



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE MEETING

**Tuesday, November 25, 2008
8:30 A.M**

South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive
5th Floor - Conference Room 3
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. October 28, 2008
3. SFWIB 2008 Retreat Follow-up
4. SFWIB 2009 Calendar
5. SFWIB By-law Changes
6. SFWIB Board Attendance

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2.

SFWIB - Executive Committee

November 25, 2008

**MINUTES OF SFWIB EXECUTIVE COMMITTEE
MEETING OCTOBER 28, 2008**

South Florida Workforce Investment Board
 Executive Committee Meeting
 October 28, 2008, at 8:30 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3
 Miami, FL 33126

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE	OTHER ATTENDEES
1. Edward Margolis 2. Bernardo Adrover 3. Regina Giles 4. Frederick Marinelli 5. Andre (Andy) Perez	6. Joe Chi 7. Daniel Fils-Aime 8. Cynthia Gaber	Garcia, Evelyn – <i>CBT</i> Maxwell, Carlos - <i>OSBM</i> SFWIB STAFF Beasley, Rick Alonso, Gustavo Glancy, Anne Hernandez, Juan Kistner, Ken Pierre, Linda Smith, Marian

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Edward Margolis, SFWIB Chair, called the meeting to order at 8:42 A.M. and noted that a quorum had not yet been achieved, although Ms. Regina Giles is expected to arrive shortly. He asked those present to introduce themselves.

3. Greater Miami Chamber of Commerce (Presentation)

Mr. Margolis noted that the presenters from the Greater Miami Chamber of Commerce were not able to attend this meeting.

5. August 2008 Finance Report

Mr. Rick Beasley, Executive Director presented the report and began with the accompanying notes to the financial report (unaudited) for the period of July 1, 2008 through August 31, 2008.

He noted adjustments made in August in revenue as well as expenditures, and added that for the most part, unspent amounts as of September are expected to be available to re-allocate for Oct 08-June 09.

Several members expressed concern that more training is needed at a time when there is less funding available. Concerns were also expressed that with the economic downturn, and lay-offs, that people without jobs might take any job available, and thereby no longer be eligible for SFWIB training programs.

There was much discussion regarding the amount of funding available and the lack of media attention to the number of un-employed in the region.

Mr. Perez commented that the training providers must adhere to those occupations on the TOL, and to ensure that the training providers have the same message.

Mr. Adrover noted that the general public is not aware of SFWIB services

There was discussion regarding the low percentage of training completed, and Mr. Beasley explained that the contracts were only for three (3) months, and all invoices have not yet been received.

There followed discussion regarding imposing a funding cap for individual training.

Mr. Margolis commented that there could be further discussion on these topics at the upcoming retreat.

[Ms. Giles arrived at approximately 9:00am.]

2. Approval of Executive Committee Meeting Minutes of September 4, 2008

Regina Giles moved to approve the minutes of the September 4, 2008 Executive Committee meeting. The motion was seconded by Bernardo Adrover and approved.

6. Recommendation to Accept and Allocate the awarded Reed Act Funds

Bernardo Adrover moved to accept and allocate the awarded Reed Act funds. The motion was seconded by Fred Marinelli and approved.

7A. Refugee Employment and Training (RET) Contract Budget Modification

Bernardo Adrover moved to approve enhancements to the service providers who exceeded performance and others will be allowed to voluntarily de-obligate their dollars for program year 07-08. The motion was seconded by Regina Giles and approved.

7B. Recommendation to Utilize \$60,000.00 of Refugee Employment and Training (RET) Surplus Funds for the Purchase of "Work Number" Services.

Mr. Rick Beasley, Executive Director presented the item.

Regina Giles moved to approve the utilization of \$60,000.00 of Refugee Employment and Training (RET) surplus funds for the purchase of "Work Number" services. The motion was seconded by Bernardo Adrover and approved.

8. Food Stamp Employment and Training (FSET) Allocations

Bernardo Adrover moved to authorize staff to accept and allocate \$119,000 in Food Stamp Employment and Training funds for the purchase of equipment for seven workforce regions not currently operating the FSET program. The motion was seconded by Regina Giles and approved.

Mr. Beasley informed the Committee on the status of the SER Jobs for Progress, monitoring report. The issues mentioned previously have again occurred. Mr. Beasley has sent a letter to the executive director Jose Cela, as well as the OIG in Tallahassee. Copies were also sent to the Miami-Dade County Manager, and the Mayor.

There followed discussion as to actions to be taken in the event SER Jobs for Progress is not approved as a provider.

Mr. Margolis introduced Mr. Carlos Maxwell, of Miami-Dade County, Office of Strategic Business Management.

Mr. Maxwell noted that the Miami-Dade County strategic plan is being revised, and input from SFWIB is needed. He requested that any comments or suggestions be submitted through Mr. Beasley.

Mr. Marinelli commented that municipalities must be included in the preparation of the plan.

Mr. Perez inquired whether Miami-Dade County could assist in generating revenue for SFWIB.

Mr. Beasley noted that Mr. Maxwell had been invited to the SFWIB retreat.

Mr. Adrover commented that the SFWIB region is all of South Florida and things need to be done differently.

Mr. Margolis noted that many locals still do not know what SFWIB does.

4. SFWIB Retreat

Mr. Margolis noted that the areas discussed at the last retreat were not focused. Mr. Perez added that what we need are jobs, jobs, jobs, and more training for youth.

Ms. Giles asked that the same topics be rehashed, but that we need to talk about people who need employment and education, and employment and training. The good things public schools do must be discussed, and that South Florida is more than Miami-Dade County.

Mr. Adrover suggested that each member begin leveraging their connections, regardless of their political view.

Mr. Margolis reminded the Members that the SFWIB meeting begins at 3:00pm on Friday November 7, 2008.

Mr. Adrover added that if the Chamber representative is not able to attend, please include a report.

Mr. Beasley invited the members to the SFWIB Holiday Gala December 13, 2008, at the Renaissance at the Gables, beginning at 7:00pm, and added that no federal, State, or county funds were used for this event.

Mr. Margolis thanked everyone for their participation and the meeting adjourned at 10:10 am.



3.

SFWIB – Executive Committee

November 25, 2008

SFWIB 2008 Retreat Follow-up

Informational

BACKGROUND

SFWIB held its annual Retreat on November 7-8, 2008. The retreat gave members the opportunity to discuss the boards' past accomplishments, priorities, existing strategic work plan and future goals. "Governance is the Foundation" was the theme for the retreat this year. Below is a brief description of the major issues discussed during the retreat.

Members highlighted the following issue:

- **The boards' accomplishments in the past year:** Members discussed the following three major board accomplishments; 1) Development of the Strategic Plan, Visions and Goals, 2) Release of the State of the Workforce Report, and 3) Workforce and Economic Summit.
- **Changing Times:** Members identified issues that have impacted our Region since the last retreat. Some of the major impacts included:
 - the decrease in government funding for education,
 - higher unemployment rates, bailout impact on program funding,
 - credit impact on businesses and job creation and Consumer confidence and lack of passion.
- **What have we done?** The members focused on the boards' past strategic priorities and whether they should board should consider modifying the current goals to reflect more realistic goals.
- **Future Shocks? Can we adapt?** Members discussed whether our region was prepared to handle current and future educational and economical downturns.
- **What we need to focus on?** Members emphasized looking at ideas /initiatives from a 40,000 foot level. Members suggested that the board keep the following three goals:
 - Education
 - Career Centers, and;
 - Stakeholders.

Members concluded that the board focus on the following five initiatives; Education including literacy, Entrepreneurship, Sector Strategies, career and Technical Education and Digital Education.

Attached are notes from the Retreat for members review.

Attachments

South Florida Workforce Investment Board
Strategic Planning Retreat
Friday, November 8, 2008
8:30 A.M.-3:00 P.M.

That the Board is a convener of challenges and resolutions and that it has become an informed Board.

The Board has accomplished the following since the last Retreat:

- Developed a Strategic Plan, Visions and Goals
- Released the State of the Workforce Report
- Workforce and Economic Summit

Board Maturation/Governance: The retreat last year was the foundation work. It takes 3 to 5 years for a Board to mature. Board members expressed views on the following areas:

- What did we accomplish?
- How do we measure progress?
- Board issues:
 - A. Board attendance issue, which impact the ability to meet a quorum and take action on items.
 - B. Budget cuts, but need to continue to find ways to perform better
 - C. Not all the stakeholders at the Table – Example: 31 chambers in Miami-Dade County
 - D. Board is too large, therefore a larger number of members is required to achieve quorum
 - E. Politics – sensitive on who gets off the Board
 - F. Stakeholder engagement
- Miami-Dade County is a diverse county, but it seems that there is still a silo mentality
 - Fragmentation of economic development – many municipalities have economic development agencies and issues, but it seems that they do not talk to each other. Need to address the issue together and decide which industries to focus on.

