



## SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES

**DATE/TIME:** October 19, 2023, 9:30am

**LOCATION:** The DoubleTree by Hilton Miami Airport Convention Center (Hotel Side)  
 Salon E and F Room  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, FL 33126

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

- CALL TO ORDER:** Chairman Gibson called to order the regular meeting of the South Florida Workforce Investment Board at 9:34AM on October 19, 2023.

**ROLL CALL:** 28 members; 15 required; 18 present: Quorum established

<b>SFWIB Members Present</b>	<b>SFWIB Members Absent</b>	<b>SFWIB Staff</b>
<ol style="list-style-type: none"> <li>1. Brecheisen, Bruce</li> <li>2. Brown, Clarence</li> <li>3. Canales, Dequasia</li> <li>4. Datorre, Roberto</li> <li>5. del Valle, Juan-Carlos, Vice Chair (Zoom)</li> <li>6. Ferradaz, Gilda</li> <li>7. Garza, Eddie (Zoom)</li> <li>8. Gazitua, Luis (Zoom)</li> <li>9. Gibson, Charles, Chair</li> <li>10. Glean-Jones, Camela (Zoom)</li> <li>11. Lincoln, Michelle Commissioner (Zoom)</li> <li>12. Mantilla, Rene'</li> <li>13. Perez, Andy</li> <li>14. Piedra, Obdulio (Zoom)</li> <li>15. Rod, Denis</li> <li>16. Rolle, Andrei</li> <li>17. Scott, Kenneth</li> <li>18. Whitaker, David</li> </ol>	<ol style="list-style-type: none"> <li>19. Androver, Bernado</li> <li>20. Clayton, Lovey</li> <li>21. Diggs, Bill</li> <li>22. Lampon, Brenda</li> <li>23. Maxwell, Michelle</li> <li>24. Rod, Denis</li> </ol> <p style="text-align: center; margin: 10px 0;"><b>SFWIB Members Excused</b></p> <ol style="list-style-type: none"> <li>25. Bridges, Jeff</li> <li>26. Chi, Joe</li> <li>27. Grice, Sonia</li> <li>28. Loynaz, Oscar, MD</li> <li>29. Roth, Tom</li> </ol>	<ol style="list-style-type: none"> <li>1. Beasley, Rick</li> <li>2. Bennett, Renee</li> <li>3. Kelly, Travis</li> <li>4. Morgan, Ebony</li> <li>5. Perrin, Yian</li> <li>6. Petro, Basil</li> <li>7. Smith, Robert</li> </ol> <p style="text-align: center; margin: 10px 0;"><b>SFWIB Administration</b></p> <ol style="list-style-type: none"> <li>8. Almonte, Ivan</li> <li>9. Cubillo, Jorge</li> <li>10. McFarland, Casandra</li> </ol> <p style="text-align: center; margin: 10px 0;"><b>Miami-Dade County Attorney's Office</b></p> <p>Gallo, Melissa, MDC Attorney's Office</p>
<b>Guest Attendees</b>		
<ol style="list-style-type: none"> <li>1. Diaz, Lupe, Miami-Dade County Public Schools</li> <li>2. Johnson, Zenani, Florida Chamber of Commerce</li> <li>3. Llerena, Luis, Miami-Dade County Public</li> <li>4. Quinn, Robert, Miami-Dade County Public Schools</li> <li>5. Ryland, Violet, Department of Children and Families</li> </ol>		



Agenda items are displayed in the order they are discussed.

## 2. 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.

## 3. Chairman's Report/Executive Committee Update

During the September 14th Executive Committee meeting, staff provided a demonstration two new tools, the Performance Indicator Tool and Automated Monitoring Tool.

The Performance Indicator Tool monitors our WIOA Performance Indicators in real-time, allowing AJC staff to detect cases with missing employment data every quarter and complete follow-ups. Staff can also closely monitor all 18 needed performance parameters and service efficiency with the program.

The Automated Monitoring Tool (AMT) helps the board achieve the Strategic Goal of Strengthening the One-Stop Delivery System. The tool displays each workforce program's caseload and error rates using the Florida Department of Commerce's programmatic monitoring tool. It also allows users to review and resolve issues with specific cases, thereby lowering error rates. Finally, the tool provides reports to assess performance and trends.

Finally, the Committee addressed staff modifications to certain 2020-2024 Strategic Goals Operational Plan strategic goals. The committee evaluated a summary of revisions and made suggestions. The agenda packet has details for review. The Committee considered conducting a Strategic Planning Retreat before the February 2024 Board meeting to establish the 2024-2028 plan.

No further questions or comments were presented. Item closed.

