



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR (EDIS) COMMITTEE MEETING**

**Wednesday, October 14, 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
3. Informational – SFWIB Training Expo
4. Informational - Employed Worker Training (EWT) Program Update
5. Recommendation as to Approval of an Employed Worker Training (EWT) Project
6. Recommendation as to Approval of a Digital Divide Project
7. Recommendation as to Approval of Elevate Miami Project
8. Recommendation as to Approval of an RN Nursing Scholarship Program
9. Revision to Student Support Fee

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2A.

**SFWIB – Economic Development and Industry Sector Committee**

*October 14, 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. 72<sup>nd</sup> 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  <b>SFW STAFF</b> 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**

*October 14, 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

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER SFWIB MEMBERS</b>
9. Andre “Andy” Perez - <i>Chair</i> 10. Harder, Jackie, <i>Vice Chair</i> 11. Regueiro, Maria Cristina	12. Chi, Joe 13. Diggs, Bill 14. Roth, Thomas 15. Russo, Monica 16. Talbert, Gregg 17. Wiedman, Holly	Adrover, Bernardo  <b>SFW STAFF</b> Beasley, Rick Glancy, Anne Kistner, Ken  <b>OTHER ATTENDEES</b> 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.



3.

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

**October 14, 2009**

**SFWIB Training Expo Update**

**Informational Item**

**BACKGROUND**

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**

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.





4.

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

***October 14, 2009***

**Employed Worker Training (EWT) Program  
Update**

**Informational**

**BACKGROUND**

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.

The attached chart provides information on approved Employed Worker Training Programs (EWTP) allocated from the SFWIB EWTP pool.

*Attachment*

## Summary of EWTP Projects

Company Name	Funds Awarded - Appropriated from SFW Pool (\$500,000.00)	Training Area(s) Provided	# of Employees to be trained	Average Wage	Total Number Trained	Service Partner Requesting Funds	Cost Per Trainee	Remaining Balance from the SFW EWTP Pool - (\$500,000.00)	Approved
<b>Bio-Nucleonics, Inc.</b> The company is a radiopharmaceutical manufacturer. They manufacture and sell radioactive drugs used for diagnostic and therapeutic treatments.	\$ 11,100.00	FDA required training and handling of radiopharmaceuticals	8	\$ 31.00		Youth Co-Op, Inc.	\$ 1,387.50	\$ 488,900.00	Sep-09
<b>C&amp;R Metals, Inc.-</b> The company is a full fabrication shop working in industrial, construction, interior designs and all types of applications for commercial design clients.	\$ 900.00	AutoCAD	2	\$ 17.00		Ser Jobs	\$ 450.00	\$ 488,000.00	Sep-09
<b>Department of Children &amp; Family -</b> The company is a governmental agency dedicated to providing social services to the citizens of the State of Florida.	\$ 39,075.00	Six Sigma, Project Management, Sign Language, and PHR/SPHR Training	62	\$ 23.47		Youth Co-Op, Inc.	\$ 630.24	\$ 448,925.00	Oct-09

Funds Awarded - Appropriated from SFW Pool (\$500,000.00)	# of Employees to be trained	Average wage	Cost Per Trainee
\$ 51,075.00	72	\$ 23.82	\$ 709.38



5.

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

*October 14, 2009*

**Recommendation as to an Approval of an Employed Worker Training (EWT) Program Application for Parrot Jungle and Gardens of Watson Island, Inc, dba Jungle Island**

**RECOMMENDATION**

SFWIB staff recommends 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.

**BACKGROUND**

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	Number of Employees to be trained	Cost Per Participant	Average Hourly Wage
\$62,777.62	134	\$468.49	\$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.



6.

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

*October 14, 2009*

**Recommendation as to an Approval of a SFWIB Digital Divide Project**

**RECOMMENDATION**

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.

**BACKGROUND**

The world is undergoing an Information Communications Technology (ICT) revolution, a revolution that has enormous social and economic implications for the community. It is this disparity between the 'technology-rich' and 'technology-poor', or 'have-not's', that is commonly referred to as the digital divide. According to a U.S. Department of Education – National Center for Education Statistics report, thirty-seven percent of those from families with incomes below \$20,000 use computers at home, compared to 88 percent of those living in families with annual incomes

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.	<u>\$24,490.35</u>
Total Cost:	\$83,215.35

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) for the Project

SFWIB staff recommends that SFWIB directly contract with PerScholas, Inc. 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.

