



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

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

**Thursday, December 15, 2011  
8:00 AM**

Miami Dade College West Campus  
3800 NW 115th Avenue  
Miami, Florida 33178  
Third Floor

**AGENDA**

1. Call to Order and Introductions
2. Approval of EDIS Committee Meeting Minutes
  - A. April 14, 2011
  - B. June 23, 2011
  - C. August 18, 2011
  - D. October 20, 2011
3. Information – Consumer Report Card Update
4. Information – SFWIB Occupational Supply/Demand Matrix Update
5. Information – Nursing Scholars Program Update
6. Recommendation as to Approval of a RET Hospitality Training Program
7. Recommendation as to Approval of New Programs for an Existing Training Vendor



2.A

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

*December 15, 2011*

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting – April 14, 2011**

South Florida Workforce Investment Board  
 Economic Development and Industry Sector Committee  
 June 23, 2011 at 8:00 A.M.  
 Doubletree Miami Mart/Airport Hotel & Exhibition Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, Florida 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>OTHER BOARD MEMBERS</b>	<b>OTHER ATTENDEES</b>
1. Andre “Andy” Perez – <i>Chair</i> 2. Ludwig, Philipp 3. Roth, Thomas 4. Russo, Monica 5. Wiedman, Holly	Jennings, Donna  <b>SFWIB STAFF</b> Beasley, Rick Edwards, Phillip Gomez, Maria Kavehersi, Cheri	Girnun, Arnie – <i>New Horizons, Inc.</i> Gordon, Adam – <i>New Horizons, Inc.</i>
<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>  6. Harder, Jackie, <i>Vice Chair</i> 7. Brecheisen, Bruce 8. Diggs, Bill 9. Regueiro, Maria Cristina		

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Mr. Andy Perez, Committee Chairperson greeted all those present at 8:20am, began with introductions and noted that a quorum has been achieved.

**2. Approval of EDIS Committee Meeting Minutes for December 16, 2011 and February 24, 2011**

Mr. Philipp Ludwig moved the approval of EDIS Committee Meeting Minutes for December 16, 2011 and February 24, 2011. It was seconded by Ms. Monica Russo; **Minutes Passed**

All in favor with no opposition

Mr. Perez requested an update from Cheri Kavehersi, SFWIB Business Services Manager on the recent Business Round Table event. She informed the Committee that the event was postponed to April 15, 2011 at 7:30am. The next Round Table is scheduled for April 28, 2011 at the Merlin Matthews Community Center, located at 5200 NW 22<sup>nd</sup> Avenue at 11:00am.

**3. Information – Training Vendors’ PY 2010 – 2011 Performance Update**

Mr. Perez presented the item and stated as approved at the last Board Meeting commenced on December 16, 2010, Training Vendors are required to meet two of the three performance measures (70% completion, 70% placement and 70% training-related placement) during Program Year (PY) 2010-2011 and programs neither meeting nor exceeding a minimum of two of the three measures will be removed from the SFWIB approved ITA offerings list. Phillip Edwards, SFWIB Policy Coordinator added that letters were mailed to all approved Training Vendors providing them with a status update.

Mr. Roth inquired about the program year and final measures. Mr. Edwards responded that the program year ends June 30th and the vendors will be given a grace period after the end of the program to improve performance.

Mr. Perez referenced the Individual Training Account (ITA) policy where it mentions the 180 days per placement for students that graduate on the last day of the program year.

**3. Recommendation as to Approval of Region 23 2011-2012 Preliminary TOL Training Vendors’ Request for Additions**

Mr. Perez presented the item and asked Mr. Beasley to further discuss.

Mr. Perez questioned the amount of declining occupations. Mr. Beasley explained that the State office looks into their data base and evaluates the number of openings. They also have access to other resources that provide current updates on declining occupations.

Dr. Jennings inquired about the Diagnostic Medical Sonographer occupation as it showed that it was on the list to be removed, but still appeared on the preliminary list. Staff responded that they will contact the state.

Ms. Monica Russo moved the approval of Region 23 2011-2012 Preliminary TOL Training Vendors’ Request for Additions. It was seconded by Mr. Philipp Ludwig; **Motion Passed**

All in favor with no opposition

**5. Recommendation as to Approval of New Programs for an Existing Training Vendor**

Mr. Perez read the item and stated New Horizons, Inc. has requested to add a Microsoft Certified IT Professional Server Administrator (MCITP) Green IT Preparatory program and a Microsoft Certified Technology Specialist Windows Server 2008 (MCTS) Green IT Preparatory program to its list as they’ve been approved by the State of Florida and Commission for Independent Education (CIE) and South Florida Workforce staff. He also noted that green IT will be their primary focus.

Mr. Ludwig inquired about the meaning of ‘Green IT’. Mr. Perez provided a brief example and introduced representatives from New Horizons, Inc to define it.

Mr. Philipp Ludwig moved the approval of New Programs for an Existing Training Vendor. It was seconded by Ms. Holly Wiedman; **Motion Passed**

All in favor with no opposition

Mr. Perez asked if there were any questions or concerns then adjourned the meeting at 9:20am.