## 4. Executive Directors Report

Mr. Beasley delivered the Executive Director's Report, which covered the following federal, state, and local issues in brief:

- House Committee on Education and the Workforce - Subcommittee on Higher Education and Workforce Development hearing titled "Strengthening WIOA: Improving Outcomes for Jobseekers, Employers, and Taxpayers"
  - Reduction of Eligibility Barriers
  - Individual Training Account / Training Goals

Minutes Prepared by: Ebony Morgan  
SFWIB Meeting

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Status: **APPROVED**

Approval date: 12/21/2024

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- Promotion of Support Service
  - State - REACH Act Letter Grades
  - Local - CSSF Automated Monitoring Tool (AMT)

The full report is available for review via the October 19, 2023 SFWIB agenda packet.

No further questions or comments were presented. Item closed.

## 5. Community Presentations

Chairman Gibson introduced the item; Mr. Beasley welcomed Dr. Lupe Diaz of Miami-Dade County Public Schools for a presentation to Board.

The M-DCPS Summer Youth Internship 2023 Accomplishments presentation is available for review via the October 19, 2023 SFWIB agenda packet.

No further questions or comments were presented. Item closed.

## 6. Consent Agenda Items

Chairman Gibson introduced the three consent agenda items and asked whether any should be pulled for further discussion and review.

Mr. Brown asked to pull item 6A. August 17, 2023 meeting minutes.

Chairman Gibson asked for a motion for 6B and 6C.

**Motion:** Mr. Scott presented a motion to approve.

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

### **6A. Approval of SFWIB Meeting Minutes – August 17, 2023**

Mr. Brown stated that his attendance should be recorded as "Excused" rather than "Absent" in the minutes from August 17, 2023. Mr. Beasley explained that he was unable to inform Ms. Morgan of Mr. Brown's impending travel prior to the last Board meeting; however, since he was notified in advance, the meeting minutes will be changed to reflect accordingly. Furthermore, he added that members who fail to provide attendance confirmation and are not present at meetings (whether board or council-level) will be recorded as absent. If members cannot attend, please notify Ms. Morgan in advance of the meeting.



**Motion:** Mr. Brown presented a motion to approve with modifications.  
Seconded by: Mr. Scott and **passed without dissent.**

No further questions or comments were presented. Item closed.

## 7. SFWIB Finance and Efficiency Council Update

In absence of the Finance and Efficiency (FEC) Chairman, Mr. Tom Roth, Chairman Gibson reviewed the FEC Summary, which provided an overview of items discussed during Executive Committee meetings held on Thursday, July 13 and August 3, 2023.

During this morning's FEC meeting, members reviewed and discussed the financial report for the period ending August 31, 2023. The first 2 months of the new fiscal year seems to be following the historical trend for the period. The budget variances discussed reflects that headquarters expenses are running at 13.1%, adult services are at 11.1% and youth services are at 8.6%. The facilities expenditures are at 11.6% and some of the other programs and projects are at 6.6%.

The cash reconciliation report for August and September 2023 was reviewed and appeared to be in alignment.

Following a review of finances, the Council discussed the Fiscal Monitoring Activity Report for August 1 through September 30, 2023. The College of the Florida Keys was the only one fiscal review was completed and resulted in six findings, which resulted in \$8,521.08 in disallowed costs. Additional information regarding the disallowed costs are detailed in the report, which is in your agenda packets.

OMB reviews were completed for Community Coalition, Lutheran Services, and College of the Florida Keys. Final management decision letters, indicating zero findings, were issued for all three organizations.

Lastly, there were two Plans of Corrective Actions (POCA) reviewed and accepted for Miami Dade College and College of the Florida Keys.

The acceptance of additional workforce system funding in the amount of \$978,617.67 was discussed; details are available in your agenda packet.

The Council finished by discussing the Florida Department of Commerce 2023-2024 Internal Control Questionnaire and Assessment, a state requirement that enables workforce boards to assess internal controls and management's goals. More information will available when "Action Items" are discussed later in the agenda.



No questions or comments were presented. Item closed.

## 7. Global Talent and Competiveness Council Update

Chairwoman Ferradaz reviewed the Global Talent and Competiveness Council Summary, which provided an overview of items discussed during this morning's meeting.

Members had an opportunity to share in the Summer Youth Internship Program presentation from Dr. Lupe Diaz of Miami Dade County Public Schools. Members appreciated hearing about the many accomplishments achieved throughout the last eight years.

Following the presentation, the Council discussed the allocation of funds for the 2024 Summer Youth Internship Program, which will allow the board to increase the number of youth served to up to 1,250 participants.

