



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR (EDIS) COMMITTEE MEETING

**Wednesday, December 16, 2009
3:00 PM**

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 EDIS Committee Meeting Minutes
 - A. June 18, 2009
 - B. August 19, 2009
 - C. October 14, 2009
3. Recommendation as to Approval of an Occupational Training Supply/Demand Policy
4. Recommendation as to Approval of a SFWIB Training Vendor Performance Chargeback Policy
5. Recommendation as to Approval of a Standardized Refund Policy Guideline
6. Recommendation as to Approval of New Training Agents and New Programs for Existing Training Agents
7. Discussion – Revision to Student Support Fee
8. Discussion – SFWIB Training Voucher Refund Policy

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2A.

SFWIB – Economic Development and Industry Sector Committee

December 16, 2009

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting June 18, 2009

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Committee
 June 18, 2009, at 8:00 AM
 Doubletree Miami Mart/Airport Hotel and Exhibition Center
 711 N.W. 72nd Ave., Miami

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Andre “Andy” Perez 2. Thomas Roth 3. Holly Wiedman 4. Joe Chi 5. Maria Cristina Regueiro 6. Monica Russo	7. Bill Diggs 8. Gregg Talbert SFW STAFF Kavehersi, Cheri McFarlane, Sharon	Albert, Tom – Keiser Career College Cardenas, Carlos – Small Business Development Center Napoleon, Jhonson – Florida Educational Institution Oliver, Cindy – Terramark Worldwide, Inc., Jackie Zelman- University of Miami Zeno, Miriam – Ser Jobs

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 8:15 A.M. and introductions were made.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007, February 7, 2008, June 5, 2008, October 2, 2008, December 11, 2008, February 26, 2009, and April 16, 2009

Monica Russo moved approval of the EDIS Committee Meeting Minutes of December 6, 2007, February 7, 2008, June 5, 2008, October 2, 2008, December 11, 2008, February 26, 2009 and April 16, 2009. The motion was seconded by Thomas Roth and approved.

3. Informational – Training Fair

Mr. Perez stated that in order to enhance opportunities for individuals to access training using stimulus and formula allocated funds, it has been suggested that SFWIB host a major training fair. Suggestion from the members would be welcomed.

- Terremark volunteered to conduct one of the workshops on “how to interview for tech jobs”
- Maria Christina Regueiro suggested SFW’s website be used as a means to pre-qualify applicants and handle the process very much like an admissions process. She suggested we use “operation paycheck” as a model and learn from past mistakes.

- Ms. Regueiro also suggested SFW use the pathway model and have the career centers assist individuals before and after the process to help properly guide them into the right career. Consideration should be made for those who can't afford or have difficulty with transportation.
- Mr. Perez suggested that representatives of the Small Business Development Council (SBDC) be in attendance to assist those interested in starting their own business. Ms. Regueiro concurred and suggested SFW also have a place on its website for those interested in starting a business.
- Jhonson Napoleon offered SFW some of his free radio time to reach those in the Haitian community. Mr. Perez said it would be a good idea for Mr. Napoleon to make that suggestion at the Board meeting.

4. Presentation on Digital Skills Literacy

Mr. Perez informed the Committee that the Board at its September 18, 2008 Board meeting, implemented a Digital Skills Working Group with the objective to convey the range of digital skill levels required for today's workforce. Mr. Perez introduced Jackie Zelman of the University of Miami's Executive Information & Technology Institute who proceeded to make a presentation on Digital Skills Literacy to the Committee.

Ms. Zelman informed the Committee that a Digital Skills Literacy Survey would be conducted by the Knight Center of Digital Excellence. Once the Survey is received it would be translated into Spanish and Creole. Then a proposal would be presented to SFWIB with recommendations on how to proceed.

5. Recommendation of an Allocation of Funds to the Knight Center of Digital Excellence for a Digital Literacy Survey

Mr. Perez described the recommendation for an allocation not to exceed \$60,000 to the Knight Center of Digital Excellence for a Digital Skills literacy Survey. The intent of the Survey is not to test individuals for digital literacy, but instead try to understand the challenges faced by the business community, employees and job seekers due to the lack of such literacy.

Joe Chi moved approval of an allocation of funds to the Knight Center of Digital Excellence for a Digital Literacy Survey. The motion was seconded by Monica Russo and approved.

6. Recommendation of an Allocation of Funds to the Greater Miami Chamber of Commerce

Mr. Perez described the recommendation for an allocation not to exceed \$50,000 to the Greater Miami Chamber of Commerce (GMCC) for a study on educational/workforce challenges in Miami-Dade County. The scope of the study will include: initial data collection efforts; interviewing and focus groups with leaders from education, businesses, government, etc.; identifying P-20+ baseline and strategic initiatives and development of a Strategic Plan.

Holly Wiedman moved approval of an allocation of funds to the Greater Miami Chamber of Commerce for a study on educational/workforce challenges in Miami-Dade County. The motion was seconded by Joe Chi and approved.

7. Recommendation as to Technology Upgrade Action

Mr. Perez described the recommendation of an allocation of Reed Act Funds not to exceed \$356,000 for the purchase of 405 computers, to replace outdated computers in the Region's Career Centers and

Administrative Office. The 405 replacement computers cover nearly 40 percent of the 1,038 PCs needing replacement. The Reed Act funds must be expended by June 30, 2009.

Joe Chi moved approval of an allocation of Reed Act Funds for the purchase of 405 computers. The motion was seconded by Maria Christina Regueiro and approved.

8. Recommendation as to the Approval of New Training Agents and New Programs for Approved Training Agents

Mr. Perez described the recommendation by SFWIB Staff for approval of the following training vendors and training programs, which according to the Commission for Independent Education (CIE) are current with all requirements of Rule 6E, Florida Administrative Code:

Bar Education, Inc. dba Keiser Career College: submitted a request to become an approved training vendor

The College of Business and Technology, Dade Medical College and South Florida Institute of Technology submitted a request to add new locations and new programs to their list of approved offerings.

Maria Christina Regueiro moved approval of New Training Agents and New Programs for Approved Training Agents. The motion was seconded by Joe Chi and approved.

9. Employed Worker Training Update

Due to lack of time, this item was not discussed.

Meeting adjourned at 9:23A.M.



2B.

SFWIB - Economic Development and Industry Sector Committee

December 16, 2009

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting August 19, 2009

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Committee
 August 19, 2009, at 3:00 P.M.
 South Florida Workforce Headquarters

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER SFWIB MEMBERS
1. Andre “Andy” Perez - <i>Chair</i> 2. Harder, Jackie, <i>Vice Chair</i> 3. Regueiro, Maria Cristina	4. Chi, Joe 5. Diggs, Bill 6. Roth, Thomas 7. Russo, Monica 8. Talbert, Gregg 9. Wiedman, Holly	Adrover, Bernardo SFW STAFF Beasley, Rick Glancy, Anne Kistner, Ken OTHER ATTENDEES None

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 3:12 P.M. and introductions were made.

2. Approval of EDIS Committee Meeting Minutes of June 16, 2009

Mr. Perez noted that as there was no quorum, the minutes were not approved.

5. Recommendation as to an Allocation of Funds to the Greater Miami Chamber of Commerce, Inc.

Mr. Bernardo Adrover, SFWIB Chair introduced Mr. Carlos Fernandez-Guzman, Senior Executive Vice President for Bank United, past Chairman of the Greater Miami Chamber of Commerce, and an executive representing the Greater Miami Chamber on the Education task force.

He introduced as well, Ms. Roberta Kressel, Executive Vice President for Human Resources for Bank United, and Co-Chair of the Education Committee for the Greater Miami Chamber of Commerce.

Mr. Fernandez-Guzman presented an overview of the study to be conducted on educational/workforce challenges in Miami-Dade County.

SFWIB staff recommends the approval for an allocation not to exceed \$50,000.00 to the Greater Miami Chamber of Commerce, Inc. for a study on educational/workforce challenges in Miami-Dade County.

It was the consensus of the Members present to forward this item to the full Board, and to include Monroe County in the study.

[Mr. Adrover left.]

3. SFWIB Training Expo

3A. Miami-Dade County Update

SFWIB staff has been working with the SFWIB approved training vendors on the 2009 Training and Career Expo as a platform to connect jobseekers, those in career transition and residents experiencing barriers to employment. More than thirty of the Region's approved training and education providers are participating in the process. Participating training and education providers will be offering certified trainings in a number of occupational categories as outlined by the State's Targeted Occupations List to eligible applicants.

Applicants will be given appointment times and it is the plan to have vouchers issued for training the same day.

3B. Plan for Monroe County

At the August 4, 2009, Executive Committee meeting, EDIS Vice-Chairperson Jackie Harder requested for SFW to host a similar training expo in Monroe County. SFWIB staff has been exploring the possibility of holding a training expo, similar to the event for Miami-Dade County.

There was discussion concerning the digital divide literacy component to the Monroe expo as well as the micro piece, employed worker training, work readiness. Mr. Perez asked Ms. Harder to spearhead the project. Mr. Beasley responded that SFWIB staff would work with Ms. Harder.

Ms. Harder commented on micro loans and the SBDC. Mr. Beasley cautioned that the committee and the Board must approve the entity that would actually operate the micro loan program.

4. Occupational Training Reports

4A. Training Account Reports Review – Presentation

Mr. Beasley presented reports that would be included in future EDIS Committee meetings. He also introduced Ms. Elizabeth Santis, SFWIB, Systems Analyst / Programmer 1, who demonstrated the new system for the Members.

Mr. Beasley commented that if policy issues arise, the information can be tracked in this system, and then take an item to the Committee for approval.

4B. Occupational Training - Discussion

Mr. Beasley presented the item and reported on the analysis based on the 2008-2009 Targeted Occupations List (TOL). SFWIB staff was able to develop a demand supply rate by determining the following:

- Number of individuals in Employ Florida (EF) with the qualifications for each occupation on the TOL;
- Number of individuals in training or trained through June 30, 2009 in each of the occupations on the TOL with approved training programs;
- Number of job openings in EF for the period July 1, 2008 – June 30, 2009;

- Annual openings based on LMI data for 2008-2016.

The Demand/Supply rate was determined by adding the number of individuals in EF with the qualifications and the number of individuals in training in the occupation divided the number of job opening in EF.

Mr. Perez commented that this program is a very good sight for deciding the parameters for a jobs expo.

Mr. Perez suggested that the T.O.L. be discussed at not the next EDIS committee meeting, but the one after that.

Ms. Harder asked if the occupation report could be revised by adding where it appears on the matrix, such as high growth/low wages. Low growth/low wages, etc.

Mr. Perez asked that Members not overlook placing someone in a low wage/low skill occupation, which could be the first step to a high growth/high wage occupation.

6. Workforce Florida, Inc. – Workforce Innovation New Generation Solutions (Business Incubation/Entrepreneurship)

There was no discussion on this item as it was informational only.

Meeting adjourned at 4:55 P.M.



2.