**2.B**

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

*December 15, 2011*

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting – June 23, 2011**

South Florida Workforce Investment Board  
 Economic Development and Industry Sector Committee  
 June 23, 2011 at 8:00 A.M.  
 Doubletree Airport Hotel – Convention Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, Florida 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>OTHER BOARD MEMBERS</b>	<b>OTHER ATTENDEES</b>
1. Ludwig, Philipp 2. Roth, Thomas	Jennings, Donna  <b>SFWIB STAFF</b>	Del Valle, JC – <i>University of Miami (UM)</i> Pumariega, Madeline – <i>Miami Dade College (MDC)</i>
<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>  3. Andre “Andy” Perez – <i>Chair</i> 4. Harder, Jackie, <i>Vice Chair</i> 5. Brecheisen, Bruce 6. Diggs, Bill 7. Regueiro, Maria Cristina 8. Russo, Monica 9. Wiedman, Holly	Beasley, Rick Kavehersi, Cheri	

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Mr. Rick Beasley SFWIB Executive Director called the meeting to order and began with introductions.

**8. Recommendation as to Approval of a SFWIB-UM-MDC Life Sciences Park Program**

Representatives from University of Miami and Miami Dade College presented on the above item.

Mr. Roth inquired about the process for disseminating information. They responded that there will be recruitment efforts made by use of SFWIB’s Mobile Units and Career Centers to disseminate information to the community. They also plan on having informational fairs in the corridors of the Life Sciences building and surrounding neighborhoods to recruit for the program. Mr. Ludwig

asked about clinical rotations and the number of positions. They responded an estimated 40 positions.

Mr. Roth inquired about the technical careers being on SFWIB's approved training list and staff confirmed that there are.

This item was recommended to the Board by consensus of the members present.

**9. Recommendation as to Approval of New Programs for an Existing Training Vendor**

This item was recommended to the Board by consensus of the members present.

**2. Approval of EDIS Committee Meeting Minutes for April 14, 2011**

Minutes could not be approved due to lack of quorum.

**3. Information – Consumer Report Card Update**

**4. Information – Employ Florida Healthcare Initiative Update**

**5. Information – Employed Worker Training (EWT) Update**

**6. Information – One Community One Goal Project Update**

**7. Discussion – SFWIB Occupational Supply/Demand Matrix Update**

There was no discussion on the above items (3-7).

Meeting adjourned.



2.C

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

*December 15, 2011*

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting – August 18, 2011**

South Florida Workforce Investment Board  
 Economic Development and Industry Sector Committee  
 August 18, 2011 at 8:00 A.M.  
 Doubletree Airport Hotel – Convention Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, Florida 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>SFWIB STAFF</b>	<b>OTHER ATTENDEES</b>
1. Harder, Jackie, <i>Vice Chair</i> 2. Roth, Thomas 3. Wiedman, Holly	Beasley, Rick Edwards, Phillip Gomez, Maria Kavehersi, Cheri	Girnun, Arnie – <i>New Horizons, Inc.</i>
<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b> 4. Andre “Andy” Perez – <i>Chair</i> 5. Brecheisen, Bruce 6. Diggs, Bill 7. Ludwig, Philipp 8. Regueiro, Maria Cristina 9. Russo, Monica		

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Ms. Jackie Harder, Vice-Chair called the meeting to order at 8:24am and began with introductions.

**2. Approval of EDIS Committee Meeting Minutes for April 14, 2011 and June 23, 2011**

Minutes could not be approved due to lack of quorum.

**3. Information – Consumer Report Card Update**

This item was briefly discussed and there were no further questions.

**4. Information – Training Vendor Cost Interface Tool**

Maria Gomez, SFWIB Finance Support Services Unit Supervisor, provided an overview of the Training Vendor Cost Interface tool and presented its following capabilities:

- Automates the management of training vendor accounts;
- Holds fields for Vendors to complete a business profile; and
- Updates program cost information, including requests to add/or delete a program or campus

Ms. Harder asked whether the tool is currently being implemented and Ms. Gomez responded, “Yes.”

**5. Recommendation as to Approval of an Employed Worker Training Application**

*[Ms. Wiedman recused herself from discussion and approval of this item as she noted this is a project of the Beacon Council.]*

Ms. Harder read item # 5 and Ms. Cheri Kavehersi, Business Services Manager further presented.

Ms. Harder inquired about the amount paid for phase I and staff responded \$50,000.

Mr. Roth asked whether there is a competitive process for funding and Ms. Kavehersi responded. He later inquired about the amount of funding for the current program year and staff responded, \$250,000.

Ms. Harder and Mr. Roth asked about funding caps for employers. Staff responded there is no cap implemented at the present time.

Arnie Girnun from New Horizons appeared before the Committee and commented on EWT concerns stating that companies normally express an interest, but disregard applying due to qualification/regulation barriers.

After continued discussion on the above item, Ms. Harder requested proceeding to item# 7 since EWT funding will be allocated to Paid Work Experience (PWE) as part of the new Campaign for Opportunity initiative.

**7. Recommendation as to the Approval of the SFWIB Campaign of Opportunity**

Ms. Kavehersi discussed the item and reviewed the Paid Work Experience Policy with the Committee.

Ms. Wiedman requested additional information regarding the formation of the blue-ribbon committee and Mr. Beasley further explained.

Ms. Harder inquired about the language in the PWE regarding, “Unpaid work experience” and Mr. Beasley provided explanation. He later noted the word, “unpaid” will be removed from the policy. Ms. Harder also requested the following changes:

1. