Piedra and Executive Director thanked her for dedicating 35 years of service and wished her the best in her future endeavor.

4. Executive Director's Report

Executive Director Rick Beasley reviewed with the Board his report and each member received a copy. The report contained information regarding: (1) STATE – CareerSource Florida Fact Book; (2) LOCAL – Obama Administration Seeks Public Comment on WIOA Proposed Rules; and (3) LOCAL – Career Center Performance. Mr. Beasley additionally announced this region was the only to achieve a double number of placements for the current reporting period (July 1, 2014 through April 30, 2015).

Chairman Piedra commended Mr. Beasley for his work and announced that Mr. Beasley would be traveling to California to attend the National Conference of Mayors meeting in San Francisco.

5. Executive Committee Meeting

5a. Recommendation as to Approval of Workforce Performance Incentives to the Contractors

Chairman Piedra introduced the item and Mr. Beasley further discussed the Executive Committee's recommendation for the Board's approval of Workforce Services revised Job Placements Performance and New Performance Incentives to the Contractors for Program Year (PY) 2014-15.

He recommended the following two incentive performance payment options:

Option 1:

If the Contractor meets or exceeds 100 percent of the maximum required Job Placement units as set forth in the contract by the end of the contract period and has not earned all its total contracted Job Placements (Base + Carryover) dollar amount for the contract period; the contractor will be awarded five (5) percent from the unearned total contracted Job Placements dollar amount for the contract period as an incentive performance payment to provide staff incentives.

Option 2:

If the Contractor meets or exceeds 100 percent of the maximum required Job Placement units as set forth in the contract by the end of the contract period and as a result exceeds its total contracted Job Placements (Based + Carryover) dollar amount for the contract period; the contractor will be awarded an additional five (5) percent of the total contacted Job Placements dollar amount for the contract period as an incentive performance payment to provide staff incentives.

Vice-Chairman Jeff Bridges moved the approval of Workforce Services Training to the Contractors. Motion seconded by Maria Garza; **Further Discussion(s):**

Dr. Regueiro asked whether staff “tracks continuity”, whether they identify if there are any benchmarks in place, and whether they follow-up every ninety days to ensure individuals have been placed. Mr. Beasley responded, “Yes” additionally noted that the agency exceeded all of its performances for the current reporting period.

Motion Passed with Unanimous Consent.

5b. Recommendation as to Approval of Monthly Performance Incentives for Career Center Staff

Chairman Piedra introduced the item and Mr. Beasley further discussed the Executive Committee’s approval to recommend to the Board a Monthly Performance Incentive for Career Center Staff.

Ms. Edith Zewadski-Bricker moved the approval of Monthly Performance Incentive for Career Center Staff. Motion seconded by Ms. Maria Garza; **Further Discussion(s):**

Mr. Gibson asked whether the recommendation includes performance objectives discussed at the prior Executive Committee meeting. Mr. Beasley confirmed and read into record the following performance objectives that must be met by career center staff:

- ✓ Employers Services;
- ✓ Direct Job Placements (DJP);
- ✓ Referral to Placement Ration;
- ✓ Average Wage of DJP; and
- ✓ Economic Benefit Back to the Community Wages

Mr. Gibson asked whether the selection process would be led by the individual career centers or headquarters. Mr. Beasley explained the process and noted that individuals would be recognized at the full Board meeting as well as at the career centers. Mr. Beasley also explained the purpose is an effort to recognize excellence. Chairman Piedra added that it’s also in an effort to continue to build a sales culture.