Discussions to assist in resolving some of the issues raised included:

- Proxy system to help with the quorum/attendance, i.e. designees
- Succession model for developing Board members , looking at the level of experience and to help Board members in a succession strategy
- A critical piece is the development of a solid core of Board members.
- An accountability model
- More participation of the committees, including non- Board members, other stakeholders.
- Board members need to tackle the issues

Other areas of discussion were:

- The economy both in Miami-Dade and Monroe is the big challenge and that includes getting individuals ready for work, and is the Board ready to go?

- Activist Board – is the Board ready to tackle different issues and the demands of the community
- Thinking outside the box – how do we get more participation from the community?
- Hands on deck/who are here – are we all on the same page?
- How does the community know what to do?
- Regions below Palm Beach short-changed on funding and going after same grants and getting none.

Other issues – 18 month window:

- Retiring baby boomers
- Onus on job seekers to learn
- Have the solution, need to act
- Not all is horrible but there opportunity

Changing Times:

Since the last Board retreat, held September 2008, the question is “what has changed”, and what are the impact of the changes on the Board and the goals that were established?

A. What Has Changed?

Members expressed the following ideas on what has changed since the last Retreat:

- Decrease of State funding for education
- Higher Unemployment
 - Implication - Lost Jobs
- Financial Downturn
- Implication - Tightened credit impact businesses and job creation
 - Government Bailout
- Big companies getting the money over smaller companies
 - Bad business decisions saved by government funding
- Bailout Impact on other Program funding
 - Impact - Limits available funding
 - Job Creation Issues
- Tightened credit impact businesses and job creation
 - Declining Market Value
 - Housing and energy issues
- Consumer Confidence and lack of Passion
- How do you solve the lack of passion?
- Need to increase the level of passion because what we do affects everyone and people we know.

B. Implication for Workforce?

- Loss of funding
- Are we ready for changes? Are the Career Centers ready?
 - Due to the current economic situation are the career centers ready to handle professionals in need of a job.
 - More middle class individuals heading to the career centers
- How do we use funds strategically?
 - Alignment of resources
 - Targeting resources
 - Leveraging resources
- Vision – “Will”
 - Put things in place now, get out in front, be pro-active not reactive
 - Get training ahead of time

C. New Questions for Changing Times?

Why questions – to Stimulate Thinking

- Who are the others that need to be engaged
 - Non Board Members
 - State AWI/WFI
 - County
 - College has 44 Advisory Boards

D. Challenges and Opportunities

- How do we retain skilled talent in the Region
- How do we retain business and help them to succeed
 - Targeted investments
- How do we create Talent /Business
 - Stimulate dialogue with other stakeholders
 - Stimulate new initiatives
 - Focus on current issues affecting workforce
- How do we improve educational opportunities
 - Apprenticeship for students not going into higher education
 - Internships to help prepare the student for the work world
 - Ready to Work certification
 - Industry certification
 - Dual enrollment (High School/College)
- Keep teachers current in technology
- Do not wait for funding – stimulate dialogue, new initiatives
- Prepare/create a wish list
- Talk to the legislature – “How can we help you”?

- Think bigger than programs
- Develop strategies and goals

E. The Role of SFWIB

- Being well informed
- Convener
 - Who else is contributing
 - Bring together the different stakeholders to meet and address how to meet the varying needs within the community, (business, etc)
- Leadership
- Be prepared step forward and think about different ways of doing business
- Accountability
- Identify and Manage Regional Sector Workforce Issues
- Develop Dashboard Indicators for Early detection of issues
- Know the Barriers that are faced and what can be done to address them
- Develop Partnership

G. Know/Understanding what Business needs

- Do it by engagement of the business community which is achieved through:
 - Communication
 - Conducting research, surveys
 - Questioning business individuals
- Understand the Economies Needs
 - Demand generators
 - Need now?
 - Need next 5 years, 25 years?