SFWIB - Economic Development and Industry Sector Committee

December 16, 2009

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting
October 14, 2009**

South Florida Workforce Investment Board
 Economic Development and Industry Sector Committee and Workforce Committee
 October 14, 2009, at 3:00 P.M.
 South Florida Workforce Headquarters
 7300 Corporate Center Drive, Suite 500
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
Andre "Andy" Perez - <i>Chair</i> 1. Ludwig, Phillip 2. Regueiro, Maria Cristina 3. Russo, Monica	4. Chi, Joe 5. Brecheisen, Bruce 6. Diggs, Bill 7. Harder, Jackie, <i>Vice Chair</i> 8. Roth, Thomas 9. Wiedman, Holly SFW STAFF Beasley, Rick Edwards, Phillip Glancy, Anne Hernandez, Juan Kistner, Ken Parodi, Silvio Smith, Marian	Ayala, Plinio – <i>PerScholas, Inc.</i> Dalrymple, Nadine – <i>PerScholas, Inc.</i> Dgina, Tony – <i>University of Miami Hospital</i> Levering, E.H. – <i>Miami Dade College</i> Mitchell, Carlena – <i>MDCPS</i> Montoya, Rolando – <i>Miami Dade College</i> Osteen, Jim – <i>City of Miami</i> Zambrane, David- <i>University of Miami Hospital</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 3:11 P.M. and introductions were made. Mr. Perez noted that a quorum was not achieved.

2. Approval of EDIS Committee Meeting Minutes

A. June 18, 2009

B. August 19, 2009

Mr. Perez noted that as there was no quorum, the minutes could not be approved.

4. Informational – Employed Worker Training (EWT) Program Update.

Rick Beasley, Executive Director provided an update on the Employed Worker Training Program for the Committee.

Mr. Beasley reminded the Committee that SFWIB's Employed Worker Training (EWTP) program created in January 2007 provides training services to the Region's employer community to enhance the skills of the employer's workforce in an effort to assist the employer in becoming more competitive in the global marketplace.

At its June 18, 2009 SFWIB meeting, the Board passed the 2009/2010 budget to allocate \$500,000.00 for the EWT program.

Mr. Beasley reviewed the chart depicting the approved Employed Worker Training Programs (EWTP) allocations from the SFWIB EWTP pool.

Mr. Perez asked the Committee Members to forward information on this program to any companies/chambers that could benefit from this program.

3. Informational - SFWIB Training Expo

Marian Smith, Assistant Director for Administration informed the Committee that SFWIB staff has been working with the SFWIB approved training vendors and service providers on the 2009 Training and Career Expo. The Training Expo is a platform to connect jobseekers, those in career transition and residents experiencing barriers to employment. Twenty-two of the approved training and education providers are participating in the process. Participating training and education providers will be offering certified trainings in a number of occupational categories as outlined by the State's Targeted Occupations List to eligible applicants.

The Training Expo will be held as follows:

Date: Thursday, October 29, 2009

Time 9:00am – 4:00pm

Location: Miami-Dade County Fair Exposition Center (Youth Fairgrounds)

10901 Coral Way

Arnold Hall

Miami Florida, 33165

As of this date an approximate 2,394 attendees had confirmed participation.

The following major activities have taken place:

- Weekly meetings are being held with the training vendors and service providers.
- Training Vendor and Sponsorship Kits were developed and distributed.
- An on-line registration form has been completed and is now available on the website in three languages.
- Twenty Two (22) registered Training Vendors
- Four workshops have been developed which will serve as a qualifier for eligibility certification and the material will be delivered according to the specifications designed by the SFWIB. In addition, there will be on-site certification, eligibility, and on-site vouchering for those approved to receive training services.

- Marketing Campaign is in up and running:
 1. Radio advertisement underway- on 9 radio stations.
 2. The Community Outreach is underway. The mobile units are being scheduled.
 3. Printed posters for the churches and Career Centers
 4. Press release, e-Blast as been completed.

SFWIB staff has been begun the process to host a business forum in Monroe County.

Ms. Maria Christina Regueiro asked for the on-line registration deadline. Mr. Beasley responded that it was October 15th. Ms. Regueiro wanted to know if the deadline can be expanded. Mr. Beasley explained that staff needs time to set up for the thousands of people that have registered. Once a person registers online staff reviews the registration for eligibility purposes, files have to be prepared for each client.

Mr. Juan Hernandez, Assistant Director for Operations explained that a lot of work goes on behind the scenes. The eligibility determination review and file preparation, etc. is a very lengthy process, many staff and staff hours. It is his recommendation that an extension not be approved.

5. Recommendation as to Approval of an Employed Worker Training (EWT) Project

Mr. Beasley described SFWIB staff recommendation of approval for the Employed Worker Training (EWT) Program application for Parrot Jungle and Gardens of Watson Island, Inc, dba Jungle Island for an amount not to exceed \$62,777.62 of EWT funds.

Parrot Jungle and Gardens of Watson Island, Inc, dba Jungle Island, a multi-faceted entertainment destination, featuring some of the world's most extraordinary animals in environments that cannot be found anywhere else has submitted an application to train and upgrade the skills of its employees in Miami-Dade County. The company's primary business is entertainment, educational shows, and a full-service event facility. The proposed project will focus on Health and Safety, Animal Training, and Project Management in an attempt to optimize the flow of work at Jungle Island. Employees will be trained in the areas of CBORD Catermate EM, Health and Safety, Animal Training Fundamentals, Camp Counseling, Project Management, Computer and PHR.

The training will benefit Parrot Jungle and Gardens of Watson Island, Inc, dba Jungle Island, and its employees by making the company's operations more efficient, while increasing overall plant safety.

Approximately 134 employees will retain self-sufficient employment as a result of this training. Training is to be completed by June 1, 2010.

Employees who complete this training will receive an Industry-Based Certification from the National Safety Council, New Horizons, CBORD, Miami Dade College, and Precision Behavior, LLC.

Project Amount: \$62,777.62 134
Number of Employees to be trained: 134
Cost Per Participant: 468.49
Average Hourly Wage: \$12.51

SFWIB staff recommends approval of the Parrot Jungle and Gardens of Watson Island, Inc, dba Jungle Island EWT application. Approval of this request will enhance the Region's ability to meet its wage rate goal.

Mr. Perez noted that as there was no quorum, it was the consensus of the Members present to forward this item to the full Board for consideration.

6. Recommendation as to Approval of a Digital Divide Project

Mr. Beasley described the Digital Divide Project for the Committee.

1. SFWIB staff recommends approval of the SFWIB Digital Divide Project and an allocation not to exceed \$83,215.35 in Temporary Assistance to Needy Families (TANF) funds for the Project.
2. SFWIB staff recommends waiving competitive procurement and approval to directly contract with PerScholas, Inc. for the refurbishment of 405 PCs from the Career Centers, up to three hours of basic technology training for identified families and for providing one year of technology support, as set forth below.

The SFWIB Digital Divide Project (DDP) is a part of the SFWIB Strategic Plan. The project is designed to assist in bridging the digital divide by providing low-income families with computer technology and internet access. SFWIB is working with PerScholas, Inc., a non-profit social venture, dedicated to using technology to improve the lives of people in low-income communities.

Due to the unique nature of the requirements of the Digital Divide Initiative, which include transportation of systems, refurbishing and distribution of equipment, training and one year of technical support to Career Center customers, staff is requesting authorization to waive bidding requirements to partner with PerScholas, Inc. for the completion of the project.

SFWIB will be responsible for:

- Supplying 405 old PCs from the Career Centers to have refurbished
- Identifying 405 low-income Families (based on LLSL) with at least one youth in the house between 14 – 21 years of age to participate in this project.
- Paying for AT&T Internet Access/DSL Lite for one year

PerScholas, Inc. will be responsible for:

- Refurbishing the 405 old PCs from the Career Centers
- Providing software (OS and Office 2003)
- Providing up to three hours basic technology training to the identified families
- Providing one year of technology support.

The total cost for the project is as follows:

- AT&T Internet Access/DSL Lite/1 year \$48,600.00
- AT&T DSL Modem \$10,125.00
- PerScholas, Inc. \$24,490.35

Total Cost: \$83,215.35

In following the procurement process of Miami-Dade County, Administrative Order No.: 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to PerScholas, Inc. an allocation not to exceed \$24,490.35 in TANF funds to provide for the refurbishment of 405 PCs from the Career Centers, up to three hours of basic technology training for identified families and for providing one year of technology support.

Mr. Perez noted that as there was no quorum, it was the consensus of the Members present to forward this item to the full Board for consideration.

12. Recommendation as to Approval of Elevate Miami Project

Mr. Beasley described SFWIB staff recommendation for approval of Elevate Miami Project as follows:

1. At an allocation not to exceed \$299,440.00 in Temporary Assistance to Needy Families (TANF) funds for the City of Miami for the Elevate Miami Project.
2. SFWIB staff recommends the approval to waive the competitive procurement and directly contract with City of Miami for the Elevate Miami Project.

The City of Miami is partnering with SFWIB, Miami-Dade County, and key community partners and proposed the expansion of its Elevate Miami Project. Elevate Miami is designed to provide low-income families with computer technology and internet access to assist in bridging the digital divide. Elevate Miami is part of the SFWIB Digital Divide Project and meets the SFWIB Strategic Plan approved by the Board.

The expanded Elevate Miami (EM) will be a catalyst for digital inclusion and will:

- 1) Provide Access and Awareness Outreach through the establishment of public computing centers in City and County parks and senior center locations for public access and intensive training in digital literacy in 53 sites,
- 2) Increase knowledge of broadband's benefits for the underserved, via intensive age-appropriate programming;

- 3) Increase residents' skills in technology use to increase their employability and economic self-sufficiency; and
- 4) Stimulate demand for broadband through programming and provision of low cost computer and connectivity bundles.
- 5) Provide Training Programs within its underserved population, EM customizes its programs to specific populations with high likelihood of experiencing immediate benefit and ability to be broadband ambassadors in their communities: working age adults and dislocated workers and senior caregivers, in need of digital literacy to manage their grandchildren's education and their own benefits in 38 sites.

Elevate Miami's provides for a 12 week training program that utilizes 38 instructors and 38 technology coaches at the various sites. The training contains technology skill-building, "Getting to Know Your Computer" and Microsoft Digital Literacy, Internet search components for employability skills, health management, etc.

SFWIB has been asked to assist in covering the cost of training for two twelve week periods of time as follows:

Total Cost: \$299,440.00
Number to be Served: 1,140
Cost Per Participant: \$262.67

Elevate Miami program ensures sustainability of this access via the establishment of 38 Public Computer Centers in Parks, community centers and Senior Centers; recycling of retired computer hardware; utilization of software donated by Microsoft, McAfee and Citrix; internet access donated by Comcast/ AT&T; and, the development of a communications portal, www.ELEVATEmiami.com, which allows residents to register to receive additional notifications on topics of interest to them or opportunities to gain entrée into other asset-building activities via City programs.

SFWIB staff recommends the approval of the Elevate Miami Project and an allocation not to exceed \$299,440.00 in Temporary Assistance to Needy Families (TANF) funds for the City of Miami for the Elevate Miami Project.

SFWIB staff recommends that SFWIB directly contract with the City of Miami for the Elevate Miami Project, since the City of Miami is a governmental entity the competitive process can be waived as long as the contract is a cost reimbursable contract.

