



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES

DATE/TIME: February 16, 2023, 9:30am

LOCATION: The Landing at MIA
5 Star Conference Room (Everglades Room)
7415 Corporate Center Drive, Suite H
Miami, FL 33126

Zoom: https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg

1. **CALL TO ORDER:** Chairman Gibson called to order the regular meeting of the South Florida Workforce Investment Board at 9:36AM on February 16, 2023.

ROLL CALL: 24 members; 13 required; 15 present: Quorum Established

SFWIB Members Present <ol style="list-style-type: none"> 1. Brecheisen, Bruce 2. Bridges, Jeff (Zoom) 3. Brown, Clarence 4. Canales, Dequasia 5. Clayton, Lovey 6. Ferradaz, Gilda 7. Gibson, Charles, Chair 8. Glean-Jones, Camela (Zoom) 9. Lampon, Brenda 10. Loynaz, Oscar, MD 11. Mantilla, Rene' 12. Perez, Andy (Zoom) 13. Rod, Denis 14. Roth, Tom 15. Scott, Kenneth 	SFWIB Members Absent <ol style="list-style-type: none"> 16. Androver, Bernado 17. Chi, Joe 18. Datorre, Roberto 19. del Valle, Juan-Carlos, Vice Chair 20. Diggs, Bill 21. Gazitua, Luis 22. Lincoln, Michelle (Zoom) 23. Maxwell, Michelle 24. Piedra, Obdulio SFWIB Members Excused	SFWIB Staff <ol style="list-style-type: none"> 1. Beasley, Rick 2. Bennett, Renee 3. Gilbert, David 4. Kelly, Travis 5. Morgan, Ebony 6. Perrin, Yian 7. Petro, Basil SFWIB Administration <ol style="list-style-type: none"> 8. Almonte, Ivan 9. Francis, Anderson 10. McFarland, Casandra Miami-Dade County Attorney's Office Gallo, Melissa, MDC Attorney's Office
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Guest Attendees
<ol style="list-style-type: none">1. Brunson, Anthony, Anthony Brunson, P.A.2. Dozier, Bill, UCCA3. Espino, Alexandra, Big Brothers Big Sisters of Miami4. Llerna, Luis, CBT Technology Institute5. Lopez, Vanessa, Big Brothers Big Sisters of Miami6. Robinson, Audrey, Anthony Brunson P.A.7. Rodanes, Carlos, TechLaunch Academy

Agenda items are displayed in the order they are discussed.

Mr. Beasley reviewed new housekeeping rules, requesting that members identify themselves when presenting/seconding a motion and speak as clearly as possible for the recording.

2A. Approval of SFWIB Meeting Minutes – December 15, 2022

Chairman Gibson presented agenda item 2A SFWIB Meeting Minutes – December 15, 2022, for review and discussion.

No questions, comments, or changes were presented.

Motion: Mr. Brown presented a motion to approve the South Florida Workforce Investment Board meeting minutes – December 15, 2022.

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

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

3. Public Comments

Public comments should be two minutes or less.

No requests to speak were received by the Executive Office. Chairman Gibson opened the floor for comments from the public. None were presented. Item closed.

5. A. Executive Director Update

Mr. Beasley reported that the Board will receive a newsletter informing them of upcoming CSSF events, including:

- Aspen Institute Job Fair - Wednesday, March 8, 2023



- The Black Business Showcase and Resource Fair – February 22, 2023, 10am – Noon
- Mayor Cava's Next Job Fair - February 22, 2023, 9am – 1pm

In addition, the newsletter will provide a summary of the apprenticeship programs for which we are actively recruiting.

5. B. Take Stock in Children Presentation

Mr. Beasley introduced Vanessa Lopez of Big Brothers Big Sisters of Miami, who provided an overview of the PY 2022-2023 performance with the Take Stock in Children Program.

The next graduation will be on June 15, 2023 at Florida Memorial.

The full presentation is available for review via the February 16, 2023 SFWIB Agenda.

5. C. CareerSource South Florida Automated Monitoring Tool

Mr. Beasley introduced the Automated Monitoring Tool (AMT); Mr. Yian Perrin completed the demonstration.