6. Finance & Efficiency Council

6a. Information – Finance Reports

6i. April 2015 Financial Report

Chairman Piedra introduced the item and Mr. Beasley further presented and read into record the accompanying notes to the Financial Report (unaudited) report for the period of July 1, 2014 through April 30, 2015:

Budget Adjustments:

- ✓ WIA - \$16,666 increase
- ✓ Other revenue - \$175, 000 increased

Expenses:

- ✓ Special Projects increase by \$500,000
- ✓ Set aside decreased by \$265,000
- ✓ Training and Support Services decreased by \$241,398

- ✓ Youth Services increased by \$6,398
- ✓ Unallocated Funds increased by \$204,166

Explanation of Significant Variances:

- ✓ Training and Support Services low at 27.2% versus 83.3%
- ✓ Other Program & Contracts currently at 16.9% versus 83.3%

No further questions or discussions.

6b. Information – Cash Reconciliation

6b.i May 2015 Reconciliations

Chairman Piedra introduced the item and Mr. Beasley further presented the Cash Reconciliation report for the month of May.

No further questions or discussions.

6.c. Recommendation as to Approval to Accept \$100,000 from the City of Miami Gardens for the Summer Youth Employment Program

Chairman Piedra introduced the item. Finance and Efficiency Council Chairman Andy Perez further discussed the approval to accept \$100,000 from the City of Miami Gardens for the Summer Youth Employment Program.

Mr. Luis Gazitua moved the approval to accept \$100,000 from the City of Miami Gardens for the Summer Youth Employment Program. Motion seconded by SFWIB Vice-Chairman Jeff Bridges;
Motion Passed with Unanimous Consent

6d. Recommendation as to Approval to Allocate \$30,000 in TANF funds to Adult Mankind Organization, Inc. for the Management of City of Miami Gardens Summer Youth Program

Chairman Piedra introduced the item and FE Chairman Perez further discussed the approval to allocate \$30,000 in TANF funds to Adult Mankind Organization, Inc. for the Management of City of Miami Gardens Summer Youth Program.

Mr. Luis Gazitua moved the approval to allocate \$30,000 in TANF funds to Adult Mankind Organizations, Inc. for the Management of City of Miami Gardens Summer Youth Program. Motion seconded by Mr. Kenneth Scott; **Further Discussion(s):**

Mr. Manrique noted into record a scrivener's error regarding the City's complete name. He noted that the agenda item subject should read "City of Miami Gardens". Mr. Beasley explained into record that the name (City of Miami Gardens) appears correct in the item. Mr. Manrique questioned whether an RFQ process had been conducted that resulted in the selection of Adults Mankind Organization, Inc. (AMO) to receive the contract. Mr. Beasley explained that AMO is the current entity that owns and operates the career center in the City of Miami Gardens. Mr. Beasley also advised the Council this is a summer employment program.

Mr. Manrique stated he opposes that fact that although this entity did not meet its performance measure, it is still awarded a youth services contract.

Motion Passed with one (1) opposition.

6.e. Recommendation as to Approval of the 2015-16 Budget

Chairman Piedra introduced the item FE Chairman further requested Mr. Beasley to present the 2015-16 budget. He reviewed with the Board the Performance Indicators then went on to explain the new funding which lists the following percentage change by program between PY 15-16 and PY 14-15:

WIA Adult: - 6.86%
WIA Youth: 6.92%
WIA Dislocated Worker: -9.06%
Wagner-Peyser: -2.80%
TANF: -7.08%
Total: -4.24%

Mr. Beasley then reviewed with the Board the following:

Cost Distribution

HQ: .62%
Training: 5.80%
Facility Cost: -.27%
Contracts: -1.99%

- ✓ **Talent Development – Current Talent Supply**
- ✓ **Training and Support Services**
- ✓ **Youth Services**
- ✓ **2016-17 Reserves**

Mr. Beasley requested the approval of project goals, performance goals for the 2015-16 budget narratives, and additional 1 year extension on the 2014-15 approved ITA percentage of 40% as well as approval of a proposed 63.2 million budget expenditure.

Mr. Kenneth Scott moved the approval of the 2015-16 Budget. Motion seconded by Vice-Chairman Bridges; Further Discussion(s):

Mr. Roth inquired about the increase in average wage. Mr. Beasley explained that some of the numbers have not been validated, then provided further details. He noted this information is explained in the footnote of the budget report. Mr. Beasley additionally discussed the goal of recruiting a talent pool and gaining more high wage/ high growth occupations.