In following the procurement process of Miami-Dade County, Administrative Order No.: 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to the City of Miami an allocation not to exceed \$299,440.00 in TANF funds for the Elevate Miami Project.

Mr. Perez noted that as there was no quorum, it was the consensus of the Members present to forward this item to the full Board for consideration.

8. Recommendation as to Approval of an RN Nursing Scholarship Program

Mr. Beasley described SFWIB staff recommendation for approval of the RN Nursing Scholarship Program and an allocation not to exceed \$520,000.00 in WIA funds with \$260,000.00 to be paid in the program year to provide scholarships for 40 SFWIB qualified participants.

The RN Nursing Scholarship Program is a collaborative partnership between South Florida Workforce Investment Board (SFWIB), Miami Dade College (MDC) and the University of Miami Hospital that provides guaranteed employment and a stable source of new nurses for the community by focusing on the following goals:

Mr. Beasley introduced Mr. Tony Degina CEO of the University of Miami Hospital. Mr. Degina addressed the Committee and expressed he was very excited about this MDC partnership. Mr. Degina presented David Zambrana, Chief Nursing & Operating Officer.

Mr. Beasley informed the Committee that he had met with Dr. Anita Kaplan, President of Miami-Dade College Medical Center Campus and Mr. Degina in reference to enhancing nursing programs for our community.

- SFWIB will recruit 40 students for the program at a cost of \$13,000 per student.
- SFWIB will cover the cost for each participant using an Individual Training Account (ITA) generated from the Service Account Management System (SAMS).
- Increasing the MDC nursing program capacity by providing scholarships for students, funding faculty positions, and providing classroom space and administrative support.
- Decreasing new graduate orientation time by creating programs that provide clinical experiences that more closely resemble actual practice conditions, thereby easing the transition from student to competent staff nurse.
- Recruiting additional new nurse graduates to the hospital by providing exceptional clinical rotating experiences.
- Creating new job placements for SFWIB.

University of Miami Hospital's commitment for supporting this partnership is to provide classrooms, adjunct faculty, and clinical rotation sites for medical-surgical, obstetrics, behavioral health, community health, pediatrics, and nursing leadership experiences. The commitment for SFWIB is to provide funds for instructional costs, tuition, fees, uniforms and books to students which will be employed by the hospital partner upon the completion of the program.

Students in the program are required to meet the employment conditions established by the hospital partner.

The total cost of the 18 month program for 40 participants is \$520,000 which covers the instructional costs, tuition, fees, uniforms and books to the participants.

SFWIB staff recommends the approval of the RN Nursing Scholarship Program and an allocation not to exceed \$520,000.00 in WIA funds with \$260,000.00 to be paid in the program year to provide scholarships for 40 SFWIB qualified participants.

Ms. Regueiro requested that clinical slots were also open up to other SFWIB Partners/Institutions. Perhaps not funding, but availability and opportunity for clinical rotations for nurses from other institutions such as Barry University, FIU, Nova Southeastern University, Florida National College, etc.

Mr. Perez noted that as there was no quorum, it was the consensus of the Members present to forward this item to the full Board for consideration.

9. Revision to Student Support Fee

Mr. Beasley informed the Committee that on June 2002, the predecessor Board approved an Individual Training Account (ITA) payment structure. Included in the payment structure was a \$200 SFWIB student support fee for Miami-Dade County Public Schools (MDCPS) and Miami Dade College (MDC). The \$200 SFWIB student support fee was to help offset costs incurred by the MDCPS and MDC for the additional activity, time, and paperwork required of personnel in processing SFWIB students and vouchers.

MDCPS has advised SFWIB that they will perform the following student support activities at a reduced fee of \$75:

- Time and attendance reports for all SFWIB funded students;
- Progress reporting to case managers regarding attainment of Occupational Completion Points and Literacy Completion Points for all SFWIB-funded students;
- Achievement reporting to case managers regarding Student Grades, the scores for the tests of Adult Basic Education (TABE), and the General Educational Development (GED) test;
- A centralized billing system has been created to ensure that SFWIB receives one direct billing, rather than different invoices from our twenty-one Adult /Vocational Centers;
- PELL Grant reimbursements are processed through the centralized system to SFWIB;
- Two district-level staff serve as liaisons between MDCPS schools and the Career Centers to present course and school information at the training fairs; resolve problems and issues facing students, case managers, and school personnel; and work closely with the case managers at the Career Centers providing pertinent information on students referred.

MDC submitted a letter to SFWIB staff detailing the student support services that they provide for the \$200 fee. SFWIB staff surveyed the Career Centers to determine the level of student support service being provided. The responses indicated that the MDC provided some of the services but not all the services that they indicated.

SFWIB staff has developed the following options for the Committee's consideration:

1. Keep the current student support fee at \$200.
2. Reduce the current student support fee to \$75.
3. Eliminate the current student support fee.

Legal Counsel has advised staff that SFWIB is not bound by the actions or non-actions of the predecessor Board. Therefore the Board will need to decide if it wants to continue with the Student Support Fee.

Dr. Rolando Montoya, Provost for Education, Miami Dade College addressed the Committee and stated that Miami Dade College absolutely needs these funds for services to be provided. Aside from the program in partnership with the University of Miami Hospital to train 40 individuals in nursing, Miami Dade College provides many other services to customers of SFWIB.

Dr. Montoya provided copies of two letters received from Miami-Dade County Public Schools whereby, first they agreed to the reduction in the current student support fee from \$200 to \$75.00, unfortunately on the 2nd letter they state they cannot afford the reduction, since they state not even the \$200 is enough to cover all the services they provide.

Dr. Montoya introduced Miami Dade College's Chief Financial Officer, E.H. Levering in case the Committee had questions.

After a lengthy discussion on this issue, whereby some Committee Members found acceptable to reduce the student support fee to \$75.00, while others, wanted the \$200 fee to be paid not only to the public institutions but also to the private institutions. There was also discussion on not paying any fee. Finally the consensus of the Members present was that that additional information was needed in order to make a recommendation. Staff was requested to provide clarification on the different recommendations made; to provide clarification on the measurements and provide an analysis on the cost to expand the fee to both public and private institutions .at the next Committee meeting where the issue will be revisited.

Mr. Beasley stated that the item will not be presented to the Board until the Committee had an opportunity to discuss it further.

Meeting adjourned at 4:44 P.M.



3.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

December 16, 2009

Recommendation as to Approval of an Occupational Training Supply/Demand Policy

RECOMMENDATION

SFWIB staff recommends the approval for the Occupational Training Supply/Demand Policy as set forth below.

BACKGROUND

SFWIB expends the majority of its training funds through Individual Training Accounts (ITAs), which are used to cover the cost of training in programs linked to occupations on Region 23's (Miami-Dade and Monroe counties) Targeted Occupations List (TOL).

Although an occupation appears on the TOL, the supply of individuals with qualifications may exceed the actual job availability for the occupation. Thus, it is possible for individuals to complete occupational training and not readily find employment.

At its August 19, 2009 Committee meeting, the Committee reviewed a report regarding the relationship between occupations on the TOL and real-world job supply/demand. The initial report was based on the 2008-2009 TOL and the demand/supply rate was determined by analyzing the following:

- Number of individuals in Employ FL Marketplace (EFM) with the qualifications for each occupation on the TOL;
- Number of individuals in training or trained through June 30, 2009 in each of the occupations on the TOL;
- Number of job openings in EFM for the period July 1, 2008 to June 30, 2009;
- Annual openings based on Labor Market Information data for 2008 to 2016.

The supply/demand rate was determined by adding the number of individuals in EFM with the qualifications and the number of individuals in training in the occupation divided by the number of job openings in EFM.

The report has been revised based on the 2009-2010 TOL to include the following information:

- Short-term Supply/Demand Rate - which is determined by adding the number of individuals in EFM with the qualifications and the number of individuals in training in the occupation divided by the number of job openings in EFM. The Region's average is 3.06 individuals per job opening in EFM;
- Long-term Supply/Demand Rate - which is determined by adding the number of individuals in EFM with the qualifications and the number of individuals in training in the occupation divided by the number of projected Annual Openings (2008-2016). The Region's average is 1.69 individuals per job opening in EFM;
- Annual Growth Percentage Change which is determined by using LMI for the period 2008-2016; the average annual growth rate is 1.95;
- Identification of the occupations by high-growth/high-wage, low-growth/high-wage, low-growth/high wage and low-growth/low wage.

Based on the attached report, highlighting below average short and long term supply/demand rates and annual growth percentage change rate, SFWIB staff has developed the attached draft Occupational Training Supply/Demand Policy. The policy does the following:

1. Requires that each occupation on the Region's Targeted Occupations List (TOL) be reviewed at least once a year to determine its short and long-term supply/demand and its Annual Growth Percentage Change.
2. Occupations falling below the Region's short-term supply/demand rate average, the long-term demand supply rate average, and the Annual Growth Percentage Change average, will be placed in a training moratorium for one year.
3. If an occupation only fails two of the above-listed criteria, it is placed on a probation (watch) list. After a period of six months, the occupation's status will be reviewed.
4. When the Region receives a preliminary TOL from the State, all occupations will have their supply/demand rate calculated.
5. All occupations that are being requested for addition to the Region's TOL will also have its supply/demand rate calculated.
6. Note that this policy is inapplicable to occupations linked to SFWIB's targeted industries: Aviation, Construction, Health Care Services, Life Sciences/Bio-Tech, Green Jobs, Information Technology, and Waste Water Management.

SFWIB staff recommends that the EDIS Committee approve the Occupational Training Supply/Demand Policy whereby job placement-weak occupations are placed on probation or moratorium for a set timeframe.

Attachments

DRAFT
OCCUPATIONAL SUPPLY AND DEMAND POLICY
SFWIB #PY' ___-_____

I. Of Interest to

The Occupational Supply and Demand Policy is of interest to members of the South Florida Workforce Investment Board (SFWIB), Region 23 Career Center contractors, training vendors, Region 23 jobseekers, and SFWIB staff.

II. Subject

Occupational supply and demand for approved training occupations.

III. Purpose

The purpose of the Occupational Supply and Demand Policy is to provide all SFWIB stakeholders with guidance regarding the identification of training occupations that due to the current state of the market do not lead to job placement.

IV. Background

Currently, occupational skills training may be provided in any occupation that appears on Region 23's Targeted Occupations List (TOL), including occupations having a low job demand. SFWIB expends the majority of its training funds through ITAs, which are used to cover the cost of training in programs linked to occupations on Region 23's TOL.

Empirical data shows that although an occupation appears on the TOL, the supply of individuals with qualifications may exceed the actual job availability for the occupation. Accordingly, it is often the case where program participants complete occupational training and do not readily find employment.

V. Occupational Supply Demand Analysis

A. Occupational Supply Demand Analysis

The Region's TOL will be reviewed at a minimum of once per year. The following information will be analyzed in developing the Region's Occupational Supply/Demand rate:

1. Standard Occupational Code (SOC) with Occupational Title;
2. Number of Persons in EFM with Qualifications for the occupation;
3. Number of Persons in Training in the occupation for the program year;
4. Number of jobs in the occupation in Employ Florida Marketplace (EFM) for the program year;
5. Annual Growth Percentage Change based on Labor Market Information (LMI) data.