Mr. Beasley added that using this instrument, CSSF staff will be able to identify trends and provide the State with the necessary service code recommendations.

Mr. Mantilla inquired about the platform used to build the tool and whether or not all service providers will have access to the data. Mr. Perrin explained that the application was developed by CSSF staff and is hosted on our server. Each provider is granted access to view information in real-time; they are permitted to view all data, however can only modify the data that has been assigned to them.

Mr. Mantilla followed up by asking if providers were able to download the data provided. Although it is not recommended, providers may screenshot and print data but cannot download it.

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



6. SFWIB Executive Committee

Chairman Gibson reviewed the Executive Committee Summary, which provided an overview of items discussed during Executive Committee meetings held on Thursday, February 09, 2023.

6A. Informational - SFWIB Membership Vacancies

The Executive Committee discussed the current vacancies on the SFWIB Board as a result of the retirement of Mr. Al West and the loss of Mrs. Maria Regueiro. Mr. West represented the business sector on the board and Mrs. Regueiro private education. Research is being conducted to identify potential replacements, board members will vet and recommend said replacements to Mayor Daniella Levine Cava for her approval/appointment.

6B. Informational - SFWIB Public Relations – Social Media RFQ Update

Staff provided an update on the Public Relations-Social Media RFQ. The RFQ was released on January 20, 2023 and an offer's conference was held on February 1, 2023. All proposals must be submitted by February 22, 2023. Staff will evaluate proposals upon receipt. The top candidates' scores will be announced at the Public Review Forum in March 2023 and brought before the full board at the April meeting.

6C. Approval – Rapid Response Layoff Aversion Update

At the June 16, 2022 board meeting, the board approved \$125,000 for the South Florida Progress Foundation, the non-profit side of the Greater Miami Chamber to serve as a business intermediary for the SFWIB. Due to realignment, the foundation will be shifting all operational functions to the Greater Miami Chamber. As a result of which, staff recommended rescinding the previous award and awarding the same \$125,000 in WIOA Dislocated Worker funding to the Greater Miami Chamber of Commerce.

Motion by Ms. Ferradaz to approve the rescinding of the previous award and awarding the same \$125,000 in WIOA Dislocated Worker funding to the Greater Miami Chamber of Commerce

Mr. Scott seconded the motion; item is **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.



7. SFWIB Finance and Efficiency Council (FEC)

The **SFWIB Finance and Efficiency Council (FEC)** Vice-Chair, Mr. Roth, reviewed the FEC Summary, which provided an overview of items discussed during the December 15, 2022 meeting.

7A. Informational - Finance Reports

1. **December 2022 Financial Report:** Council members reviewed and discussed the December 2022 Financial Report, including the adjustments and the explanation of significant budget variances.

Staff advised that we are currently following the historical trend for the period. Budget variances include:

- Headquarters expenses are running at 38.6%
- Adult Services are at 29.8%
- Youth Services are at 37.8%
- Facilities is at 32.7%
- Other Programs & Projects are at 22.1%

2. **Cash Reconciliation:** The Council also reviewed the cash reconciliation report provided for the months of December 2022 and January 2023 and determined all were in alignment.
3. **Fiscal Monitoring Activity Reports:** Staff presented an Internal Fiscal Monitoring Activity Report for Program Year 2022-2023, for the period of December 1, 2022 to January 31, 2023. There were two vendors monitored on this report, no findings were identified; however, there were some fiscal observations and deficiencies noted as to the proper recording of breaks on the timesheets for a summer youth program.

7B: Informational – Fiscal Auditor RFQ Update

Staff provided an update on the status of the RFP for a new auditing firm. The RFP was released on Feb 7, 2023 and the offer's conference will be held on February 17th. Submissions are due by March 17th and those submissions will be evaluated by the Finance Committee at the April 20th board meeting. Respondents will give formal presentations to the committee at the June 15th meeting at which time a final selection will be made.



7C: Approval - Approval to Accept Workforce System Funding

The Board received several Notice of Fund Availability (NFA) from the DEO. The NFAs totaled \$1,148,029 for various workforce programs for Workforce Development Area 23 to operate the employment and training services.

Motion by Ms. Canales to approve accept additional workforce system funding totaling \$1,148,029.

Mr. Scott seconded the motion; **item is passed without dissent.**

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

7D. Approval - Approval to Accept Fiscal Year 2021-2022 Audit Reports

The 2021-2022 audit was recently completed and performed pursuant to generally accepted auditing standards, government auditing standards, and the Rules of Florida's Auditor General. The audit included a review of internal controls as well as compliance with applicable laws and regulations. Mr. Brunson will now present the audit results to the members of the Board.

Mr. Brunson provided an overview of the report. He commended the Finance team, as there were no findings on the financial reporting or in respect to any compliance issues. The implementation of GASB 87, which introduced new accounting standards for government leases, was cited as one of the most significant events of the previous year. Under GASB 87, there is a singular model approach, which eliminates the distinction between operating and capital leases. GASB 87 stipulates that all agreements meeting the definition of a lease must now be classified as finance leases, which will be recorded on the balance sheet as a "Right to Lease." The preponderance of lease obligations will now be reflected on the balance sheet as liabilities and assets. A portion of lease payments will reduce the lease liability, while the remainder will flow through the statement of activities as interest expense.

The audit report and presentation is available for review in the February 16, 2023 SFWIB Meeting Agenda packet.

Motion by Mr. Clayton to approve the FY 2021-2022 audit reports.

Mr. Mantilla seconded the motion; **item is passed without dissent.**

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



8. SFWIB Global Talent and Competiveness Council (GTCC)

The **Global Talent and Competiveness Council (GTCC)** Chair, Ms. Ferradaz, reviewed the GTCC Summary, which provided an overview of items discussed during the February 16, 2023 meeting.

8A. Information – Florida Memorial University Drone Pilot Training Program

Staff briefed a new partnership with Florida Memorial University (FMU) and Miami-Dade County to support the FMU Drone Pilot Training Program.

The Program is a continuing education, non-credit course designed to prepare students to pass the FAA, Part 107 Remote Pilot license exam to operate drones or small unmanned aircraft for commercial and personal use. Classes will be offered on the weekend for two weeks and those who pass the exam will have the opportunity to receive experiential credit toward electives in any of FMU's aviation programs.

8B. Approval – Approval of a New Training Provider/Program and New Programs for an Existing Providers

Staff completed the review process and recommended Urban Construction Craft Academy Apprenticeship Program (Project Manager Apprenticeship) for approval as well as the follow new programs for Miami Dade College:

1. Accounting Technician or Financial Specialist
2. Building Automation Technician
3. Dental Assistant or Dental Specialist
4. Hotel Associate
5. Nurse Assistant Certified

The Council recommends approving all of the apprenticeship programs.

Motion by Mr. Scott to approve the new training provider/program and additional new programs for an existing provider.

Mr. Brown seconded the motion; **item is passed without dissent.**

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



8C. Approval – Allocate Funds to Miami Dade College for the Future Banker’s Training Program

This year the Bankers Camp is partnering with the Cuban America National Council (CNC) Youth Program to recruitment of up to 50 youth participants. The program will run for four weeks from July 3, 2023 through July 28, 2023 and provides hands-on experience for students interested in a financial services career.

Motion by Mr. Brown to approve allocation of funds to the Miami Dade College Future Bankers Training Program.

Mr. Scott seconded the motion; **item is passed without dissent.**

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

8D. Approval - Approval to Allocate Funds for Apprenticeship OJT

Staff will work with Miami Dade College and four separate employers to hire apprentices under three new apprenticeship programs:

1. Dental Assistant – Jessie Trice will hire four apprentices
2. Nurse Assistant Certified - Larkin Community Hospital will hire 10 apprentices
3. Building Automation Technician - Johnson Controls, Inc. will hire three apprentices and Siemens Industry, Inc. will hire two apprentices.

Motion by Mr. Brown to approve allocation of funds for the Apprenticeship OJT programs. Ms. Canales seconded the motion; **item is passed without dissent.**

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

8E & 8F. Approval of a WIOA One-Stop Operator Procurement Policy and Customized Training Policy Update

In response the Department of Labor review conducted in November 2020, staff have generated and updated a number of policies to ensure compliance with U.S. DOL regulations. The One-Stop Operator Policy provides guidance and ensures a competitive procurement of a One-Stop Operator. The Customized Training Policy was approve in 2021 but some definitions were updated and processes more clearly defined.