Dr. Regueiro commented that the majority of professions listed under high wage/high growth quadrant are allied health and individuals attaining a 4yr degree or higher. She asked which occupations would fall under the \$13 and higher hourly rate. Mr. Beasley explained that IT related occupations and allied health are the most successful occupations in this region. He went on to

explain the current occupations that are emerging that would be presented to the Board in the near future. He also noted that occupations are listed in the Florida Fact book.

Prior to final vote, FE Chairman Perez noted into record the Council's recommendation for staff to provide a report listing all current funded projects. And all funded projects that are not being utilized within the time frame set forth in agreements, would have funds taken away to be reallocated to active or new projects. SFWIB Vice Chairman Bridges added that this report would be provided to the full Board for approval to reallocate funds. Dr. Regueiro explained that one of the reasons for delay of funds being utilized in a timely manner is due to issues with invoicing.

Motion Passed with Unanimous Consent

6.f. Recommendation as to Approval of Selection of External Auditor – RFQ Oral Presentations

Chairman Piedra introduced the item and FEC Chairman Perez requested Mr. Beasley further discuss. Mr. Beasley read into record the approval of selection of external auditor – RFQ oral presentation. He additionally announced that the Council selected BCA Watson Rice, LLP contingent on negotiated amount and if negotiation does not succeed, then the agency will proceed with second selected Auditor, Grau & Associates, LLC.

Ms. Edith-Zewadski-Bricker moved that approval of BCA Watson Rice, LLP as the number choice selection contingent to negotiated amount. Motion seconded by Mr. Kenneth Scott; **Further Discussion(s):**

Mr. Manrique inquired about the total number of respondents. SFWIB Quality Assurance Coordinator, Frances Gonzalez responded a total of seven (7). Mr. Beasley explained that the top three (3) scored over 80 point threshold. Mr. Manrique inquired about the disparity in scores between BCA Watson Rice and Grau & Associates, LLC. Mr. Beasley responded that he could not answer the questions, however, SFWIB Vice-Chairman Bridges explained the differences were in the technical rating and oral presentations: BCA Watson scored 97.5 where as Grau & Associates scored 87.25. Scores; however, information on oral presentations was not readily available.

SFWIB Chairman Piedra requested Mr. Beasley explain to the Board how many years BCA Watson has been conducting audit services for this region. Mr. Beasley responded a total of three (3) years and provided additional details regarding contracting terms.

Chairman Piedra additionally noted that the Council recommended staff rotation (“new set of eyes”) every year.

Motion Passed with Unanimous Consent

7. Global Talent and Competitiveness Council

7.a. Information – Employed Worker Training (EWT) Update

Chairman Piedra introduced and presented the item.

No further questions or discussions.

7.b. Recommendation as to Approval of Revisions to the On-the-Job (OJT) Training Policy

Chairman Piedra introduced the item and Mr. Beasley further discussed.

Mr. Andy Perez moved the approval of revisions to the On-the-Job (OJT) Training Policy. Motion seconded by Vice Chairman Jeff Bridges; **Motion Passed Unanimously**

[Dr. Maria Regueiro stepped out of the meeting room]

[Mr. Carlos Manrique stepped out of the meeting room]

7.c. Recommendation as to Approval of Related Party Training Vendor Agreements

Chairman Piedra introduced the item and Mr. Beasley further discussed. Chairman Piedra additionally noted this is in alignment with the Workforce Investment Opportunity Act (WIOA).

Chairman Piedra noted into record a scrivener's error in the item. He noted the language referenced the Academy which is incorrect.