The above data will be analyzed to determine the following:

- Short-term Demand/Supply rate – this rate is determined by adding the number of individuals in EFM with the qualifications and the number of individuals in training in the occupation divided by the number of job openings in EFM.
- Long-term Demand Supply rate – this rate is determined by adding the number of individuals in EFM with the qualifications and the number of individuals in training in the occupation divided by the number of LMI projected Annual Openings Annual Growth Percentage Change which is determined by using the Agency for Workforce Innovation Employment Projections. The demand/supply rates will be calculated annually.

B. Use of the Analysis

Every occupation on the Region's TOL will be analyzed to determine its short-and long-term supply/demand rate and annual growth. Based on that analysis the following actions will be taken:

1. Occupations failing to meet the Region's short-term demand/supply rate average, the long-term demand supply rate average, and the Annual Growth Percentage Change average, will be placed in a training moratorium for one year;

Participants that were enrolled in a training program for the occupation prior to the moratorium will continue to have their training honored; new participants will not be enrolled in training for the occupation;

2. Occupations failing to meet two of the three criteria (short/long-term supply/ demand rate or the Annual Growth Percentage Change average will be placed on a probation (watch) list for six months; at the end of the six month period, the occupation will be reviewed to determine its status.

C. Exceptions

Occupations that are linked to SFWIB Targeted Industries, currently Aviation, Construction, Health Care Services, Life Sciences/Bio-Tech, Green Jobs, Information Technology, and Waste Water Management, are exempt from this policy.

VI. Targeted Occupations List

1. Upon receipt of the preliminary TOL from the State, Region 23 calculates each occupation's supply/demand rate to determine whether the occupation will remain on the list or requested to be deleted from it. SFWIB will conduct this process annually.
2. All occupations that are being requested to be added to the Region's TOL will also have its supply/demand rate calculated. If the requesting occupations fail to meet the supply/demand rate criteria laid out in Section V.B. it will not be submitted.

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
111021	General & Operations Managers	256	5	185	117	1.41	2.23	-0.01	\$ 54.10	Low Growth	High Wage
112021	Marketing Managers	205	12	102	31	2.13	7.00	1.48	\$ 57.72	Low Growth	High Wage
112022	Sales Managers	400	5	271	83	1.49	4.88	0.85	\$ 59.99	Low Growth	High Wage
113011	Administrative Service Managers	470	6	61	56	7.80	8.50	1.29	\$ 46.44	Low Growth	High Wage
113021	Computer & Information Systems Managers	138	86	66	26	3.39	8.62	1.36	\$ 54.86	Low Growth	High Wage
113031	Financial Managers	220	6	14	64	16.14	3.53	1.16	\$ 55.38	Low Growth	High Wage
113071	Transportation, Storage & Distribution Managers	110	0	118	33	0.93	3.33	0.90	\$ 50.69	Low Growth	High Wage
119011	Farm, Ranch & Other Agricultural Managers	24	0	0		N/A	N/A	N/A	N/A	N/A	N/A
119021	Construction Managers	307	13	33	135	9.70	2.37	1.09	\$ 48.99	Low Growth	High Wage
119051	Food Service Managers	170	3	109	52	1.59	3.33	0.38	\$ 26.03	Low Growth	High Wage
119081	Lodging Managers	19	0	74	25	0.26	0.76	0.69	\$ 32.04	Low Growth	High Wage
119111	Medical & Health Services Managers	51	0	37	49	1.38	1.04	1.92	\$ 50.77	Low Growth	High Wage
119141	Property, Real Estate & Community Association Managers	101	0	24	58	4.21	1.74	0.60	\$ 27.70	Low Growth	High Wage
119151	Social & Community Service Managers	34	5	29	25	1.34	1.56	2.45	\$ 34.63	High Growth	High Wage
131022	Wholesale & Retail Buyers, Except Farm Products	46	0	19	120	2.42	0.38	2.36	\$ 23.77	High Growth	High Wage
131023	Purchasing Agents, Except Farm Products & Trade	52	0	25	53	2.08	0.98	0.55	\$ 24.50	Low Growth	High Wage
131031	Claims Adjusters, Examiners & Investigators	351	0	9	67	39.00	5.24	0.99	\$ 24.10	Low Growth	High Wage
131041	Compliance Officers, Exc. Safety, Agri, Constr & Transp.	47	0	9	102	5.22	0.46	0.91	\$ 25.14	Low Growth	High Wage
131051	Cost Estimators	11	0	16	31	0.69	0.35	0.40	\$ 28.42	Low Growth	High Wage
131071	Employment, Recruitment, & Placement Specialists	56	5	12	63	5.08	0.97	2.01	\$ 22.85	High Growth	High Wage

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
131072	Compensation, Benefits & Job Analysis Specialists	34	5	8	19	4.88	2.05	1.42	\$ 24.55	Low Growth	High Wage
131199	Business Operations Specialists, All Other	504	0	61	336	8.26	1.50	2.51	\$ 30.26	High Growth	High Wage
132011	Accountants & Auditors	440	20	300	457	1.53	1.01	1.60	\$ 31.05	Low Growth	High Wage
132021	Appraisers & Assessors of Real Estate	402	0	3	31	134.00	12.97	1.06	\$ 32.19	Low Growth	High Wage
132051	Financial Analysts	90	6	101	31	0.95	3.10	2.37	\$ 37.26	High Growth	High Wage
132052	Personal Financial Advisors	21	0	41	163	0.51	0.13	3.08	\$ 31.29	High Growth	High Wage
132053	Insurance Underwriters	36	0	10	26	3.60	1.38	0.75	\$ 21.81	Low Growth	High Wage
132072	Loan Officers	97	0	41	155	2.37	0.63	2.31	\$ 30.14	High Growth	High Wage
151021	Computer Programmers	79	7	95	66	0.91	1.30	-0.78	\$ 34.61	Low Growth	High Wage
151031	Computer Software Engineers, Applications	48	0	53	73	0.91	0.66	4.62	\$ 30.31	High Growth	High Wage
151041	Computer Support Specialists	261	84	79	153	4.37	2.25	1.25	\$ 20.16	Low Growth	High Wage
151051	Computer Systems Analysts	492	0	45	113	10.93	4.35	2.24	\$ 32.92	High Growth	High Wage
151061	Database Administrators	48	0	32	21	1.50	2.29	2.41	\$ 33.08	High Growth	High Wage
151071	Network & Computer Systems Administrators	133	30	52	108	3.13	1.51	2.71	\$ 36.04	High Growth	High Wage
151081	Network Systems & Data Communications Analysts	28	28	16	151	3.50	0.37	4.37	\$ 32.00	High Growth	High Wage
171022	Surveyors	30	0	3	17	10.00	1.76	2.45	\$ 29.51	High Growth	High Wage
173011	Architectural & Civil Drafters	482	20	7	57	71.71	8.81	1.24	\$ 19.66	Low Growth	High Wage
173022	Civil Engineering Technicians	51	0	2	15	25.50	3.40	1.71	\$ 24.13	Low Growth	High Wage
173031	Surveying & Mapping Technicians	18	0	1	48	18.00	0.38	2.72	\$ 16.89	High Growth	Low Wage
194021	Biological Technicians	10	0	4	5	2.50	2.00	0.64	\$ 17.55	Low Growth	Low Wage

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
211011	Substance Abuse & Behavioral Disorders Counselors	19	0	15	22	1.27	0.86	2.83	\$ 24.07	High Growth	High Wage
211093	Social & Human Service Assistants	128	0	85	66	1.51	1.94	2.04	\$ 14.81	High Growth	Low Wage
232011	Paralegal & Legal assistants	138	31	33	168	5.12	1.01	3.23	\$ 21.99	High Growth	High Wage
232091	Court Reporters	10	0	1	7	10.00	1.43	5.10	\$ 35.83	High Growth	High Wage
232093	Title Examiners, Abstractors, & Searchers	4	0	4	17	1.00	0.24	1.13	\$ 21.35	Low Growth	High Wage
251194	Vocational Education Teachers, Postsecondary	20	0	28	43	0.71	0.47	1.57	N/A	Low Growth	N/A
253021	Self-Enrichment Education Teachers	35	0	8	38	4.38	0.92	2.25	\$ 23.23	High Growth	High Wage
259031	Instructional Coordinators	27	0	14	41	1.93	0.66	2.49	\$ 24.88	High Growth	High Wage
259041	Teacher Assistants	277	0	35	214	7.91	1.29	1.55	\$ 14.27	Low Growth	Low Wage
271024	Graphic Designers	133	23	30	78	5.20	2.00	0.53	\$ 19.83	Low Growth	High Wage
271025	Interior Designers	62	2	3	69	21.33	0.93	2.06	\$ 23.90	High Growth	High Wage
272012	Producers & Directors	114	5	17	64	7.00	1.86	1.64	\$ 28.37	Low Growth	High Wage
272022	Coaches & Scouts	108	0	15	53	7.20	2.04	1.65	\$ 29.47	Low Growth	High Wage
273031	Public Relations Specialists	55	5	24	72	2.50	0.83	1.39	\$ 25.46	Low Growth	High Wage
274011	Audio & Video Equipment Technicians	35	0	31	34	1.13	1.03	2.67	\$ 17.77	High Growth	Low Wage
274012	Broadcast Technicians	123	6	7	57	18.43	2.26	2.46	\$ 22.00	High Growth	High Wage
274021	Photographers	48	0	14	61	3.43	0.79	1.67	\$ 20.66	Low Growth	High Wage
274031	Camera Operators, Television, Video & Motion Picture	160	1	8	29	20.13	5.55	2.47	\$ 17.25	High Growth	Low Wage
291111	Registered Nurses	95	225	385	754	0.83	0.42	1.91	\$ 32.32	Low Growth	High Wage
291126	Respiratory Therapists	6	28	20	29	1.70	1.17	1.39	\$ 24.96	Low Growth	High Wage