How have we done?

The Board looked back on the strategic priorities established at the last Board retreat to determine what they wanted to keep, change/modify and/or what was outside the Board.

- A. Education*: The Board members after discussion recommended that we focus on the following critical areas:
1. Still critical: Education remains on our high priority list. We need to identify our targeted industries and whether we are aligned with the State initiatives.
 2. Needs more focus: We need to have more discussion with local community colleges and universities.
 3. Modify strategies: to insure no duplication, maximizing what we need to get done.
- B. Workforce Housing:
1. Outside the Board area

2. **Advocacy Role:** become an advocate for workforce/affordable housing, but not be responsible for it.
3. Homeownership/Rental: Shift attention from home ownership to renting. Also look at different strategies for Monroe County.
4. Workforce Housing/Affordable housing: these are not the same and the Board needs to think in terms of “workforce housing”
5. Support – well informed. The Board needs to become supportive and more informed about workforce housing.

C. Career Centers*: The Career Centers the flagship product of the Board

1. Still a critical goal: The Career Centers remains a critical goal for the Board.
2. Modify strategies
3. Focus on jobs

D. Stakeholders*:

1. Still a goal
2. Modify strategies
3. More engagement/education
4. More outcome based collaboration

In addition to keeping the three goals above, the Board members also wanted to focus on the following challenges to see what we could do to improve the following:

A. Literacy Education:

- Read
- Write
- Math

B. Workforce (Job Skills) Education:

- Knowledge Skills
- Technical Skills
- Academic Skills

C. Job Creation:

- Focus on Industries
- Small Businesses
- Growth, Retention strategies

Future Shocks? Can we Adapt

- A. Are we preparing for the future, that is the question that needs to be asked in developing policy
- B. How do we start growing our own?
 - Entrepreneurship, developing business by developing entrepreneurs
- C. Learn from the past

- by analyzing what actions had been taken and results and assessing for the need for similar actions or developing a different strategy
- D. How do we increase individuals going from low-wage jobs to higher wage jobs
 - Building Pathways – Career Ladders (child care worker to teacher aid to teacher)

What do we focus on?

A discussion was held concerning what the Board should focus on. It was emphasized to look from the 40,000 foot level and the Board members considered the three initiatives below:

- A. Education including literacy: Need to change the valuing of education within the community:
 - 1. Considered very critical because without an educated workforce the Region faces challenges in competing in the global marketplace
 - 2. Considered to be a Long term process instead of a short term process
 - 2. Life Long Learning: Get individuals to think that learning is a life long process, building skills through the use career pathway, etc.
 - 3. Knight Foundation: Use these types of foundations to assist in funding educational needs.
- B. Entrepreneurship – Grow your own: provide individuals with the means and education in starting a small business.
 - 1. Venture capital – Find ways to build funding, Business Assistance Centers
 - 2. Education – Business literacy
 - 3. Small Business Administration partnership
 - 4. Focus on jobs
- C. Sector Strategies:
 - 1. Aligning and Pipelines
 - 2. Regional Skill Partnerships*
 - 3. What are the critical skills and occupations?
 - 4. What are the critical; industries?

How to meet sector strategies needs and target pilots for sector strategies?

- Look at targeted occupations
- Look at targeted industries
- Summit for industry sectors (IT, early childhood education, hospitality, etc)

Three goals and five initiatives established for the Board consideration:

The goals are:

- A. Education*:
- B. Career Centers*:
- C. Stakeholders*:

The initiatives include:

- A. Education including literacy
- B. Entrepreneurship
- C. Sector Strategies
- D. Career & Technical Education
- E. Digital Skills Education

Implication for Board

The change in Board's goals and the establishment of initiatives has implications for the Board. These implications include the following:

- The Board to become more forward looking/pro-active
- Funding strategies, how to fund the initiatives
- Performance strategies
- Where is the emphasis
- Goals – Short/Long
 - Develop measure outcomes
 - Evergreen Plan – look 5 years out
- Policy issues
 - Valuing education
 - Business Literacy
 - Language Literacy
 - Entrepreneurship
- Advocacy Role
- Convener
 - Create task force of stakeholders, non- board members
- Leveraging resources by creating partnerships with various other stakeholders

Target/ Marketing – develop a campaign to market SFWIB

1. Active planning including the development of a sustainability plan and an exit plan to hand over after implementation
2. Know who are involved in the Community
3. Pipeline building
4. Start building goals

“Governance is the foundation”.