The Council has recommended two action items for approval by consensus of those members present:

- Adding SOC codes and occupations for Home Appliance Repair and Preschool Teachers to the TOL.
- Allocating up to \$50,000 in WIOA Youth Funds to Adults Mankind to hire a youth program worker that will be responsible for providing services onsite at His House Children's Home.

More information will be shared with the Board during the "Action Items" portion of the agenda.

No questions or comments were presented. Item closed.

## 8. Performance Council Update

Chairwoman Canales reviewed the Performance Council Summary, which provided an overview of items discussed during this morning's meeting.

We reviewed the latest performance metrics using the new common measurements tool. Your agenda packet provides details, however, the board has met or surpassed 17 of 18 measures.



Please note that our performance is judged in the 2nd and 4th quarters; yellow boxes indicate areas to focus on before the next performance period.

Staff has introduced a number of enhancements to improve on these measures, primarily focused on greater documentation on closed cases, Work Number verification updates, monthly feedback reporting for management, and monthly technical support training for all AJC staff. Members also saw a live version of the Common Measures Tool, which demonstrated how AJCs could use it to conserve time and enhance service.

The Workforce Services Balance Scorecard providing an overview of participants placed through September 30, 2023, reflects 2,154 participants have been placed in unsubsidized employment and four of the nine AJC locations achieved the required 65 percent performance measures standard.

Additionally, new guidelines such as those detailed in the self-attestation and self-sufficiency policies will continue to be implemented by SFWIB staff to help AJCs increase the number of individuals served.

During the council meeting, several creative approaches were discussed to ensure the fulfillment of the previously stated goals for the program year 2023-24. One of these strategies entails organizing a focus group comprising staff from each program. By targeting specific areas for service delivery improvement, we will be better able to comply with performance measures set by federal, state, and local governing bodies. Staff will also use Common Measures Tool for the balanced scorecard employment report projections for the 1st, 2nd, 3rd and 4th quarters after exist.

The Youth Balance Scorecard showed that In-School Youth Programs exceeded the enrollment standard by enrolling 206 participants and the Out-of-School Youth (OSY) program's enrollment performance is on target to meet its goal by the third quarter, which ends on March 31, 2024.

Staff has enhanced oversight and performance management for the current program year and revised the scorecard to correspond with the WIOA-negotiated primary performance indicators to ensure that the youth service providers meet their performance objectives.

Finally, the Council reviewed the Consumer Report Card, which indicates that 40 of the 42 individuals who registered for training throughout the current period have successfully finished the program. Ten of the thirteen individuals who are employed after completing their program do so in the field in which they were trained. The collaboration between the service



and training providers is aimed at securing unsubsidized employment for the two remaining participants.

The agenda packet contains full details about the wages generated because of our programs, the average cost of training, and the return on investment.

Mr. Beasley provided additional details regarding the implemented tools and the progress made thus far by the staff. There was further discussion.

No questions or comments were presented. Item closed.

## 9. Action Items

Mr. Beasley introduced action items requiring board approval; each has been brought before its respective Council and approved by consensus of the members in attendance.

### 10A. Approval – Florida Department of Commerce 2023-2024 Internal Control Questionnaire and Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce, 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).

**Motion:** Mr. Mantilla presented a motion to approve.

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

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

### 10B. Approval – Add Occupations to the WDA 23 Targeted Occupations List

Miami-Dade County Public Schools and Miami Dade College requested two additional Standard Occupational Classification (SOC) codes be added to the 2023-2024 Targeted Occupations List (TOL) for WDA 23.

[During the voting process, Mr. Mantilla was removed from the meeting.]

**Motion:** Ms. Canales presented a motion to approve.

Seconded by: Dr. Rod and **passed without dissent.**



Mr. Smith and Mr. Beasley explained the process associated with adding additional SOC codes to the TOL.

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

### **10C. Approval – His House Children’s Home Funding Allocation**

For the program year 2023-24, the SFWIB staff recommends that Adult Mankind Organization, Inc. (AMOR) be granted funding to employ a full-time, on-site staff member to provide workforce services at His House Children's Home. The projected salary and fringe benefits for the position is up to \$65,000. The AMOR youth staff will also be responsible for providing Workforce Innovation and Opportunity Act In-School Youth services.

**Motion:** Mr. Scott presented a motion to approve.

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

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

### **Next Meeting**

The next SFWIB meeting is scheduled to take place on December 21, 2023. Mr. Scott will be hosting the event at his location. Notifications will be forwarded to all members in advance of the session.

Being as there were no further questions or concerns, the SFWIB Meeting adjourned at 11:42am.