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
292011	Medical & Clinical Laboratory Technologists	8	3	20	24	0.55	0.46	0.20	\$ 25.89	Low Growth	High Wage
292012	Medical & Clinical Laboratory Technicians	34	7	27	18	1.52	2.28	1.20	\$ 18.18	Low Growth	Low Wage
292021	Dental Hygienists	10	16	5	49	5.20	0.53	2.61	\$ 27.28	High Growth	High Wage
292031	Cardiovascular Technologists & Technicians	83	0	16	19	5.19	4.37	1.75	\$ 17.63	Low Growth	Low Wage
292032	Diagnostic Medical Sonographers	7	12	5	14	3.80	1.36	0.99	\$ 27.82	Low Growth	High Wage
292034	Radiologic Technologists & Technicians	31	12	43	43	1.00	1.00	0.98	\$ 25.73	Low Growth	High Wage
292041	Emergency Medical Technicians & Paramedics	30	14	8	13	5.50	3.38	0.55	\$ 15.51	Low Growth	Low Wage
292055	Surgical Technologists	11	6	11	40	1.55	0.43	1.77	\$ 18.16	Low Growth	Low Wage
292061	Licensed Practical & Licensed Vocational Nurses	80	234	108	212	2.91	1.48	1.83	\$ 19.68	Low Growth	High Wage
292071	Medical Records & Health Information Technicians	116	78	80	47	2.43	4.13	1.37	\$ 15.09	Low Growth	Low Wage
292081	Opticians, Dispensing	8	4	1	24	12.00	0.50	0.97	\$ 17.43	Low Growth	Low Wage
312021	Physical Therapist Assistants	12	12	14	23	1.71	1.04	2.71	\$ 22.57	High Growth	High Wage
319091	Dental Assistants	88	13	13	82	7.77	1.23	2.55	\$ 14.09	High Growth	Low Wage
319092	Medical Assistants	383	87	97	182	4.85	2.58	2.74	\$ 13.60	High Growth	Low Wage
319094	Medical Transcriptionists	6	0	11	11	0.55	0.55	1.01	\$ 16.20	Low Growth	Low Wage
332011	Fire Fighters	24	0	0	154	N/A	N/A	1.21	\$ 26.12	Low Growth	High Wage
333012	Correctional Officers & Jailers	135	12	15	149	9.80	0.99	1.53	N/A	Low Growth	N/A
333021	Detectives & Criminal Investigators	54	0	6	78	9.00	0.69	2.22	N/A	High Growth	N/A
333051	Police & Sheriff's Patrol Officers	79	20	10	217	9.90	0.46	1.08	\$ 27.72	Low Growth	High Wage
351011	Chefs & Head Cooks	500	3	91	17	5.53	29.59	0.36	\$ 23.40	Low Growth	High Wage

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
351012	First Line Superv. of Food Preparation & Serving Workers	121	0	113	112	1.07	1.08	1.26	\$ 16.40	Low Growth	Low Wage
371011	First Line Superv. of Housekeeping & Janitorial Workers	202	0	109	42	1.85	4.81	1.22	\$ 16.36	Low Growth	Low Wage
371012	First Line Superv. of Landscaping & Grounds keeping Workers	43	0	6	15	7.17	2.87	0.96	\$ 18.49	Low Growth	Low Wage
372021	Pest Control Workers	14	0	17	21	0.82	0.67	0.57	\$ 12.63	Low Growth	Low Wage
391021	First Line Superv. of Personal Service Workers	12	0	13	45	0.92	0.27	0.83	\$ 26.36	Low Growth	High Wage
411011	First Line Superv. of Retail Sale Workers	350	0	305	337	1.15	1.04	0.48	\$ 21.87	Low Growth	High Wage
411012	First Line Superv. of Non-Retail Sales Workers	135	0	15	108	9.00	1.25	0.32	\$ 38.28	Low Growth	High Wage
413011	Advertising Sales Agents	477	0	50	57	9.54	8.37	1.01	\$ 24.10	Low Growth	High Wage
413021	Insurance Sales Agents	93	0	68	217	1.37	0.43	0.42	\$ 25.98	Low Growth	High Wage
413031	Securities, & Financial Sales Agents	133	0	6	160	22.17	0.83	1.69	\$ 38.01	Low Growth	High Wage
414011	Sales, Reps., Wholesale & Mfg, Tech. & Sci. Products	210	0	39	247	5.38	0.85	1.52	\$ 30.40	Low Growth	High Wage
414012	Sales, Reps., Wholesale & Manufacturing, Other	156	0	77	712	2.03	0.22	1.36	\$ 27.44	Low Growth	High Wage
419021	Real Estate Brokers	65	0	6	30	10.83	2.17	0.33	\$ 41.56	Low Growth	High Wage
419022	Real Estate Sales Agents	132	1	30	167	4.43	0.80	0.11	\$ 27.10	Low Growth	High Wage
431011	First Line Superv. of Office & Admin. Support Workers	177	2	91	260	1.97	0.69	0.53	\$ 23.08	Low Growth	High Wage
433031	Bookkeeping, Accounting & Auditing Clerks	498	10	222	516	2.29	0.98	1.23	\$ 15.79	Low Growth	Low Wage
434051	Customer Service Representative	500	10	1135	807	0.45	0.63	2.04	\$ 14.39	High Growth	Low Wage
434131	Loan Interviewers & Clerks	57	0	15	75	3.80	0.76	1.24	\$ 16.12	Low Growth	Low Wage
434161	Human Resources Assistants, Exc. Payroll	131	0	1	29	131.00	4.52	1.57	\$ 17.08	Low Growth	Low Wage

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
435011	Cargo & Freight Agents	134	0	94	114	1.43	1.18	0.61	\$ 17.23	Low Growth	Low Wage
436011	Executive Secretaries & Administrative Assistants	500	24	405	453	1.29	1.16	1.51	\$ 19.78	Low Growth	High Wage
436012	Legal Secretaries	142	1	27	189	5.30	0.76	2.25	\$ 19.72	High Growth	High Wage
436013	Medical Secretaries	181	4	44	105	4.20	1.76	1.31	\$ 13.44	Low Growth	Low Wage
471011	First Line Superv. of Construction & Extraction Workers	118	0	10	96	11.80	1.23	-0.30	\$ 29.07	Low Growth	High Wage
472021	Brick masons & Block masons	39	0	11		3.55	N/A	N/A	N/A	High Growth	N/A
472031	Carpenters	500	0	4	169	125.00	2.96	0.47	\$ 16.18	Low Growth	Low Wage
472044	Tile & Marble Setters	30	0	7	33	4.29	0.91	0.79	\$ 13.30	Low Growth	Low Wage
472051	Cement Masons & Concrete Finishers	369	0	7	21	52.71	17.57	-1.77	\$ 14.77	Low Growth	Low Wage
472073	Operating Engineers/Construction Equipment Operators	54	10	8	40	8.00	1.60	-0.48	\$ 20.49	Low Growth	High Wage
472081	Drywall & Ceiling Tiles Installers	172	0	15	8	11.47	21.50	0.21	\$ 14.78	Low Growth	Low Wage
472111	Electricians	500	7	62	117	8.18	4.33	-0.99	\$ 19.61	Low Growth	High Wage
472141	Painters, Construction & Maintenance	200	0	26	69	7.69	2.90	0.94	\$ 15.58	Low Growth	Low Wage
472151	Pipe layers	10	0	7	9	1.43	1.11	0.47	\$ 18.18	Low Growth	Low Wage
472152	Plumbers, Pipefitters & Steamfitters	245	1	85	61	2.89	4.03	-0.88	\$ 20.12	Low Growth	High Wage
472161	Plasters & Stucco Masons	43	0	9	6	4.78	7.17	-0.34	\$ 19.51	Low Growth	High Wage
472181	Roofers	49	0	12	28	4.08	1.75	-3.20	\$ 15.52	Low Growth	Low Wage
472211	Sheet Metal Workers	36	0	5	19	7.20	1.89	-1.14	\$ 19.65	Low Growth	High Wage
474011	Construction & Building Inspectors	500	0	16	52	31.25	9.62	2.32	\$ 28.77	High Growth	High Wage

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
491011	First Line Superv. of Mechanics, Installers & Repairers	44	0	47	82	0.94	0.54	0.44	\$ 27.16	Low Growth	High Wage
492091	Avionics Technicians	447	2	2	3	224.50	149.67	0.64	\$ 21.84	Low Growth	High Wage
492094	Electronic Repairers, Commercial & Industrial Equipment	50	0	72	25	0.69	2.00	1.26	\$ 24.12	Low Growth	High Wage
492098	Security & Fire Alarm Systems Installers	26	0	10	25	2.60	1.04	1.61	\$ 14.00	Low Growth	Low Wage
493011	Aircraft Mechanics & Service Technicians	496	12	38	32	13.37	15.88	0.67	\$ 23.45	Low Growth	High Wage
493023	Automotive Service Technicians & Mechanics	493	50	52	123	10.44	4.41	0.04	\$ 16.63	Low Growth	Low Wage
493031	Bus & Truck Mechanics & Diesel Engine Specialists	297	5	32	53	9.44	5.70	0.56	\$ 21.49	Low Growth	High Wage
493042	Mobile Heavy Equipment Mechanics, Except Engines	21	0	41	22	0.51	0.95	0.71	\$ 22.28	Low Growth	High Wage
499021	Heating, AC & Refrigeration Mechanics & Installers	144	30	39	46	4.46	3.78	-0.49	\$ 21.59	Low Growth	High Wage
499031	Home Appliance Repairers	34	2	9	23	4.00	1.57	0.77	\$ 18.87	Low Growth	Low Wage
499041	Industrial Machinery Mechanics	43	0	35	39	1.23	1.10	1.69	\$ 20.19	Low Growth	High Wage
499043	Maintenance Workers, Machinery	134	0	0	25	N/A	N/A	0.89	\$ 18.35	Low Growth	Low Wage
511011	First Line Superv. of Production & Operating Workers	143	0	61	44	2.34	3.25	-0.36	\$ 24.76	Low Growth	High Wage
512011	Aircraft Structures, Surfaces & Systems Assemblers	228	0	6	25	38.00	9.12	2.80	\$ 18.18	High Growth	Low Wage
514121	Welders, Cutters, Solderers & Brazers	181	0	25	33	7.24	5.48	0.08	\$ 15.44	Low Growth	Low Wage
519071	Jewelers & Precious Stone & Metal Workers	31	0	6	41	5.17	0.76	0.12	\$ 14.75	Low Growth	Low Wage
531031	First Line Superv. of Material-Moving Vehicle Operators	39	0	15	57	2.60	0.68	1.00	\$ 27.57	Low Growth	High Wage
532021	Air Traffic Controllers	35	0	8	29	4.38	1.21	2.15	\$ 59.05	High Growth	High Wage
533021	Bus Drivers, Transit & Intercity	101	0	63	76	1.60	1.33	1.05	\$ 16.80	Low Growth	Low Wage
533022	Bus Drivers, School	500	0	9	0	55.56	N/A	1.08	N/A	Low Growth	N/A

Information- Based on 2009-2010 TOL

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2008/2009	Number of Jobs in EFM 7/1/08-6/30/09	Annual Openings Base on LMI Data 2008-2016	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2008 Average Hourly Wage	Quadrant Category	
										Growth Category	Wage Category
533032	Truck Drivers, Heavy & Tractor-Trailer	500	173	150	267	4.49	2.52	0.95	\$ 16.97	Low Growth	Low Wage
535011	Sailors & Marine Oilers	100	0	2	101	50.00	0.99	0.82	\$ 17.65	Low Growth	Low Wage
535021	Captains, Mates, & Pilots of water Vessels	85	0	1	57	85.00	1.49	1.08	\$ 41.80	Low Growth	High Wage
535031	Ship Engineers	7	0	1	69	7.00	0.10	0.79	\$ 32.17	Low Growth	High Wage
		21,175	1,549	7,421	13,410	3.06	1.69	1.95			



4.

SFWIB – Economic Development & Industry Sector (EDIS) Committee

December 16, 2009

Recommendation as to Approval of a SFWIB Training Vendor Performance Chargeback Policy

RECOMMENDATION

SFWIB staff recommends that the EDIS Committee recommend to the Board the approval of the SFWIB Training Vendor Performance Chargeback Policy.