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 PreScholas, 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.

*Attachment*

**PROGRAM TITLE** **SFWIB DIGITAL DIVIDE PROJECT**

**PROGRAM DATES** July 1,2009 – June 30, 2010

**PURPOSE** The SFWIB DDP is designed and implemented to provide low-income families with computer technology and internet access to assist in bridging the digital divide.

**BACKGROUND** The world is undergoing an Information Communications Technology (ICT) revolution, a revolution that has enormous social and economic implications for the developed and less developed countries of the world. A gigantic gulf already exists between the industrialized and developing countries in terms of access to ICTs (this includes radio, computers, TV and mobile phones).

It is this disparity between the 'technology-rich' and 'technology-poor', or 'have-not's', that is commonly referred to as the international digital divide. According to a U.S. Department of Education – National Center for Education Statistics report, thirty-seven percent of those from families with incomes below \$20,000 use computers at home, compared to 88 percent of those living in families with annual incomes over \$75,000.

**SUBSTANCE** In order to deliver the SFWIB Digital Divide Program, the following guidelines apply:

**Equipment Transfer/Refurbishing Process:**

1. SFW will identify specifications of computer equipment and quantity of systems through the completion of Per Scholas' CCI form.
  - a. Per Scholas' CCI Form will delineate type of equipment (type of CPU – PIII, PIV; hard drives, ram etc.; monitors – flat screen or CRT; peripherals – mice keyboards, cables etc.), quantity and logistics surrounding pick-up.
2. Once Per Scholas has the aforementioned information, a cost can be determined for upgrading systems to meet Per Scholas program standards.

3. After determining the cost of computer refurbishing Per Scholas will determine whether a refurbishing operation in Miami should be established or whether the computers should come from the NYC operation.

**Internet Service Provider (AT&T or COMCAST):**

1. SFW and Per Scholas will work together to secure an affordable and reliable ISP for all computer recipients.

**Criteria for Family Selection:**

1. Low-Income Families (based on LLSL) with at least one Youth in the house between 14 – 21 years of age.
2. Career Center Participants (i.e., WIA, TANF, TAA, etc.)
  - a. Each Career Center will have a number computers replaced. The number of selected participants will be based on the number computers replaced at the Career Center.

**Distribution and Training:**

1. Each family will be required to attend 3 hours of “Introduction to Basic Technology” conducted by graduates from the Per Scholas workforce development program.
2. Trainings will be held within the Career Center the selected family’s case is assigned.
3. Computer distribution will occur at the completion of the training and will be managed by Per Scholas but staffed by volunteers from Per Scholas and SFW.

**Total Package Received:**

Each family will receive the following:

- a. 1 SFW refurbished PIV computer with all peripherals
- b. 3 hours of technology training
- c. An affordable or free internet package
- d. Lifetime bilingual customer service support through Per Scholas



7.

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

*October 14, 2009*

**Recommendation as to an Approval of an Allocation of Funds for Elevate Miami**

**RECOMMENDATION**

1. 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, as set forth below.
2. SFWIB staff recommends the approval to waive the competitive procurement and directly contract with City of Miami for the Elevate Miami Project.

**BACKGROUND**

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	Number to be Served	Cost Per Participant
\$299,440.00	1,140	\$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](http://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.

*Attachment*

**PROGRAM  
TITLE**

**Elevate Miami**

**PROGRAM  
DATES**

November 1, 2009 – June 30, 2010

**PURPOSE**

Elevate Miami is designed to provide low-income families with computer technology and internet access to assist in bridging the digital divide. In partnership with City of Miami, Miami-Dade County, and key community partners, ELEVATE Miami (EM) will be a catalyst for digital inclusion and will:

- 1) expand broadband access points via 38 Public Computing Centers;
- 2) increase knowledge of broadband's benefits for the underserved, via intensive age-appropriate programming;
- 3) increase the Region's 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.

**BACKGROUND**

The world is undergoing an Information Communications Technology (ICT) revolution, a revolution that has enormous social and economic implications for communities with disparity between the 'technology-rich' and 'technology-poor', or 'have-not's', that is commonly referred to as the digital divide.

SFWIB proposes to partner with the City of Miami to implement ELEVATE Miami program, as a coordinated, comprehensive, regional and sustainable response to the challenges of broadband access and uptake in Miami-Dade's most underserved and vulnerable communities as identified through census block analysis.

ELEVATE Miami is designed to address these challenges in a replicable model that harnesses broadband's benefit for our most underserved residents. The Region's long-term self-sufficiency depends on developing a future workforce sufficiently skilled in technology. In 2017, 70% of all jobs will require some technological knowledge. With government increasing its reliance on digitizing the public benefits available to the underserved, broadband access transitions from a convenience to a necessity.

**SUBSTANCE**

ELEVATE Miami (EM) will leverage the existing network of public parks to provide public computer centers (PCC) and consequently an opportunity for people of all ages to learn about broadband access and computer basics, discover the wealth of information on the Internet, explore new careers,

further their education, connect with friends and family worldwide, participate in community activities, and develop technology skills within their neighborhood parks and senior centers. The 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](http://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.

ELEVATE Miami 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) **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.

Education: EM’s educational components address basic workforce digital literacy, GED, and access to higher learning via our partnership with local colleges and universities. ELEVATE Miami’s proposed training and education programs are built from the experience of implementing broadband awareness and utilization training for 2 of its 4 pilot years that demonstrated simply providing access does not stimulate its use. EM’s participants poverty, limited education, and language barriers require hands-on instruction that is designed to assist them to:

- 1) understand technology;
- 2) apply this knowledge for personal advancement (education, asset building);
- 3) orientation to computer programs; and
- 4) be workforce ready (skill building, job search).

Creating the connection between broadband access and self-sufficiency is the goal of all EM curricula, whether it is job training, health management, or life management. Modules build upon one another to ensure that skill accrual leads to actual mastery of the technology and how to adapt to new evolutions. Beyond basic digital literacy, specialized topics are offered to advance promising participants’ skills. Participants need instructor support, 38 Technology Learning sites will be established at parks. Twice a year they will alternate an intensive track of EM Works! for 12 weeks, followed by

Technology Coaching available for self-paced curricula, resulting in supported instruction occurring all year.

**1) Training** - (1 instructor (38 total) and 1 Technology Coach (38 total) per site- EM's workforce digital literacy curriculum contains skill-building and Internet search components. Providing instruction and practical application ensures that each participant can adapt to evolutions in technologies and their uses for their household benefit.

- **Getting to Know Your Computer** (Instructor led-50 hrs); 1: Getting to Know Your Computer-; 2-The Desktop; 3 Working with Files and Folders; 4 - Navigating the Internet Duration:5 - Electronic Mail (Email); 6 - Using Microsoft Digital Literacy Courses.
- **Microsoft Digital Literacy** (self-paced, typically 30 hrs); Job Ready (1 hour orientation to employability topics using ACCESS Miami); perform job searches; Health Management (1 hr; Instructor-led); Advanced Topics (one-time seminars introducing specific topics like keyboard shortcuts, using social networking, effective resume creation, navigating job search sites and others).

**2) Customized Curricula: ACCESS Miami** (1 instructor) - Research demonstrates that income level effects access to broadband connectivity. Consequently, ensuring resident self-sufficiency is a component of all EM proposed training. This also supports residents' transition from paper-based to digital access for public benefits. Exposure to ACCESS Miami program covers: 1.) access to existing benefits 2.) access to capital 3.) building wealth and accumulating assets, and 4.) improving financial literacy. ACCESS also operates quarterly small business summits wherein minority business owners undergo training in online resources available for free to manage their business as well as receive information about EM Works! as a free workforce training resource for their employees. EM's age-appropriate modules will guide participants through the online portal and its usage.

- *Topics:* Micro lending; Matched Savings Program; Free Tax preparation; Public Benefit Enrollment; Crime Reporting; Job Search and Skill Building; Florida KidCare enrollment; Housing Assistance

Elevate Miami instructors and Technology Coaches will guide participants to understand broadband connectivity and master skills to adapt to future technologies in these safe, friendly and non-threatening learning environments, with the ultimate goal of increasing their employability skills and linking them to jobs.

**Population of the target areas:** The total population of the target areas is 100,375; and 424,662 (City of Miami); 2,387,170:1,962,50 (Miami-Dade County);.

**Estimated number of participants:** Over a 12-week period, ELEVATE Miami will serve/train 570 adults and seniors.

**Criteria for Participant Selection:** Temporary Assistance for Needy Families (TANF) eligible participants will be referred based upon income level.

**ELEVATE Miami Budget**

<b>BUDGET</b>	<b>Detail</b>	<b>Two 12-week Cycles</b>
	Number of Participants	1,140
	Cost Per	\$262.67
EM Instructors (38)	Instruction of seniors, working age adults, small business.(\$30 an hour, 12 week course 2 days per week, 2 hrs a class) 38 labs	\$109,440
Tech Coaches (38)	Support of open lab training, one-to-one training, assistants during classes (\$10 an hour, per site, 10 hours a week, 50 weeks) 38 sites	\$190,000
<b>Total</b>		<b>\$299,440</b>



8.

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

*October 14, 2009*

**Recommendation as to an Approval of an RN Nursing Scholarship Program**

## **RECOMMENDATION**

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.

## **BACKGROUND**

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:

- 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.

*Attachment*

**Executive Summary  
Miami Dade College  
Medical Center Campus  
School of Nursing Scholars Program  
Partnership with South Florida Workforce and University of Miami**

Attachment A
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The Miami Dade College School of Nursing Associate of Science degree program in nursing enables students to acquire the knowledge and skills required to become registered nurses. The Generic Nursing option is designed to prepare students without previous health care education for a career as Registered Nurse.

Our Nursing programs combine class work with clinical experiences in local hospitals, health care agencies, and the community. In addition to nursing classes and clinical assignments, students take a series of general education and basic science courses, some of which are typically completed at other campuses before admission to the School of Nursing. A total of 72 credits are required for an Associate in Science degree, of which 42 consist of nursing credits in the nursing curriculum. This program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Through this program, students gain the knowledge and technical skills needed for a nursing career.

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

- 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 rotation experiences.
- Creating new job placements for Miami Dade County.

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 South Florida Workforce 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.

**Budget Summary:**

Per Student Cost based on 40 scholars	\$13,000.00
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**Program Timeline:**

Student Application Deadline	Student Selection	First day of classes	Expected graduation date:
September 1, 2009	October 1, 2009	January 4, 2010	July 2011



9.

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

*October 14, 2009*

**Revision to Student Support Fee**

## **RECOMMENDATION**

### **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 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.

*Attachment*





# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Rudolph F. Crew, Ed.D.

**District Supervisor, School Operations**  
**Division of Adult and Workforce Education**  
Carlos A. Manrique

**Miami-Dade County School Board**  
Agustin J. Barrera, Chair  
Perta Tabares Hantman, Vice Chair  
Renier Diaz de la Portilla  
Evelyn Langlieb Grøer  
Dr. Wilbert "Tee" Holloway  
Dr. Martin Karp  
Ana Rivas Logan  
Dr. Marta Pérez  
Dr. Solomon C. Stinson

July 25, 2008

Mr. Roderick Beasley, Executive Director  
South Florida Workforce Investment Board  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

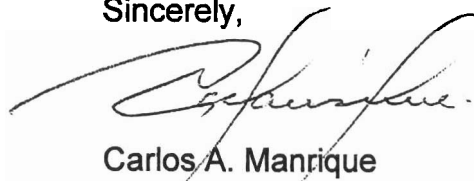
Dear Mr. Beasley:

In a time of statewide economic hardships, Miami-Dade County Public Schools (M-DCPS) remains committed to provide our community with access to valuable, cost-effective educational training. As a mandatory partner of the Regional Workforce Board, and during this period of declining resources, we would like to offer our continued support and dedication to serving your customers.

At present, the school system receives an annual \$200 Student Support Service Voucher per student, a fee designed to offset the additional administrative costs of providing attendance and progress reports, as well as other pertinent achievement information needed by One-Stop case managers. In a spirit of cooperation, we propose to reduce that fee from \$200.00 to \$75.00 per student per year, so as to maximize education and training opportunities available to deserving customers of the One Stop system.

M-DCPS through the Division of Workforce Development Education strives to provide quality services to meet the needs of your customers and One-Stop staff. Should you have any additional questions or concerns, please feel free to contact me at (305) 995-1834.

Sincerely,



Carlos A. Manrique

CAM/cmm  
L-701

cc: Mr. Nelson J. Perez  
Mr. Robert G. Gornto  
Ms. Carlena M. Mitchell



# Miami-Dade County Public Schools

*giving our students the world*

## **Superintendent of Schools**

*Alberto M. Carvalho*

*District Supervisor, School Operations  
Division of Adult and Workforce Education  
Carlos A. Manrique*

## **Miami-Dade County School Board**

*Agustin J. Barrera, Chair*

*Perla Tabares Hantman, Vice Chair*

*Renier Diaz de la Portilla*

*Evelyn Langlieb Greer*

*Dr. Wilbert "Tee" Holloway*

*Dr. Martin Karp*

*Ana Rivas Logan*

*Dr. Marta Pérez*

*Dr. Solomon C. Stinson*

September 24, 2008

Mr. Rick Beasley  
Executive Director  
South Florida Workforce  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126

Dear Mr. Beasley:

Pursuant to our meeting on Friday, September 19, 2008, this letter outlines direct services provided to the South Florida Workforce Investment Board (SFWIB) and all funded service providers by Miami-Dade County Public Schools (M-DCPS), Division of Workforce Development Education, as a result of the annual \$200 Student Support Service Fee. The per-student voucher makes possible the following direct services for SFWIB students that are not provided by M-DCPS for the general adult student population:

- 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 our schools and the One-Stop delivery system 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 One-Stop Centers providing pertinent information on students referred.

It should be noted that the annual fee, imposed by both Miami Dade College and M-DCPS, does not begin to cover all the administrative costs incurred by the School District to serve SFWIB customers. This fee is matched by an array of in-kind services and staff, both at the district level and at the various school locations, who collaborate to provide the necessary information requested by SFWIB.

Please let us know if you have questions or need additional clarification regarding these services. The M-DCPS Division of Workforce Development Education is committed to refining and implementing processes that will strengthen the system overall into the future, for all our customers and partners. Should you have any additional questions or concerns, please feel free to contact me at (305) 995-1834.

Sincerely,

Carlos A. Manrique

CAM/cm  
L-024

cc: Mr. Robert G. Gormto  
Mr. Nelson J. Perez  
Ms. Carlana Mitchell



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June 26, 2009

Mr. Roderick Beasley, Executive Director  
South Florida Workforce  
7300 Corporate Center Drive, Suite 500  
Miami, FL 33128

Re: Student Support Fee

Dear Mr. Beasley:

We understand you have a concern about the \$200.00 Student Support Fee that Miami Dade College (MDC) has been charging for the last several years. Upon your request that we review this fee, we have found that the \$200.00 Student Support Fee partially off-sets costs incurred by MDC for the additional activities, time, and paperwork required of personnel when serving students referred by the One Stop Career Centers (OSCC). These additional services are provided by personnel in Academic Advising, Student Services, Career Services, the Offices of the Registrar and Bursar, the District Office of Workforce Education and Development, and the District Office of Business Affairs, including the Offices of Student Financial Services and Special Accounts. The \$200.00 amount is based on estimated direct and indirect costs. It is calculated partially on an estimated percentage of time that personnel in these various offices expend on these services each year, and partially on standard indirect costs allowable in other special programs.

Additional services provided to students referred by One Stop Career Centers include, but are not limited to:

- Communicate with Career Advisors at the OSCC regarding student needs and concerns
- Supply registration information to Career Advisors at OSCC
- Visit OSCC to provide information about MDC programs and activities
- Track exist students to confirm continuing registration (matriculation)
- Provide supplemental Academic Advisement and Career Advisement
- 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
- Complete additional paperwork including, but not limited to, Parking Authorization form, Child Care Authorization form, and Request for Extension of Schedule Payment form
- Fill out Financial Aid worksheet to determine eligibility for Pell and/or other financial assistance
- Communicate with faculty and instructors to confirm attendance and document same
- Coordinate with Office of Student Dean to remove late fees and reinstate students
- Process automatic payment extensions to minimize number of unnecessary student purges
- Grant payment extensions when tuition and textbook vouchers are delayed
- Place students on hold and follow up to ensure schedule is validated

- Fax degree audits, class schedules, course curriculum, and numerous other documents to Career Advisors at OSCC
- Enter payment vouchers into the system and track payments
- Produce dunning letters for collection of overdue payments
- Produce PIC/PELL Reports, degree audits, training packages, and numbers other reports

Additional reporting requirements for students referred by One Stop Career Centers include, but are not limited to:

- A Degree Audit or Attendance Sheet along with Voucher Modifications
- A monthly telephone contact with liaison at the educational institute who can verify the participant's attendance
- A Training Package prepared and delivered to the Career Advisors at the OSCC. The Training Package for TANF students must include: TABE scores, Assessment results, Copy of Financial Aid Application(s), Training Options Selection Guide, Financial Support Form, Training Plan, and Analysis of Student Progress Report. The Training Option Selection Guide is not required when enrollment is self-initiated. The Training Package for Core Plus students must include: TABE scores, and Analysis of Student Progress Report, and TABE Reassessment.

