



## SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES

**DATE/TIME:** April 28, 2022, 9:30am

**LOCATION:** Doubletree by Hilton Miami Airport Hotel  
**Royal Poinciana Ballroom (Conference Rooms A&B)**  
 711 NW 72nd Avenue  
 Miami, FL 33126

**Zoom:** [https://us02web.zoom.us/webinar/register/WN\\_wjgmIoTtSEu4r3ERRDichg](https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg)

- CALL TO ORDER:** SFWIB Chairman Charles Gibson called to order the regular meeting of the South Florida Workforce Investment Board at 9:57am on April 28, 2022. All members and guests were asked to introduce themselves for the record.

**ROLL CALL:** 29 members; 15 required; 22 present: Quorum established.

<b>SFWIB MEMBERS PRESENT</b>	<b>SFWIB MEMBERS ABSENT</b>	<b>SFWIB STAFF</b>
<ol style="list-style-type: none"> <li>Brecheisen, Bruce</li> <li>Bridges, Jeff (Zoom)</li> <li>Brown, Clarence (Zoom)</li> <li>Canales, Dequasia</li> <li>Chi, Joe</li> <li>Clayton, Lovey</li> <li>Coldiron, Michelle, Commissioner</li> <li>Datorre, Roberto</li> <li>del Valle, Juan-Carlos, Vice-Chair</li> <li>Ferradaz, Gilda</li> <li>Gazitua, Luis</li> <li>Gibson, Charles, Chair</li> <li>Glean-Jones, Camela (Zoom)</li> <li>Hill-Riggins, Brenda (Zoom)</li> <li>Lampon, Brenda</li> <li>Maxwell, Michelle</li> <li>Manrique, Carlos</li> <li>Perez, Andy</li> </ol>	<ol style="list-style-type: none"> <li>Adrover, Bernardo</li> <li>Diggs, Bill</li> <li>Garza, Maria</li> <li>Huston, Albert</li> <li>Scott, Kenneth</li> <li>West, Alvin</li> <li>Loynaz, Oscar, MD</li> </ol> <p><b>SFWIB MEMBERS EXCUSED</b></p>	<ol style="list-style-type: none"> <li>Beasley, Rick</li> <li>Gilbert, David</li> <li>Kelly, Travis</li> <li>Morgan, Ebony</li> <li>Robert Smith</li> <li>Yian Perrin</li> </ol> <p><b>ADMINISTRATION/IT</b>            Francis, Anderson            McFarland, Cassandra</p> <p><b>SFWIB LEGAL COUNCIL</b></p> <ol style="list-style-type: none"> <li>Mastrucci, Michael, Assistant County Attorney, Miami Dade County Attorney's Office</li> </ol>



19. Piedra, Obdulio 20. Regueiro, Maria C. (Zoom) 21. Rod, Denis 22. Roth, Thomas		
<b>OTHER ATTENDEES</b>		
1. Cooper, Jamie, New Horizons 2. Duenas, Hector, CBT Technical Institute 3. Ginnun, Arnie, New Horizons 4. Holmes, Randy, Miami-Dade County Public Schools 5. Llerna, Luis, CBT Technology Institute 6. Mitchell, Carlena, Miami-Dade County Public Schools 7. Perez-Borroto, Connie, Youth Co-Op, Inc. 8. Torres, Charles, Miami-Dade County Public Schools		

**Agenda items are displayed in the order discussed.**

**2A: Approval of SFWIB Meeting Minutes – February 17, 2022**

Chairman Gibson presented the item for review and discussion.

No questions or discussion presented.

**Motion** to approve the South Florida Workforce Investment Board meeting minutes from February 17, 2022

Seconded and **passed without dissent.**

**4A. Executive Director's Report**

Chairman Gibson introduced the item; Mr. Beasley further presented the Executive Director's Report, which included an overview of Federal, State, and Local CSSF grant applications/activities.

The Executive Director's Report has been added to the record and is available for review.

No further questions or comments were recorded.

**5A. Information – Early Childcare Internship Program Update**

Chairman Gibson introduced the item; Mr. Kelly further presented.

The Early Childcare Internship Program is designed to provide the education, skills, and experience necessary to create a career pathway to early childcare education. Eligible Workforce Innovation and Opportunity Act participants, ages 18-24, will receive the following:



- 20 hours of pre-employment skills training;
- 20 hours of pre-National Child Development Associate (CDA) training;
- 240 hours of paid work experience at a wage rate of \$13.88 an hour;
- 45 hours of required Department of Children and Families (DCF) training that includes first aid and CPR certification;
- An opportunity to complete and obtain high school or General Education Development (GED) certificate.