BACKGROUND

SFWIB staff in updating the Training Vendor Agreement developed a Performance Chargeback Policy to insure accountability in meeting occupational training performance standards. The Policy is intended to improve training completion and job placement. Specifically, the Policy conditions payment on a 25 percent performance chargeback.

The chargeback will be based on each Training Vendor's program completion and placement performance rate of 70 percent. If the Training Vendor fails to meet the 70 percent completion and/or placement rate, that Vendor's program will be placed on moratorium for a 12 month period. Moreover, where a Training Vendor's program does not meet the 70 percent placement rate standard, a 25 percent chargeback of tuition costs will be applied to those program participants who were not placed into employment. If SFWIB does not receive the Performance Chargeback from a Training Vendor who provides multiple programs, all such programs offered but not placed on moratorium will be placed on hold pending SFWIB's receipt of the 25 percent Performance Chargeback. The tolling of the 12 month moratorium will commence upon SFWIB's receipt of the 25 percent chargeback.

The Board will provide the SFWIB Director the right to place a failing program on a six month probation list whereupon economic conditions and labor market information will be assessed before determining whether the moratorium will be applied.

In drafting the Chargeback Policy, SFWIB staff crafted two options available in meeting the 25 percent chargeback requirement:

- Option One: the Training Vendor will issue a payment to SFWIB for the total chargeback amount due;
- Option Two: Training Vendors who are unable to comply with Option One will negotiate a credit based on the 25 percent chargeback permitting SFWIB to apply the credit for future SFWIB participants to enroll in the Training Vendor's program(s).

SFWIB recommends the approval of the Training Vendor Performance Chargeback Policy.



5.

**SFWIB – Economic Development & Industry
Sector (EDIS) Committee**

December 16, 2009

**Recommendation as to Approval of a SFWIB
Standardized Refund Policy Guideline**

RECOMMENDATION

SFWIB staff recommends that the EDIS Committee recommend to the Board the approval of the SFWIB Standardized Refund Policy Guideline.

BACKGROUND

The current SFWIB Refund policy is to apply the refund policy specified in each Training Vendor's catalog. SFWIB staff drafted a Standardized Refund Policy Guideline applicable to all Training Vendors, helping to insure consistency in the disbursement of refunds. Attached for the Committee members to review is the draft policy language.

Attachment

M. REFUNDS

The Training Vendor shall follow the Refund procedures set forth herein for SFWIB participants enrolled in the Training Vendor's training program(s):

A. REFUND TYPES

1. PRO-RATED REFUND: For training vendors that currently use a pro-rata refund formula the following applies:
 - a) In the event a SFWIB participant withdraws from the training within three (3) business days of signing the Training Vendor' enrollment contract the Training Vendor shall refund all monies paid.
 - b) In the event a SFWIB participant withdraws from the training after the third (3rd) business day of signing the enrollment contract but prior to the first day of class, the Training Vendor shall refund all monies paid with the **exception of the registration fee**,
 - c) Where withdrawal occurs after classes have commenced, but prior to fifty percent (50%) completion of the training a pro-rated refund of tuition, **less the registration fee** is computed based on the following:
 - (1). Where the period of enrollment is computed on the basis of program-time elapsed, expressed in clock hours, the pro-rated refund of tuition computed on the number of hours completed to the total program hours.
 - (2). Where SFWIB pays for training per term, quarter, semester, the pro-rated refund of tuition is computed based on the number of hours completed per term, quarter or semester to the total hours per term, quarter, or semester.
 - (3). The guidelines listed below shall be followed by the Training Vendor when calculating the refund due SFWIB.

Percentage of Program Completion	Tuition Refund % Due to SFWIB
1 to 10%	99 - 90%
11 to 20%	89 - 80%
21 to 30%	79 - 70%
31 to 40%	69 - 60%
41 to 50%	59 - 50%
Over 50%	0%

After completing fifty percent (50%) or more of the program shall result in no refund, unless the school's accreditation Board specifies the refund is greater than 50%.

TERMINATION DATE

For the refund computation purposes the last date of actual attendance by the participant shall be used.

3. DROP/ADD REFUNDS -For training vendors that currently use drop/add the following applies:
 - (a) In the event a SFWIB participant withdraws from training within three (3) business days of signing the enrollment contract, the Training Vendor shall refund all monies paid by SFWIB.
 - (b) In the event a SFWIB participant withdraws from training after the third (3rd) business day of signing the enrollment contract but prior to the first day of class, the training vendor shall refund all monies paid with the **exception of the registration fee**.

- (c) In the event a SFWIB participant withdraws from training on or before the first week of class (posted drop/add period) the training vendor will refund at 100%.
- (d) In the event a SFWIB participant withdraws after the posted drop/add period there is no refund due to SFWIB.
- (e) In the event a SFWIB participant is withdrawn from a class due to a class cancellation, SFWIB is entitled to a full refund.

B. REFUND PROCESS

1. The Training Vendor shall enter into SAMS the withdrawal date within five (5) days **of the SFWIB participant's termination from training** for the refund calculation.
2. Secondly, the training vendor shall notify in writing within five (5) days, the SFWIB participant's career advisor at their career center that the participant has **been terminated/withdrawn from school** and that a refund is or is not due SFWIB. The training vendor will complete the system generated drop/withdrawal form and indicate the reason for the drop/withdrawal and provide the refund calculation, reference Attachment 2, Electronic Drop/Withdrawal Form.
3. All refunds shall be submitted to SFWIB within thirty (30) days of the effective date of termination or withdrawal.



6.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

December 16, 2009

Recommendation as to Approval of New Training Agents and New Programs for Existing Training Agents

RECOMMENDATION

SFWIB staff recommends the approval of new training agents, related programs and locations and new training programs for existing Region 23 training agents as set forth below.

BACKGROUND

Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to independently structure criteria for the selection of training agents. For Region 23 (Miami-Dade and Monroe counties), the current procedure permits training institutions to request approval to become training agents for Educational Scholarships/Individual Training Accounts and for current training agents to request the addition of new training programs or facilities.

The process to become an approved Region 23 training agent involves SFWIB staff reviewing an applicant training institution's programmatic and fiscal capabilities. For existing training agents who are requesting approval of new training programs, the process requires SFWIB staff to review only the agent's programmatic capabilities. Upon approval by SFWIB, the recommendations are entered into the State of Florida Eligible Training Provider List (ETPL).

Per Scholas Institute of Technology and TAM Training dba Transamerica Training Management, Inc. submitted a request to become an approved SFWIB training agent. In addition, the College of Business and Technology, Technical Career Institute, the Academy of South Florida and Florida International University submitted requests to add new programs to their list of approved offerings.

To date, the Commission for Independent Education has advised in writing that Per Scholas Institute of Technology, TAM Training, the College of Business and Technology, Technical Career Institute and the Academy of South Florida are current with all requirements of Rule 6E of Florida Administrative Code.

The attached Table details the reviewed requests.

Attachment

Summary of Training Institutions Reviews

Training Institution	Proposed Training Program(s)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2009-2010 TOL)	Wage Rate (Preliminary 2009-2010 TOL)		Comments
							Entry	Mean	
New School and Programs									
Per Scholas Institute for Technology	Diploma Programs:								Programmatic and Due Diligence reviews were conducted. PerScholas met all requirements.
	Computer Technician Training (CIP 0647010402)	200 hours, 10 weeks/50 days	\$ 3,000.00	\$ 3,000.00	No	Computer Support Specialist (SOC 151041) Computer and Information Systems Manager (SOC 113021)	\$ 13.79 \$ 36.63	\$ 20.16 \$ 54.86	
TAM Training	Diploma Programs:								Programmatic and Due Diligence reviews were conducted. TAM Training met all requirements.
	Oracle Database Performance Tuning Certified Expert (CIP 0507030200)	160 hours 40 days	\$ 14,450.00	\$ 3,294.00	No	Computer Programmers (SOC 151021)	\$ 36.63	\$ 54.86	
						Computer Software Engineers, Applications (SOC 151031)	\$ 16.69	\$ 30.31	
						Computer Support Specilaist (SOC 151041)	\$ 13.79	\$ 20.16	
						Database Administrator (SOC 151061)	\$ 22.74	\$ 36.04	
	PeopleSoft Application Developer I (CIP 0507030200)	120 hours 30 days	\$ 10,500.00	\$ 3,437.00	No	Computer Programmers (SOC 151021)	\$ 36.63	\$ 54.86	
						Computer Software Engineers, Applications (SOC 151031)	\$ 16.69	\$ 30.31	
						Computer Support Specilaist (SOC 151041)	\$ 13.79	\$ 20.16	
						Database Administrator (SOC 151061)	\$ 22.74	\$ 36.04	
	PeopleSoft Application Developer II (CIP 0507030200)	192 hours 48 days	\$ 17,500.00	\$ 3,437.00	No	Computer Programmers (SOC 151021)	\$ 36.63	\$ 54.86	
						Computer Software Engineers, Applications (SOC 151031)	\$ 16.69	\$ 30.31	
						Computer Support Specilaist (SOC 151041)	\$ 13.79	\$ 20.16	
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Summary of Training Institutions Reviews

Training Institution	Proposed Training Program(s)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2009-2010 TOL)	Wage Rate (Preliminary 2009-2010 TOL)		Comments
							Entry	Mean	
NEW PROGRAMS									
The Academy of South Florida, Inc	Diploma Program: Virtualization Professional Program (CIP 0507030402)	107 hours (2 months)	\$ 7,870.00	\$ 1,051.00	No	Computer & Information Sysytem Manager (SOC 113021)	\$ 36.63	\$ 54.86	Programmatic review was conducted.The Academy met all requirements.
						Computer Support Specialist (SOC 151041)	\$ 13.79	\$ 20.16	
						Network & Computer System Administrator (SOC 151071)	\$ 22.74	\$ 36.04	
						Network Systems & Data Communications Analyst (SOC 151081)	\$ 19.79	\$ 32.00	
Technical Career Institute (TCI)	Diploma Program: Emergency Medical Technician-Paramedic (CIP 0317020602)	1,710 hrs (65 credits)	\$ 25,483.00	\$ 5,570.00	Yes	Emergency Medical Technicians and Paramedics (SOC 292041)	\$ 11.07	\$ 15.68	Programmatic review was conducted.TCI met all requirements.
College of Business & Technology	AS Degree: Health Information Management Technology (CIP 0507060502)	1,180 hours 20 months	\$ 23,275.00	\$ 8,820.00	Yes	Medical Records and Health Information Technicians (SOC 292071)	\$ 10.29	\$ 15.16	Programmatic review was conducted. The College of Business & Technology met all requirements.
						Medical Secretaries (SOC 436013)	\$ 10.23	\$ 13.45	
Florida International University	Graduate Certificate Program: Foundations of Accounting and Auditing (Pre-requisite: Bachelors Degree in Business)	21 credits (48 weeks)	\$ 13,434.00	\$ 10,500.00		Accountants and Auditors (SOC 320111)	\$ 18.12	\$ 31.05	Programmatic review was conducted.of FIU. This is a graduate certificate program designed for individuals that have a Bachelors degree in Business.