In spite of significantly reduced funding provided by the State, Miami Dade College is committed to providing high quality affordable education and serving all of our community, including those referred by the One Stop Career Centers. However, it is a reality that additional student support services are provided to and additional reporting requirements must be met for students referred to MDC by the One Stop Career Centers. Therefore, Miami Dade College will continue to assess a reasonable and necessary Student Support Fee of \$200.00 per student per year to be charged to the regional workforce board, along with the student tuition and fees. The \$200.00 Student Support Fee will be assessed annually on the anniversary date of each student. Please let me know if you have additional concerns or questions.

Sincerely,

*Donna L. Jennings*

Donna L. Jennings, Ph.D.  
Dean, Workforce Education and Development



## MEMORANDUM

**To:** Rick Beasley, Executive Director  
**From:** Juan Hernandez  
**Date:** October 8, 2009  
**Re:** Career Center Survey Results for Miami Dade College

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SFWIB staff surveyed Career Centers on the information submitted by Miami Dade College in support of the \$200 Student Support Fee.

A summary of the results highlighted the following:

1. MDC provided 21 items and these were provided to the Career Centers for 210 possible responses.
2. Responses provide by the Career Centers were: Y (Yes); N (No); S (Sometimes) and N/A (Not-applicable).
3. The Centers responded as follows:

Yes	61	29.05%
No	73	34.77%
Sometimes	37	17.62%
Not-Applicable	24	17.62%
No Responses	15	07.15%

The results of the survey are attached for your review.

SFWIB/ MDC  
CUSTOMER SCOPE OF SERVICES  
Survey

Services	West Dade	North Miami Beach	Miami Beach	Home stead	North Side	Perrine	Little Havana	Key Largo	City of Hialeah	Carol City	Y	N	S	N/A
Communicate with Career Advisors at the OSCC regarding student needs and concerns.	N	S	Y		S	Y	N	Y	S	S	3	2	4	0
Supply registration information to Career Advisors at OSCC.	N	N/A	S		Y	Y	Y	Y	Y	S	5	1	2	1
Visit OSCC to provide information to Career Advisors at OSCC.	Y	N	N	N	S	N	N	N	S	Y	2	6	2	0
Track exist student to confirm continuing registration (Matriculation).	N	N	N	N	S	N	N/A	N	N	S	0	7	2	1
Provide supplemental Academic Advisor and Career Advisement.	Y	S	Y	Y	Y	Y	S	S	S	N	5	1	4	0
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.	N	N/A	N	N	N	N	Y	Y	N	Y	3	6	0	1
Complete additional paperwork including, but not limited to, Parking Authorization form, Child Care Authorization form, and Request for Extension of Schedule Payment form.	N/A	S	N	Y	N	Y	Y	N/A	Y	N	4	3	1	2
Fill out Financial Aid worksheet to determine eligibility for Pell and/or other financial assistance.	Y	N	Y	Y	Y	Y	Y	S	N	N	6	3	1	0
Communicate with faculty and instructors to confirm attendance and document same.	N	S	S	N	Y	N	S	S	N	N	1	5	4	0
Coordinate with Office Student Dean to remove late fees and reinstate students.	Y	S	S	N	Y	N	N/A	Y	Y	N	4	3	2	1
Process automatic payment extensions to minimize number of necessary student purges.	Y	S	Y	N	Y	N	Y	N/A	Y	S	5	2	2	1
Grant payment extensions when tuition and textbook vouchers are delayed.	Y	S	Y	Y	Y	Y	N/A	Y	Y	S	7	0	2	1
Place students on hold and follow up to ensure schedule is validated.	Y	N/A	Y	N	Y	N	Y	Y	Y	S	6	2	1	1
Fax degree audits, class schedules, course curriculum, and numerous other documents to Career Advisors at OSCC.	Y	S	S	Y	Y	Y	S	N	Y	S	5	1	4	0
Enter payment vouchers into the system and track payments.	N/A	S	N/A	N/A	N	NA	N/A	N/A	N	N	0	3	1	6
Produce dunning Letters for collection of overdue payments.	N/A	N/A	N/A	N/A		NA	N/A	Y	Y	N	2	1	0	6
Produce PIC/PELL Reports degree audits training packages, and number of reports.		N	S	N	Y	N	N/A	N		N	1	5	1	1
<b>Additional reporting requirements for students by One Stop Career Center include, but are not limited to:</b>														
A Degree Audit or Attendance sheet along with Voucher Modifications.	N	N	S	N	y	N	N/A	N	S	N	1	6	2	1
A monthly telephone contact with liaison at the educational institute who can verify the participant's attendance.	N	N	S	N	y	N	S	N	N	N	1	7	2	0
A Training Package prepared and delivered to the Career Advisors at the OSCC. The Training Package for TANF students must include: TABE scores, and Analysis of Student Progress report, and TABE Reassessment.	N	N	N/A	N	N	N	N	N	N	N	0	9	0	1
<b>TOTAL</b>											<b>61</b>	<b>73</b>	<b>37</b>	<b>24</b>

Comment Section

Explanation

**1. When answering the survey questions, please keep in mind the following; If you answer**

**Y (Yes)** That your center has experienced services from MDC to SF-WIB customers in the past 12-months

**N (No)** That your center absolutely did not receive any services from MDC in the past 12-months.

**S (Sometime)** That your center received services on occasions from MDC in the past 12-months.

**NA (Not Applicable)** This question doesn't not apply to your center.

**2. For all questions please provide the name of a Contact Person and the name of the MDC Campus involved.**

# MDC and MDCPS Student Fee Vouchers by Funding

Source: SAMS  
 Date Range: 07/01/2006 - 06/30/2009  
 Report Date: 10/02/2009 3:00 PM

3 Year Total Summary						
PY 06_07 thru PY 08_09						
Funding	MDC	%	MDCPS	%	Total \$	Total Vouchers
WIA	1018	65%	912	75%	\$ 386,396	1932
WT	56	4%	184	15%	\$ 48,020	240
RETP	4	0%	0	0%	\$ 802	4
Children Trust Fund	26	2%	19	2%	\$ 9,009	45
WIA_Youth	469	30%	105	9%	\$ 114,860	574
<b>Total Vouchers:</b>	<b>1573</b>	<b>100%</b>	<b>1220</b>	<b>100%</b>	<b>\$ 559,087</b>	<b>2795</b>

Yearly Breakdown						
PY 06_07						
Funding	MDC	%	MDCPS	%	Total \$	Total Vouchers
WIA	442	60%	495	80%	\$ 187,519	938
WT	34	5%	78	13%	\$ 22,409	112
Children Trust Fund	16	2%	8	1%	\$ 4,804	24
WIA_Youth	249	34%	38	6%	\$ 57,467	287
<b>Total Vouchers:</b>	<b>741</b>	<b>100%</b>	<b>619</b>	<b>100%</b>	<b>\$ 272,200</b>	<b>1361</b>
PY07_08						
Funding	MDC	%	MDCPS	%	Total \$	Total Vouchers
WIA	277	66%	200	66%	\$ 95,531	478
WT	11	3%	60	20%	\$ 14,205	71
Children Trust Fund	10	2%	11	4%	\$ 4,205	21
WIA_Youth	124	29%	30	10%	\$ 30,859	154
<b>Total Vouchers:</b>	<b>422</b>	<b>100%</b>	<b>301</b>	<b>100%</b>	<b>\$ 144,800</b>	<b>724</b>
PY08_09						
Funding	MDC	%	MDCPS	%	Total \$	Total Vouchers
WIA	299	73%	217	72%	\$ 103,346	517
WT	11	3%	46	15%	\$ 11,405	57
RETP	4	1%	0	0%	\$ 802	4
Children Trust Fund	0	0%	0	0%	\$ -	0
WIA_Youth	96	23%	37	12%	\$ 26,647	133
<b>Total Vouchers:</b>	<b>410</b>	<b>100%</b>	<b>300</b>	<b>100%</b>	<b>\$ 142,200</b>	<b>711</b>