4.

SFWIB – Executive Committee

November 25, 2008

SFWIB -2009 Calendar

Discussion Item

BACKGROUND

For several months, the issue of attendance has become fundamental to the way the full board and committees take action on operational and policy items as a whole. In planning for the 2009 calendar year, SFWIB staff has created two separate calendars that reflect the boards' current and proposed future meeting schedule. To help improve and/or increase member attendance; members encouraged to review both calendars and identify the structure that best suits the current needs of the board.

The following is a brief description of the current and proposed meeting structure.

Current: The board meets 6 times per year, every other month. Majority of the committees meet every other month, except for Finance.

Proposed: The full board/committees will meet 6 times per year. Committees will meet prior to the full board meeting for an hour, every other month.

Attached are two separate board and committee meeting-2009-calendars for members review.

Attachments

South Florida Workforce Investment Board (SFWIB)
2009 Current Schedule of Meetings
(Subject to Change)

JANUARY 2009

Finance Committee	January 7, 2009	8:30
Youth Council.....	January 13, 2009	1:30
Executive Committee	January 27, 2009	8:30

FEBRUARY 2009

Workforce Systems Improvement Committee	February 3, 2009	9:30
Finance Committee	February 4, 2009	8:30
Economic Development & Industry Sector Committee.....	February 5, 2009	8:00
Youth Council.....	February 10, 2009	1:30
Board of Directors	February 19, 2009	9:30
Executive Committee	February 24, 2009	8:30

MARCH 2009

Finance Committee	March 4, 2009	8:30
Youth Council.....	March 10, 2009	1:30
Executive Committee	March 24, 2009	8:30
Workforce Systems Improvement Committee	March 31, 2009	9:30

APRIL 2009

Finance Committee	April 1, 2009	8:30
Economic Development & Industry Sector Committee.....	April 2, 2009	8:00
Youth Council.....	April 14, 2009	1:30
Board of Directors	April 16, 2009	9:30
Executive Committee	April 28, 2009	8:30

MAY 2009

Finance Committee	May 6, 2009	8:30
Youth Council.....	May 12, 2009	1:30
Executive Committee	May 26, 2009	8:30

JUNE 2009

Workforce Systems Improvement Committee	June 2, 2009	9:30
Finance Committee	June 3, 2009	8:30
Economic Development & Industry Sector Committee.....	June 4, 2009	8:00
Youth Council.....	June 9, 2009	1:30
Board of Directors	June 18, 2009	9:30
Executive Committee	June 23, 2009	9:00

JULY 2009

Finance Committee	July 1, 2009	8:30
Youth Council.....	July 14, 2009	1:30
Executive Committee	July 28, 2009	9:00

SFWIB
2009 Current Schedule of Meetings
November 21, 2008

AUGUST 2009

Workforce Systems Improvement Committee	August 4, 2009	9:30
Finance Committee	August 5, 2009	8:30
Economic Development & Industry Sector Committee.....	August 6, 2009	8:00
Youth Council.....	August 11, 2009	1:30
Board of Directors	August 20, 2009	9:30
Executive Committee	August 25, 2009	9:00

SEPTEMBER 2009

Finance Committee	September 2, 2009	8:30
Youth Council.....	September 8, 2009	1:30
Executive Committee	September 22, 2009	9:00
Workforce Systems Improvement Committee	September 29, 2009	9:30

OCTOBER 2009

Economic Development & Industry Sector Committee.....	October 1, 2009	8:00
Finance Committee	October 7, 2009	8:30
Youth Council.....	October 13, 2009	1:30
Board of Directors	October 15, 2009	9:30
Executive Committee	October 27, 2009	9:00

NOVEMBER 2009

Finance Committee	November 4, 2009	8:30
Youth Council.....	November 10, 2009	1:30
Executive Committee	November 24, 2009	9:00

DECEMBER 2009

Workforce Systems Improvement Committee	December 1, 2009	9:30
Finance Committee	December 2, 2009	8:30
Economic Development & Industry Sector Committee.....	December 3, 2009	8:00
Youth Council.....	December 8, 2009	1:30
Board of Directors	December 17, 2009	9:30
Executive Committee	December 22, 2009	9:00