Summary of Training Institutions Reviews

Training Institution	Proposed Training Program(s)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2009-2010 TOL)	Wage Rate (Preliminary 2009-2010 TOL)		Comments
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FLORIDA DEPARTMENT OF EDUCATION



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Dr. Eric J. Smith
Commissioner of Education

November 20, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th Floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated November 19, 2009 regarding Per Scholas Institute for Technology.

Per Scholas Institute for Technology (License #3240) has been licensed by the Commission for Independent Education since August 2005. Per Scholas Institute for Technology is current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

A handwritten signature in cursive script that reads "Samuel L. Ferguson".

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education

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Dr. Eric J. Smith
Commissioner of Education



November 20, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated November 19, 2009 regarding Tam Training.

Tam Training (License #4072) has been licensed by the Commission for Independent Education since June 2009. Tam Training is current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman, Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education

FLORIDA DEPARTMENT OF EDUCATION



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Dr. Eric J. Smith
Commissioner of Education



November 20, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated November 19, 2009 regarding College of Business and Technology.

College of Business & Technology, Miami – License #989 – March 1989
College of Business & Technology, Miami – License #3311 – August, 2005
College of Business & Technology, Hialeah – License #3312 – April, 2004.
College of Business & Technology – Cutler Bay, Homestead – License #3803 –
September 2008

All locations of College of Business & Technology are current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman, Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

A handwritten signature in cursive script that reads "Samuel L. Ferguson".

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education

FLORIDA DEPARTMENT OF EDUCATION



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Dr. Eric J. Smith
Commissioner of Education



November 20, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated November 19, 2009 regarding Technical Career Institute, Inc.

Technical Career Institute, Inc. (License #1672) has been licensed by the Commission for Independent Education since March 1994. Technical Career Institute, Inc. is current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman, Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education

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Dr. Eric J. Smith
Commissioner of Education



November 20, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated November 19, 2009 regarding The Academy of South Florida, Inc.

The Academy of South Florida, Inc. (License #3051) has been licensed by the Commission for Independent Education since October 2003. The Academy of South Florida, Inc. is current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman, Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Per Scholas Institute for Technology New School: X **New Program(s)** _____

Date: 05/21/09 **Updated:** December 4, 2009

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	Per Scholas Institute for Technology is licensed by the FLDPE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	N/A	N/A
2.	School's enrollment information.	YES	Per Scholas Institute for Technology total enrollment from January 1, 2009 to November 30, 2009 was 86 students. The current enrollment for Class 2009-5 is 18 students. . Update: Class 2009-03 in session: 17 students The school operates on a cohort basis and there are only six cycles per year. One class completes and a new class begins. Per Scholas Miami has run 4 classes, 1 currently in session, and 1 class scheduled to begin Monday, December 7, 2009. Class size averaging 17:1.
3.	Training Program/Design – Per training program.	Yes	<u>Proposed Program:</u> Diploma Program: Computer Technician Training (CIP 0647010402 – 200 hours, 10 weeks/50 days
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curriculum was available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	Per Scholas Institute for Technology is located at 3050 Biscayne Blvd Miami, FL, in approximately 2,500 square feet of space (offices, computer classroom/labs).
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	FLDOE/Commission for Independent Education (CIE) Data collection report for the period July 1, 2007 – June 30, 2008. The placement rate for the program: reported was 88.24% In, addition Per Scholas Institute for Technology provided. Performance information on its program for the period Jan1, 2004 to December 31, 2008 The placement rate reported were: <ul style="list-style-type: none"> • Jan 1, 2008 – December 31, 2008 – Placement rate for he program reported was 80.56% • Jan 1, 2007 – December 31, 2007 – Placement rate for he program reported was 89.23% Jan 1, 2006 – December 31, 2006 – Placement rate for he program reported was 88.89%
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
11.	Cost data per training program.	Yes	Per Scholas' Total Program cost: Diploma Programs Computer Technician Training = \$3,000.00
12.	Financial Aid Information.	N/A	Per Scholas does not offer financial aid. The program is too short for PELL eligibility.

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: TAM Training dba Transamerica Training Management, Inc.

New School: XX New Program(s) X New Campus/Branch/Location: _____ Date: 08/26/09

Updated: 11/24/09

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	TAM Training is licensed by the FLDPE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	N/A	N/A
2.	School's enrollment information.	YES	TAM Training corporate enrollment for November 2009 was 42 corporate students. Enrollment for the period August 2009 to November 2009 was 333 corporate students.
3.	Training Program/Design – Per training program.	Yes	<p><u>Diploma Programs :</u></p> <ol style="list-style-type: none"> 1. Oracle Database Performance Tuning Certified Expert (CIP 0507030200) – 160 hours – 40 days 2. PeopleSoft Application Developer I (CIP 0507030200) – 120 hours – 30 days 3. PeopleSoft Application Developer II (CIP 0507030200) – 192 hours – 48 days 4. PeopleSoft Financials General Ledger Specialist I(CIP 0507030200) – 112 hours – 28 days 5. PeopleSoft Human Capital Management – Human Resources Specialist II - (CIP 0507030200) – 112 hours – 28 days 6. Oracle Database: SQL Certified Expert (CIP 0507030210) – 40 hours – 7 days 7. eBbusiness Financial Payables Specialist I (CIP 0507030210) – 56 hours - 7 days 8. eBusiness Financial Receivable Specialist I - (CIP 0507030210) – 56 hours – 7 days 9. eBusiness Suites Project Management Specialist (CIP 0507030210) – 64 hours – 8 days 10. PeopleSoft Financials Billable/Receivable Specialist I - (CIP 0507030210) – 96 hours 12 days 11. PeopleSoft Financials Payable I(CIP 0507030210) – 56 hours – 8 day s 12. PeopleSoft Human Capital Management – Human Resources Specialist I - (CIP 0507030210) – 72 hours – 9 days 13. PeopleSoft Project Management - (CIP 0507030210) – 72 hours – 9 days 14. PeopleSoft Supply Chain Specialist I - (CIP 0507030210) – 96 hours – 12 days
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	TAM Training is along major transit routes. The school facility is approximately 2,500 sq ft of space and includes 4 classrooms, a resource center, student lounge and administrative offices.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	TAM Training has been involved in Corporate Training and its placement information is very limited.
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	<p><u>Diploma Programs :</u></p> <p>1. Oracle Database Performance Tuning Certified Expert: \$14,450.00</p> <p>2. PeopleSoft Application Developer I: \$10,500.00</p> <p>3. PeopleSoft Application Developer II: \$17,500.00</p> <p>4. PeopleSoft Financials General Ledger Specialist I: \$8,928.00</p> <p>5. PeopleSoft Human Capital Management – Human Resources Specialist II: \$10,441.00</p> <p>6. Oracle Database: SQL Certified Expert: \$3,720.00</p> <p>7. eBbusiness Financial Payables Specialist I: \$5,208.00</p> <p>8. eBusiness Financial Receivable Specialist I : \$5,208.00</p> <p>9. eBusiness Suites Project Management Specialist: \$6,696.00</p> <p>10. PeopleSoft Financials Billable/Receivable Specialist I: \$8,928.00</p> <p>11. PeopleSoft Financials Payable: \$5,208.00</p> <p>12. PeopleSoft Human Capital Management – Human Resources Specialist I: \$6,696.00</p> <p>13. PeopleSoft Project Management \$6,696.00</p> <p>14. PeopleSoft Supply Chain Specialist I: \$8,928.00</p>
12.	Financial Aid Information.	N/A	TAM Training does not participate in Title IV. Students would have to get private sources of funding.

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: College of Business & Technology (Miami Flagler Street) and Cutler Bay

New School: _____ **New Program(s)** **New Campus/Branch/Location:** _____ **Date:** 11/19/09

Updated:

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	College of Business & Technology (CBT) is licensed by the FLDPE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	Yes	Accredited by the by the Accredited Council for Independent Colleges and Schools (ACICS)
2.	School's enrollment information.	YES	CBT current enrollment as of 11/19/09 per location requested is as follows: Cutler Bay: 234 students (day & evening). Kendall Campus: 73 students (day & evening)
3.	Training Program/Design – Per training program.	Yes	<u>Cutler Bay and Kendall Campuses:</u> <u>A.S. Degree Program:</u> 1. Health Information Management Technology (CIP 0507060502) – 1,180 hours - 20 months
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	Cutler Bay campus is along major transit routes. The school facility is approximately 10,000 sq ft of space and includes 9 classrooms, 2 labs and 2 labs/classroom combinations, a resource center, student lounge and administrative offices.
			CBT's Kendall campus is along major transit routes. The school facility is approximately 11,200 sq ft of space and includes classrooms, labs and administrative offices.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	FLDOE/Commission for Independent Education (CIE) Data collection report for the period July 1, 2007 – June 30, 2008. Performance varies from program. The placement rate for all programs: reported was 73.04%
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
11.	Cost data per training program.	Yes	<u>A.S. Degree Program:</u> 1. Health Information Management Technology (CIP 0507060502) = \$23,275.00
12.	Financial Aid Information.	Yes	CBT is a Title IV eligible school. The School participates in the Federal Pell Grant Program, Supplemental Education Opportunity Grant (SEOG) and the Ford Direct Loan (formerly GSL) Federal Direct/FFEL Subsidized Loans Reported Default rate: 2007 - 14.9% (Draft) 2006 - 15.5% The reported rates are within standards.

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Technical Career Institute, Inc. (TCI) **New School** _____ **New Program(s)** X
Date: 10/20/09

	AREAS OF PROGRAMMATIC REVIEW	(Yes/No)	COMMENTS
1.	School's Licensing Information:	YES	TCI: licensed by the State of Florida/DOE/Commission for Independent Education (CIE).
	Accreditation Information, if applicable.	Yes	Accredited by Commission of the Council on Occupational Education (COE)
2.	School's enrollment information.	YES	The school current enrollment for all programs offered is 681 students (day/evening).
3.	Training Design – Per training program	Yes	Diploma Program: Emergency Medical Technician-Paramedic Diploma Program (CIP 0317020602). Total hours: 1,710 (Theory- 510 hrs, Lab- 450 hrs, Clinical/Internship: 750 hrs)
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curriculum was available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	CIE Instructional and Administrative Personnel Form provided for the instructional staff. All staff met requirements
6.	Facility.	Yes	30,000 sq ft facility composed of 18 classrooms and 11 labs. Facility is well maintained and equipped.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All books and other resources are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	Two years of performance provided. 2008 placement rate for all programs: 95.37 % 2008 Licensing Exam Pass rate: 80% 2007 placement rate for all programs: 86%
9.	Staff job development/placement information.	yes	.Career Development Unit: two staff assigned for placement assistance. CIE required documents provided.
10.	Additional staffing capabilities, i.e. counseling, case management, etc	N/A	Instructional staffing and the School Director as well as Education Director handle issues that arise.
11.	Cost data per training program;	Yes	Total Program cost: \$25,483.00 (includes tuition, fees, books/materials and uniforms).
12.	Financial Aid Information:	N/A	Type(s) of aid that are available: Pell Grants, Federal Work-Study (FWS), Student Education Opportunity Grant (SEOG), Federal Stafford Loans, Federal Parent Loans (PLUS).