Mr. Bruce Brecheisen moved the approval of Related Party Training Vendor Agreements. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

[Dr. Maria Regueiro returned to the meeting room]

[Mr. Carlos Manrique returned to the meeting room]

7.d. Recommendation as to Approval of Workforce Services Contractors

Chairman Piedra introduced the item and Mr. Beasley further discussed.

Mr. Clarence Brown moved the approval of Workforce Services Contractors. Motion seconded by Mr. Bruce Brecheisen; **Motion Passed Unanimously**

8. Performance Council

8a. Information – Refugee Employment and Training Program Performance Overview

Chairman Piedra introduced the item. Performance Council Chairwoman Maria Garza further discussed and read the item into record the following performance stats for the period of October 1, 2014 through May 31, 2015:

RET Contractors placed a total of 5,051 refugee job seekers into employment compared to 4,637 for the same prior year.

Additionally,

- ✓ 14, 692 refugees job seekers enrolled I the RET program;
- ✓ 2,782 refugees are still working after 90 days of hire;
- ✓ 2,124 refugees are still working after 180 days of hire; and
- ✓ 2,171 refugees are receiving health benefits through the employer

No further questions or discussions.

8b. Information – Refugee Employment and Training Program Balanced Scorecard Update

Performance Council Chairwoman Maria Garza presented the item and read into record the RET Services Contactors Performance Summary which showed 5 of the 8 contractors were meeting or exceeding 65 percent of the PY 2014-15 performance measures.

No further questions or discussions.

8c. Information – Workforce Services Balanced Scorecard and Job Placement Update

Performance Council Chairwoman Maria Garza presented the item and read into record the Balanced Score Card summary which indicated eight (8) of the fourteen workforce services locations were meeting the required 65 percent.

No further questions or discussions.

[Ms. Annette Quintana stepped out of the meeting room]

[Mr. Huston left the meeting room]

8d. Information – Workforce Services Regional Performance Overview

Performance Council Chairwoman presented the item and read into record the following stats:

- ✓ 41,800 job seekers were placed into jobs that exited the system compared to 35117\ PY
- ✓ The Wagner-Peyser Entered employment Rate is at 58.1 percent and ranked 4th
- ✓ The Veterans program EER is at 60.9 percent and is ranked 5th place
- ✓ Career Advanced program (CAP) Welfare Transition (WT) Program All Family Participation Rate is at 42.6 and is ranked 13 place .
- ✓ The Cap /WT Program EER is a 37.3 percent and is ranked 4th place.

No further questions or discussions.

8e. Information – Youth Partner’s and Regional Performance

Chairwoman Garza continued her presentation and noted the following stats:

- ✓ 364 in-school and out-of-school youth participants positively exited the program
- ✓ 2,184 in-school and out-of-school youth participants had increases in skill attainment performance measures
- ✓ 275 in-school participants positively exited the program
- ✓ 274 out-of-school positively exited the program

No further questions or discussions.

[Ms. Quintana returned to the meeting return]

8f. Information – Consumer Report Card Update
Chairwoman Garza briefly discussed the item.

No further questions or discussions.

8g. Recommendation as to Approval to Renew Existing Workforce Services Contracts for Program Year 2015-16

Chairwoman Garza introduced the item and read into record the Council’s recommendation for the Board’s approval to renew existing workforce services contracts for Program Year 2015-16.

Mr. Lovey Clayton moved the approval to renew existing workforce services contracts for Program Year 2015-16. Motion seconded by Ms. Annette Quintana; **Motion Passed with Unanimous Consent**

8h. Recommendation as to Approval to Renew Existing Youth Provider Contracts for Program Year 2015-16

Chairman Garza introduced the item and read into record the Council's recommendation for the Board's approval to renew existing workforce services contracts for Program Years 2015-16.

Mr. Kenneth Scott moved the approval to Renew Existing Youth Provider Contracts for Program Year 2015-16. Motion seconded by Vice-Chairman Jeff Bridges; **Motion Passed Unanimously**

There being no further business to come before the Board, the meeting adjourned at 10:55am.