The Committee approved by consensus, with a minor modification.



Motion by Ms. Mantilla to approve WIOA One-Stop Operator Procurement Policy and Customized Training Policy Modifications w/recommended changes.

Mr. Bridges seconded the motion; **item is passed without dissent.**

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

9. SFWIB Performance Council

The **Performance Council Chair**, Ms. Canales, provided a summary of items discussed during the February 16, 2023 meeting.

9A. Informational - Balanced ScoreCard Report

Staff provided an update on the Balance Scorecard which measures the performance of the service providers. The current report is from July 1, 2022 through January 31, 2023, which indicates only one of nine AJC locations is meeting the required 65 percent performance standard.

The Job Placements Year-to-Date Summary Report for the same period shows the Board has a total of 2,266 job placements, which is 37.9 percent of the minimum standard and 32.2 percent of the maximum standard. None of the AJC's has yet to meet the minimum or maximum YTD Job Placements standard PY 2022-23.

The service providers will continue implementing their corrective action plans to increase and achieve the 2022-23 performance standards. Staff will continue to monitor and track the effectiveness of the corrective actions while seeking improved performance.

9B. Informational – Consumer Report Card Update

Staff provided an update on the Consumer Report Card, which monitors the performance of approved Training Vendors.

The current period of performance from July 1, 2022 through January 31, 2023, indicates the following:

- \$1,335,763.10 of wages was generated into the regional economy.
- For every dollar spent on training, the board obtained a return of \$4.26.
- Ninety-five percent of the training participants completed classroom training.
- Of those completing training, 97 percent have obtained employment with an average wage of \$22.66.



- Ninety-one percent of the participants were placed in a training-related occupation.
- The net economic benefit per placement is \$38,164.66.

8C – Informational – Youth Balanced Score Card Update

Staff provided an update on the Youth Balance Scorecard. The Scorecard measures the performance of contracted Youth Service providers from July 1, 2022 thru December 31, 2022.

The In-School Youth program exceeded its enrollment standard. The Out-of-School Youth program enrollment performance has been impacted by barriers to education and employment and by environmental factors, such as employment availability with easy entry-level access to higher wages.

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

Being as there were no further questions or concerns, the SFWIB Meeting adjourned at 11:08am.

CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential 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, Charles A. Gibson, 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 and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: The SFWIB and The District Board of Trustees of Miami Dade College

Contractor Name & Address: The District Board of Trustees of Miami Dade College; 300 N.E. 2nd Ave. Rm 1474; Miami, FL 33132

Contractor Contact Phone Number: _____

Contract Number or Other Identifying Information, if any: WS-CTVA-22-04-00

Contract Term: TBD

Value of the Contract with no extensions or renewals exercised: \$125,000.00

Value of the Contract with all extensions and renewals exercised: \$125,000.00

Description of goods and/or services to be procured: Future Bankers Program Training

Method of procurement for the goods and/or services to be procured: _____

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

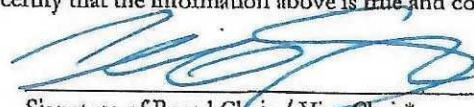
The nature of the conflicting interest in the contract: High Level Management employee of Miami Dade College

The board member or employee with the conflict of interest did ☒ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract. If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

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(s), including subcommittee meetings, 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(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.



Signature of Board Chair / Vice Chair*

Charles A. Gibson

Print Name

2/16/23

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, Oscar Loynaz, 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: South Florida Workforce Investment Board dba Career Source South Florida

Contractor Name & Address: The District Board of Trustees of Miami Dade College; 300 N.E. 2nd Ave. Rm 1474; Miami, FL 33132

Contractor Contact Phone Number: _____

Description or Nature of Contract: Workforce services: WIOA Youth Training Vendor for Future Bankers Training Program

Description of Financial Benefit*: _____

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

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

1 have no relative who is a member of the board or an employee of the board; OR

_____ have a relative who is a member of the board or an employee 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

Oscar Loynaz
Print Name

3/8/2023
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 DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, 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 SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.