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: The Academy of South Florida, Inc New School _____ New Program(s) X

Date: 11/24/09

	AREAS OF PROGRAMMATIC REVIEW	(Yes/No)	COMMENTS
1.	School's Licensing Information:	YES	The Academy licensed by the State of Florida/DOE/Commission for Independent Education (CIE).
	Accreditation Information, if applicable.	N/A	N/A
2.	School's enrollment information.	YES	The school current enrollment for all programs offered is 162 students (day/evening).
3.	Training Design – Per training program	Yes	Diploma Program: Virtualization Professional Program: Diploma Program (CIP 0507030402. Total hours: 107 hours (Theory- 66 hrs, Lab- 41 hrs)
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curriculum was available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	CIE Instructional and Administrative Personnel Form provided for the instructional staff. All staff met requirements
6.	Facility.	Yes	7,500 sq ft facility composed of 7class/labs as well as office space. The facility is maintained and equipped.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All books and other resources are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	Two year Performance provided. July 1, 2008-June 30, 2009 CIE placement rate for all programs: 86.25% July 1, 2007-June 30, 2008 CIE placement rate for all programs: 100.00%
9.	Staff job development/placement information.	yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc	N/A	Student Services staff as well as Instructional staffing. CIE required documents provided. In addition, the Education Director handles issues that arise.
11.	Cost data per training program;	Yes	Total Program cost: \$7,870.00 (includes tuition, books/materials and exam fees).
12.	Financial Aid Information:	N/A	The Academy at this time does not offer Title IV, Pell Grants. The Academy works with several financial institutions to assist students through educational loans.

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Florida International University New School _____ **New Program(s)** X

Date: 11/04/09

	AREAS OF PROGRAMMATIC REVIEW	(Yes/No)	COMMENTS
1.	School's Licensing Information:	YES	FIU is governed by the State of Florida, Board of Governors, State University System.
	Accreditation Information, if applicable.	Yes	FIU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
2.	School's enrollment information.	YES	FIU's current enrollment for all programs offered is approximately 39,000 students. Current enrollment in the proposed program is 15 students.
3.	Training Design – Per training program	Yes	Graduate Certificate: Foundations of Accounting and Auditing. Total hours: 21 credits (graduate credits) 48 weeks. Enrollment in program requires a student to a Bachelors Degree in Business.
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curriculum was available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	Resumes of instructional staff were provided.
6.	Facility.	Yes	FIU College of Business location. The facility composed of classrooms, lecture rooms, resource centers and offices. The facility is well maintained and equipped.
7.	Equipment, training aids, books and other instructional material.	Yes	All books and other resources are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	Statistical information was not available.
9.	Staff job development/placement information.	yes	.FIU has a Career Services Office that provides placement assistance to students. .
10.	Additional staffing capabilities, i.e. counseling, case management, etc	N/A	N/A
11.	Cost data per training program;	Yes	Total Program cost: \$13,434.00 (includes tuition, application fee, books/materials)
12.	Financial Aid Information:	N/A	Type(s) of aid that are available: Pell Grants, Federal Work-Study (FWS), Student Education Opportunity Grant (SEOG), Federal Stafford Loans, Federal Parent Loans (PLUS).



7.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

December 16, 2009

Discussion – Revision of Student Support Fee

Discussion Item

BACKGROUND

On June 2002, the predecessor Board approved an Individual Training Account (ITA) payment structure. Included in the payment structure was a \$200 SFWIB student support fee for Miami-Dade County Public Schools (MDCPS) and Miami Dade College (MDC). The \$200 SFWIB student support fee was to help offset costs incurred by the MDCPS and MDC for the additional activity, time, and paperwork required of personnel in processing SFWIB students and vouchers.

MDCPS has advised SFWIB that they will perform the following student support activities at a reduced fee of \$75:

- Time and attendance reports for all SFWIB funded students;
- Progress reports to case managers regarding attainment of Occupational Completion Points and Literacy Completion Points for all SFWIB-funded students;
- Achievement reports to case managers regarding Student Grades, the scores for the tests of Adult Basic Education (TABE), and the General Educational Development (GED) test;
- A centralized billing system has been created to ensure that SFWIB receives one direct bill, rather than different invoices from our 21 Adult /Vocational Centers;
- PELL Grant reimbursements are processed through the centralized system to SFWIB;
- Two district-level staff serve as liaisons between MDCPS schools and the Career Centers to present course and school information at the training fairs, resolve problems and issues facing students, case managers, and school personnel, and work closely with the case managers at the Career Centers providing pertinent information on students referred.

MDC submitted a letter to SFWIB staff detailing the student support services that they provide for the \$200 fee. SFWIB staff surveyed the Career Centers to determine the level of student support service being provided. The responses indicated that MDC provided some of the services but not all the services that they indicated.

SFWIB staff developed the following options for the Committee's consideration:

1. Keep the current student support fee at \$200;
2. Reduce the current student support fee to \$75;
3. Eliminate the current student support fee.

Legal Counsel has advised staff that SFWIB is not bound by the actions or non-actions of the predecessor Board. Thus, the Board shall decide if it desires to continue with the current Student Support Fee structure.

At the October 14, 2005 Committee meeting, the Committee held a lengthy discussion on the Student Support Fee. The Committee requested staff to research and provide additional information on the matter. Staff contacted all SFWIB Training Vendors to complete a survey on the services that they render to both SFWIB and non-SFWIB participants. Survey results are attached for the Committee's review.

Attachment

Question	Yes	No	No Response	Not Applicable	Totals	% of Yes
1 Do you communicate with agencies that refer students to you regarding student needs and concerns?						
A. Do you provide any of these services to South Florida Workforce students ?	15	1	1	0	17	88.24%
B. Do you provide any of these services to all your students?	13	3	1	0	17	76.47%
2 Do you supply registration information to referring agencies?						
A. Do you provide any of these services to South Florida Workforce students ?	16	0	1	0	17	94.12%
B. Do you provide any of these services to all your students?	13	3	1	0	17	76.47%
3 Do you visit referring agencies to provide information to agency staff?						
A. Do you provide any of these services to South Florida Workforce students ?	15	1	1	0	17	88.24%
B. Do you provide any of these services to all your students?	12	4	1	0	17	70.59%
4 Do you track existing student to confirm continuing registration (Matriculation)?						
A. Do you provide any of these services to South Florida Workforce students ?	16	0	1	0	17	94.12%
B. Do you provide any of these services to all your students?	13	3	1	0	17	76.47%
5 Do you provide supplemental Academic and Career Advisement?						
A. Do you provide any of these services to South Florida Workforce students ?	16	0	1	0	17	94.12%
B. Do you provide any of these services to all your students?	14	2	1	0	17	82.35%
6 Do you ensure students are enrolled in an educational program that is directly related to the preparation of individuals for employment in a current or emerging occupation?						
A. Do you provide any of these services to South Florida Workforce students ?	16	0	1	0	17	94.12%
B. Do you provide any of these services to all your students?	14	2	1	0	17	82.35%
7 Do you complete additional paperwork including, but not limited to, Parking Authorization form, Child Care Authorization form, and Request for Extension of Schedule Payment form?						
A. Do you provide any of these services to South Florida Workforce students ?	9	5	2	1	17	52.94%
B. Do you provide any of these services to all your students?	6	8	2	1	17	35.29%
8 Do you fill out Financial Aid worksheet to determine eligibility for Pell and/or other financial assistance?						
A. Do you provide any of these services to South Florida Workforce students ?	12	3	1	1	17	70.59%
B. Do you provide any of these services to all your students?	11	4	1	1	17	64.71%
9 Do you communicate with faculty and instructors to confirm attendance and document same?						
A. Do you provide any of these services to South Florida Workforce students ?	16	0	1	0	17	94.12%
B. Do you provide any of these services to all your students?	14	2	1	0	17	82.35%

Question	Yes	No	No	Not	Totals	% of Yes
			Response	Applicable		
10 Do you coordinate to remove late fees and reinstate students?						
A. Do you provide any of these services to South Florida Workforce students ?	12	3	1	1	17	70.59%
B. Do you provide any of these services to all your students?	9	7	0	1	17	52.94%
11 Do you process automatic payment extensions to minimize number of necessary student purges?						
A. Do you provide any of these services to South Florida Workforce students ?	7	8	1	1	17	41.18%
B. Do you provide any of these services to all your students?	5	10	1	1	17	29.41%
12 Do you grant payment extensions when tuition and textbook payments/vouchers are delayed?						
A. Do you provide any of these services to South Florida Workforce students ?	15	1	1	0	17	88.24%
B. Do you provide any of these services to all your students?	13	3	1	0	17	76.47%
13 Do you place students on hold and follow up to ensure schedule is validated?						
A. Do you provide any of these services to South Florida Workforce students ?	9	5	2	1	17	52.94%
B. Do you provide any of these services to all your students?	9	5	1	2	17	52.94%
14 Do you fax degree audits, class schedules, course curriculum, and numerous other documents to referring agency staff?						
A. Do you provide any of these services to South Florida Workforce students ?	16	0	1	0	17	94.12%
B. Do you provide any of these services to all your students?	13	2	2	0	17	76.47%
15 Do you enter and track payments/vouchers into another system than your own?						
A. Do you provide any of these services to South Florida Workforce students ?	9	5	2	1	17	52.94%
B. Do you provide any of these services to all your students?	6	9	0	2	17	35.29%
16 Do you produce dunning letters for collection of overdue payments?						
A. Do you provide any of these services to South Florida Workforce students ?	7	6	3	1	17	41.18%
B. Do you provide any of these services to all your students?	7	9	1	0	17	41.18%
17 Do you provide a degree audit or attendance sheet along with payment/voucher back to the referring agency?						
A. Do you provide any of these services to South Florida Workforce students ?	15	0	1	1	17	88.24%
B. Do you provide any of these services to all your students?	11	3	1	2	17	64.71%
18 Do you prepare and deliver a training package that includes TABE scores, Analysis of Student Progress report, and TABE Reassessment to the referring agency staff?						
A. Do you provide any of these services to South Florida Workforce students ?	9	7	1	0	17	52.94%
B. Do you provide any of these services to all your students?	6	10	1	0	17	35.29%
Totals			No	Not		
	Yes	No	Response	Applicable	Totals	% of Yes
A. Do you provide any of these services to South Florida Workforce students ?	230	45	23	8	306	75.16%
B. Do you provide any of these services to all your students?	189	89	18	10	306	61.76%



8.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

December 16, 2009

Discussion – Training Voucher Refund Policy

Discussion Item

BACKGROUND

On October 19, 2009, SFWIB staff received a Public Information Request regarding SFWIB's Training Voucher Refund Policy. SFWIB staff has responded to that request and is awaiting a follow-up correspondence. The training voucher refund policy of SFWIB is to utilize the refund policy of approved training vendors. All training vendors furnish voucher participants with a copy of their individual refund policies. Each vendor's policy is published in their catalog and is incorporated into the enrollment agreement each voucher participant is required to sign. This policy is consistent with the rules promulgated by the Commission for Independent Education, the state board regulating nonpublic postsecondary educational institutions.