Mr. Travis provided an overview of the progress made by each of the cohorts and the successes of the program.

**5B. Approval – 2020-2021 Internal Control Questionnaire and Assessment**

Chairman Gibson introduced the item; Mr. Beasley further presented.

The Internal Control Questionnaire and Assessment (ICQ), developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). CSSF staff has completed the assessment and requests approval from the SFWIB.

No further questions or comments presented.

**Motion** by Vice-Chair del Valle : Move to approve the Internal Control Questionnaire and Assessment as submitted by CSSF staff.

Seconded by: Mr. Perez and **passed without dissent.**

**5C. New Training Providers, Programs and New Programs for Existing Training Providers**

Chairman Gibson introduced the item; Mr. Beasley further presented.

**Motion** to approve the new training provider providers, programs and new programs for existing training providers.

Motion seconded and **passed without dissent.**

**5D. Approval – Allocate Funds for the Miami-Dade County Public Schools for the Miami-Dade Pre-Apprenticeship Internship Program**

Tabled – missing from the agenda packet. Will be presented at a later date.

**6A. Information – Financial Report: February 2022**



Mr. Beasley introduced and presented the unaudited financials for the period of July 1, 2021 through February 28, 2022.

### **Budget Variances**

- Overall our expenditures remain on target for the year
- Headquarter costs are running at 51.1%
- Youth Services are at 53.3% and continue to make efforts to increase enrollment
- Other Programs & Projects expenditures are at 50.4%
- Facilities expenditures are at 45.1% compared to the standard burn rate of 66%; we anticipate to expense for Capital - Software & Hardware by the end of the year.
- Training & Support Services are at 62.5%

### **6B. Approval – Acceptance of Additional Workforce System Funding**

Chairman Gibson introduced the item; Mr. Beasley further presented.

**Motion** to approve the acceptance of additional workforce system funding.  
Motion seconded and **passed without dissent.**

### **7C. Approval – Add an Occupation to the WDA 23 Targeted Occupation List**

Mr. Beasley introduced the item and further presented.

No further questions or comments were presented.

**Motion** to approve the addition of an occupation to the WDA 23 Targeted Occupation List.  
Motion seconded and **passed without dissent.**  
*Mr. Carlos Manrique, is not present for the vote and will complete a Conflict of Interest Form.*

### **7D. Approval - New Programs for an Existing Training Provider**

Chairman Gibson introduced the item; Mr. Beasley further presented.

Miami Dade County Public Schools has submitted documentation for review and approval for the addition of two courses, namely the Commercial Class “B” Driving – Certificate of Completion and the M-DCPS Adult Pre-Apprenticeship Program for the Automotive Service Mechanic Pre-apprenticeship program.

**Motion** to approve new programs for Miami-Dade County Public Schools.



Motion seconded and **passed without dissent.**

*Mr. Carlos Manrique, is not present for the vote and will complete a Conflict of Interest Form.*

**7E. Approval - Allocate Funds to Miami-Dade County Public School District for the Summer Youth Internship Program**

Chairman Gibson introduced the item; Mr. Beasley further presented.

**Motion** to approve the allocation of funds to Miami-Dade County Public Schools for the Summer Youth Internship Program.

Motion seconded and **passed without dissent.**

*Mr. Carlos Manrique, is not present for the vote and will complete a Conflict of Interest Form.*

**7F. Approval - Accept and Allocate Funds for the Miami Dade County Commission District 9 Safety Net Summer Youth Employment Program**

Chairman Gibson introduced the item; Mr. Beasley further presented.

Global Talent and Competitiveness Committee recommends the name of the funding source be changed from Miami-Dade County general revenue funds to Community Development Block Grant (CDBG) Coronavirus Aid, Relief and Economic Security Act (CARES Act)-CDBG-CV 3 funds.

**Motion** to approve the funding source for the Miami Dade County Commission District 9 Safety Net Summer Youth Employment Program.

Motion seconded and **passed without dissent.**

**7G. Approval - Allocate Funds for the In-School Youth Program Paid Work Experience**

Chairman Gibson introduced the item; Mr. Beasley further presented.

**Motion** by Mr. Piedra: Move to allocate funds for the In-School Youth Program Paid Work Experience.

Seconded by: Ms. Canales and **passed without dissent.**

**7H. Approval - Accept and Allocate Funds for the Summer Youth Employment Program for Miami-Dade Charter Schools**

Chairman Gibson introduced the item; Mr. Beasley further presented.

Global Talent & Competitiveness Council recommends to the SFWIB:



- (1) The approval to accept \$250,000 from Miami-Dade County and \$500,000 in funds from The Children's Trust for a Summer Youth Employment Program;
- (2) Allocate a matching \$500,000 in Temporary Assistance for Needy Families funds, and;
- (3) Allocate funds to Adult Mankind Organization, Inc.

Ms. Ferradaz asked Council if she should recuse herself from the vote due to her connection as a board member of the Children's Trust. Assistant County Attorney Michael Mastrucci advised that since we are receiving monies from the Children's Trust, her presence does not represent a conflict of interest.

Ms. Ferradaz acknowledged the response, but recused herself to prevent the appearance of a possible conflict of interest.

No further discussion on the item.

**Motion** to accept and allocate Funds for the Summer Youth Employment Program for Miami-Dade Charter Schools.

Motion seconded and **passed without dissent.**

**[Ms. Ferradaz returned to the room.]**

#### **8A. Information – Balanced Score Card Report**

Mr. Beasley introduced the item; Ms. Gilbert further presented.

The Balanced Scorecard measures the performance of the Workforce Development Area (WDA) 23 CareerSource center Service Providers. The report for Program Year (PY) 2021-22, is from July 1, 2021 through March 31, 2022. To date, none of the 10 CareerSource center locations are meeting the required 65% performance measure standard.

Mr. Gilbert advised that CSSF staff have placed the service providers on a Performance Improvement Plan. There has been improvements in outcomes and overall placements in the system; however, we are still not meeting the required performance standard measures.

Mr. Gilbert also advised the Board that as there has reduced traffic to the Career Centers; we have increased outreach efforts by collaborating with community organizations and increasing the social media profile of the agency.

No questions or concerns presented from the board.



## **8B. Information – Consumer Report Card Update**

Chairman Gibson introduced the item; Mr. Gilbert further presented CRC performance indicators for the period of July 1, 2021 through March 31, 2022.

There were no further questions or concerns regarding the item.

Being as there were no further questions or concerns, the meeting adjourned at 10:47am.



## CONTRACT INFORMATION FORM

This form is to seek approval of a contract involving a conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, \_\_\_\_\_, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource South Florida (local board) and will be executed and implemented immediately after approval by CareerSource Florida.

Identification of all parties to the contract:

Contractor Name & Address: \_\_\_\_\_

Contractor Contact Phone Number: \_\_\_\_\_

Contract Number or Other Identifying Information, if any: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Value of the Contract/Renewal/Extension: \_\_\_\_\_

Description of goods and/or services to be procured: Approval to add a new occupation to the 2021-2022 Targeted Occupation List

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Mr. Carlos Manrique

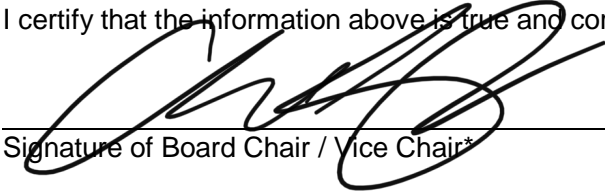
The nature of the conflicting interest in the contract: Voting member of the South Florida Workforce Investment Board.

The board member with the conflict of interest \_\_\_ did \_\_\_ did not (check one) attend the meeting at which the board voted to approve the contract.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting in which a vote related to the contract took place, for board member(s)/employee(s) who have any relationship with the contracting vendor (as defined in paragraph I(f) of the CSF contracting policy).

I certify that the information above is true and correct.

  
\_\_\_\_\_  
Signature of Board Chair / Vice Chair\*

Charles Gibson  
\_\_\_\_\_  
Print Name

6/1/22  
\_\_\_\_\_  
Date

\* Must be certified and attested to by the board's Chair or Vice Chair.





**DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, Carlos Manrique, a board member / an employee of the board (circle one) hereby disclose that:

I, ☐ myself / ☒ my employer / ☐ my business / ☐ my organization / OR ☐ "Other" (describe) \_\_\_\_\_  
(circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource South Florida

Contractor Name & Address: Miami-Dade County Public Schools

Contractor Contact Phone Number: (305) 995-1870

Request to add Standard Occupational Classification (SOC) code 53-3033 Light Truck

Description or Nature of Contract: or Delivery Service Drivers to the list for their Commercial Class "B" Driving program.

Description of Financial Benefit\*: TBD

For purposes of the above contract the following disclosures are made:

The contractor's principals\*\*/owners\*\*\*: (check one)

☒ have no relative who is a member of the board; OR  
☐ have a relative who is a member of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* ☐ is ☒ is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

  
Signature of Board Member/Employee

CARLOS A. MANRIQUE  
Print Name

5/18/22  
Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, F.S. OR SECTION 101(f), WIOA.



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Identification of all parties to the contract:

Contractor Name & Address: \_\_\_\_\_

Contractor Contact Phone Number: \_\_\_\_\_

Contract Number or Other Identifying Information, if any: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Value of the Contract/Renewal/Extension: \_\_\_\_\_

Description of goods and/or services to be procured: Approval to add new programs as an existing training provider

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Mr. Carlos Manrique

The nature of the conflicting interest in the contract: Voting member of the South Florida Workforce Investment Board.

The board member with the conflict of interest ☐ did ☐ did not (check one) attend the meeting at which the board voted to approve the contract.

I further attest that the following is being provided with this form:

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I certify that the information above is true and correct.

  
\_\_\_\_\_  
Signature of Board Chair / Vice Chair\*

Charles Gibson  
\_\_\_\_\_  
Print Name

6/7/22  
\_\_\_\_\_  
Date

\* Must be certified and attested to by the board's Chair or Vice Chair.





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I, Carlos Manrique, a board member / an employee of the board (circle one) hereby disclose that:

☐ I, myself / ☒ my employer / ☐ my business / ☐ my organization / OR ☐ "Other" (describe) \_\_\_\_\_  
(circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource South Florida

Contractor Name & Address: Miami-Dade County Public Schools

Contractor Contact Phone Number: (305) 995-1870

Description or Nature of Contract: Request to add Commercial "Class B" Driving - Cert. of Completion & Automotive Service Mechanic Pre-Apprenticeship Program.

Description of Financial Benefit\*: TBD

For purposes of the above contract the following disclosures are made:

The contractor's principals\*\*/owners\*\*\*: (check one)

☒ have no relative who is a member of the board; OR  
☐ have a relative who is a member of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* ☐ is ☒ is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

  
Signature of Board Member/Employee

CARLOS A. MANRIQUE  
Print Name

5/18/22  
Date

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\*\* "Principal" means an owner or high-level management employee with decision-making authority.

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Identification of all parties to the contract: \_\_\_\_\_

Contractor Name & Address: \_\_\_\_\_

Contractor Contact Phone Number: \_\_\_\_\_

Contract Number or Other Identifying Information, if any: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Value of the Contract/Renewal/Extension: Amount not to exceed \$1,500,000 in TANF Funding

Description of goods and/or services to be procured: Summer Youth Internship Program

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Mr. Carlos Manrique

The nature of the conflicting interest in the contract: Voting member of the South Florida Workforce Investment Board.

The board member with the conflict of interest ☐ did ☐ did not (check one) attend the meeting at which the board voted to approve the contract.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
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I certify that the information above is true and correct.

  
Signature of Board Chair / Vice Chair\*

Charles Gibson  
Print Name

6/2/22  
Date

\* Must be certified and attested to by the board's Chair or Vice Chair.



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I, ☐ myself / ☒ my employer / ☐ my business / ☐ my organization/ OR ☐ "Other" (describe) \_\_\_\_\_  
(circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource South Florida

Contractor Name & Address: Miami-Dade County Public Schools

Contractor Contact Phone Number: (305) 995-1870

Description or Nature of Contract: Request to use TANF funds to cover summer youth employment activities and services for youth with barriers to employment.

Description of Financial Benefit\*: N/A

For purposes of the above contract the following disclosures are made:

The contractor's principals\*\*/owners\*\*\*: (check one)

☒ have no relative who is a member of the board; OR  
☐ have a relative who is a member of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* ☐ is ☒ is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

  
Signature of Board Member/Employee

CARLOS A. MANRIQUE  
Print Name  
5/18/22  
Date

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