South Florida Workforce Investment Board (SFWIB)
2009 Proposed Schedule of Meetings
(Subject to Change)

JANUARY 2009

Executive Committee January 27, 2009 8:30

FEBRUARY 2009

Committee and Council Meetings February 19, 2009 8:00
Board of Directors February 19, 2009 9:30
Executive Committee February 24, 2009 8:30

MARCH 2009

Executive Committee March 24, 2009 8:30

APRIL 2009

Committee and Council Meetings April 16, 2009 8:00
Board of Directors April 16, 2009 9:30
Executive Committee April 28, 2009 8:30

MAY 2009

Executive Committee May 26, 2009 8:30

JUNE 2009

Committee and Council Meetings June 18, 2009 8:00
Board of Directors June 18, 2009 9:30
Executive Committee June 23, 2009 9:00

JULY 2009

Executive Committee July 28, 2009 9:00

AUGUST 2009

Committee and Council Meetings August 20, 2009 8:00
Board of Directors August 20, 2009 9:30
Executive Committee August 25, 2009 9:00

SEPTEMBER 2009

Executive Committee September 22, 2009 ... 9:00

OCTOBER 2009

Committee and Council Meetings October 15, 2009 8:00
Board of Directors October 15, 2009 9:30
Executive Committee October 27, 2009 9:00

NOVEMBER 2009

Executive Committee November 24, 2009 9:00

DECEMBER 2009

Committee and Council Meetings December 17, 2009 8:00
Board of Directors December 17, 2009 9:30
Executive Committee December 22, 2009 9:00



5.

SFWIB – Executive Committee

November 25, 2008

SFWIB By-Law Changes

Discussion Item

BACKGROUND

The approval of the Interlocal Agreement created the South Florida Workforce Investment Board (SFWIB) for Region 23 of the State of Florida, Chapter 445, of the Florida Statutes. Under this agreement, SFWIB created and established by-laws for the governance of the board. The by-laws include information regarding the composition of the board, appointments, terms, and removal of members.

To help increase attendance throughout the board and committee meetings, the current by-laws need to be amended to include language concerning attendance limits. It is proposed that a member missing three consecutively meetings or one who has less than 50 percent attendance throughout a calendar year, will be recommended for removal from the board by the appointing body.

Attached is a copy of the current and proposed SFWIB by-laws for members review.

Attachments

BY-LAWS OF THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Article I – Authority

- (A) Pursuant to Paragraph 1.f. of the Interlocal Agreement Creating The South Florida Workforce Investment Board For Region 23 of the State of Florida, Chapter 445, Florida Statutes, and applicable State and federal law, the South Florida Workforce Investment Board (hereinafter the “SFWIB”) hereby creates and establishes SFWIB By-Laws for the governance of the South Florida Workforce Investment Board. The composition of the SFWIB and the appointment, terms, and removal of members of the SFWIB are set forth in Paragraph 1.k. of the Interlocal Agreement Creating The South Florida Workforce Investment Board For Region 23 Of The State Of Florida.

Article II – Adoption and Amendment

- (A) The SFWIB shall adopt these By-Laws at any meeting of the SFWIB upon the affirmative vote of a majority of the then appointed membership of the SFWIB who are empowered to vote.
- (B) Amendment of these By-Laws may occur at any meeting of the SFWIB upon fourteen calendar days prior notice to the members of the SFWIB that amendment of these By-Laws shall be on a particular agenda of the SFWIB and upon the affirmative vote of two-thirds of the then appointed members of the SFWIB who are empowered to vote.

Article III – Officers of the Board

(A) The Chair of the SFWIB shall be elected by the SFWIB at a meeting of the SFWIB in accordance with Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i). The Chair may be removed from office as Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

(1) The Chair of the SFWIB shall be the presiding officer at all meetings of the SFWIB.

(2) The term of the Chair of the SFWIB shall not exceed two years and shall serve no more than two terms in office or four years, whichever is less.

(3) The Chair of the SFWIB shall appoint all of the chairs of committees and task forces of the SFWIB and all members of all committees and task forces of the SFWIB, subject to the approval or ratification of the SFWIB. All such committee and task force chairs and members of committees and task forces of the SFWIB shall serve at the pleasure of the Chair of the SFWIB and the Chair of the SFWIB may remove the chair of any such committee or task force and any and all such committee members or task force members, without cause at any time.

(4) The Chair of the SFWIB shall serve as a nonvoting, *ex officio* member of all committees of the SFWIB and task forces of the SFWIB and the presence of the Chair of the SFWIB shall not count for the purposes of determining the existence of a quorum at any meeting of a SFWIB committee or SFWIB task force.

- (B) The Vice-Chair of the SFWIB shall be elected by the SFWIB at a meeting of the SFWIB. The Vice-Chair shall be elected from among the representatives described in Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i). The Vice-Chair may be removed from office as Vice-Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.
- (1) The Vice-Chair of the SFWIB shall be the presiding officer at any meeting of the SFWIB when the Chair of the SFWIB is absent.
 - (2) The term of the Vice-Chair of the SFWIB shall not exceed two years and shall serve no more than two terms in office or four years, whichever is less.
 - (3) In the event that the office of the Chair of the SFWIB is vacant, the Vice-Chair shall assume the duties and powers set forth in (A)(1), (3) and (4) hereinabove until such time as the office of the Chair of the SFWIB is no longer vacant.
- (C) The Executive Director of the SFWIB shall serve *ex officio* as the Secretary of the SFWIB.
- (1) The Secretary is hereby empowered to authenticate and certify documents of the SFWIB and to utilize the official seal of the SFWIB to authenticate and certify documents of the SFWIB.
 - (2) The Secretary shall seek to insure that the proceedings of all SFWIB meetings, SFWIB committee meetings, and SFWIB task force meetings

and any other meetings of the SFWIB are noticed and recorded in accordance with the Public Meetings Law of the State of Florida.

- (3) In the absence or unavailability of the Secretary of the SFWIB, the Secretary shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro Tem for any such meeting. The Chair of the SFWIB shall be notified of such appointment, or, in the event of a vacancy in the office of the Chair, the Vice-Chair shall be notified of such appointment.
- (4) In the event that the office of the Secretary is vacant, the Chair, or in the event of a vacancy in the office of the Chair, the Vice-Chair, shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro Tem of the SFWIB until such time as the office of the Secretary of the SFWIB is no longer vacant.

Article IV – Committees and Task Forces

- (A) The Finance Committee shall be a standing committee of the SFWIB and shall meet with respect to those matters assigned to said Committee by the Chair or, in the event there is a vacancy in the office of the Chair, by the Vice-Chair. The Finance Committee shall make recommendations to the SFWIB on the matters so assigned to the Finance Committee.
- (B) All other committees of the SFWIB and task forces of the SFWIB shall be established in accordance with federal and State law by the Chair, or in the event of a vacancy in the office of the Chair, by the Vice-Chair, subject to the approval or ratification of the SFWIB. All committees and task forces shall be consistent with federal and State law. All committees and task forces shall have the power

to make recommendations to the SFWIB on the matters assigned to the committee or task force by the Chair, or in the event there is a vacancy in the office of the Chair, by the Vice-Chair.

Article V – Procedure

- (A) All meetings of the SFWIB, committees of the SFWIB and task forces of the SFWIB shall be conducted in accordance with Robert’s Rules of Order, 10th Edition, First Printing October 2000, ISBN-O-7382-0384-X (hardback)/0-7382-0307-6 (paperback), except that the SFWIB By-Laws shall prevail in the event of a conflict with the aforesaid Robert’s Rules of Order, 10th Edition. Except as provided in Section 445.07, Fla. Stat. or as otherwise provided in the SFWIB By-Laws, an affirmative vote of a majority of the voting members of the quorum present shall be required for the SFWIB to take any action and for committees and task forces of the SFWIB to take any action.
- (B) Any member of the SFWIB or any member of any committee or task force of the SFWIB with a conflict of interest on a matter shall refrain from voting or otherwise participating in the proceedings related to that matter and shall leave the public meeting room or other place of the public meeting until the consideration of that matter is concluded. Any such person who does not leave the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose.
- (C) The SFWIB shall meet not less than four times per calendar year. Special meetings of the SFWIB may be called by the Chair, or in the event of a vacancy in the office of the Chair, by the Vice-Chair or by a request in writing signed by

not less than a majority of the then appointed members of the SFWIB who are empowered to vote and said written, executed request is filed with the Secretary of the SFWIB.

- (D) In accordance with Chapter 445, Florida Statutes, if the SFWIB enters into a contract with an organization or individual represented on the SFWIB, the contract must be approved by a two-thirds vote of the entire SFWIB. The Board member who could benefit financially from the transaction must abstain from voting on the contract. Regardless of whether or not a particular member or members of the SFWIB will be attending the meeting of the SFWIB when such contract may be discussed or approved by the SFWIB at a public meeting of the SFWIB, it shall be the duty of *all* members of the SFWIB, regardless of the member's intention or plan to attend or not to attend such meeting, to contact and advise the Secretary of the SFWIB of any such contract as soon as possible and prior to any such contract being considered by the SFWIB for discussion or action or vote.
- (E) **In the event that any member of the SFWIB fails to be physically present at fifty (50) per cent or more of the meetings of the SFWIB, excluding committee and task force meetings of the SFWIB, occurring during any twelve (12) month period, then it shall be the duty and responsibility of the Executive Director of the SFWIB to notify the Chief Elected Official who appointed the member.**



6.

SFWIB – Executive Committee

November 25, 2008

SFWIB Board Attendance

Discussion Item

BACKGROUND

Executive committee members need to address board and committee meeting attendance issues.

To help address the attendance/quorum issues affecting the SFWIB board/committees for the past several months, SFWIB staff identified members who missed three consecutive board/committee meetings or have attended less than 50 percent of the meetings in the past calendar year. Those members were mailed notification letters on November 20, 2008, on behalf of the chairman. The letters outlined how attendance has impacted the board's aim on operational and policy items. Further discussion is needed to address this issue.

Attachment

November 20, 2008

Mr. John Doe
Director
XYZ Company
1234 Elm St.
Any Town, FL 99999

Dear Mr. Doe:

As you know, the South Florida Workforce Investment Board (SFWIB) is responsible for initiating state and federally funded workforce development programs in Miami-Dade and Monroe counties. We assist employers and job seekers with employment services, labor market information, and provide training for economically disadvantaged adults, youth, dislocated workers, individuals transitioning from welfare to work and refugees. This past year, the SFWIB has achieved a number of accomplishments towards that end. We could not have accomplished our goals and strategic objectives without the dedication and commitment of Board members and staff.

Consequently, our ambition will be to develop a skills and employment framework that supports the region's globally competitive labor market. To deliver these outcomes, we will need to change the way in which employment and workforce development services are delivered. The aim is to create optimal linkages between employment and skills development so that our residents can access the support and services they need to become self-sufficient. In order to accomplish this goal, we will need to change the way in which we operate as a Board.

Over the past several months, attendance to calendared Board and sub-committee meetings has been lacking to the point that we have been unable to adequately effectuate operational and policy items because of a lack of quorum. Indeed, to have an effective Board and continue to focus on strategic issues, we need the cooperation and dedication of all SFWIB members. Participation at the Board and sub-committee level ensures critical focus on key operational and policy issues that shape the delivery of workforce development services in the region. Furthermore, consistent participation also ensures that you are adequately representing your constituent's interest by being present to ratify strategic proposals, ask probing questions about important issues and help formulate, assess and make decisions regarding strategic alternatives.

While I respectfully acknowledge appreciation for all members who volunteer to serve on the Board and fully understand the myriad of issues that often preclude attendance, your appointment and acceptance to serve on the SFWIB requires a dedication to attend SFWIB meetings. Your insight and intellectual contributions are critical to ensuring that our policy considerations are well articulated. If for any reason continued participation on the SFWIB will be problematic for you, it is critically important that you contact our Executive Director Rick Beasley and inform him of your desire to be removed from the Board so that a comparable replacement can be expedited.

Mr. Doe
November 20, 2008
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Let me reiterate that your participation on the SFWIB enriches the discussions, debates, activities, and policy development processes. More importantly, your participation is essential to the future success of our workforce. You make the policies, you approve the procedures, and you set the standards that will create one of the most innovative workforce systems in the state during what is arguably one of the worst economic periods we have seen in some time.

As a reminder, the next meeting of the full Board will be held on December 18, 2008, in order to discuss a number of important items. I look forward to seeing you then.

Sincerely

Edward Margolis
Chair
South Florida Workforce Investment Board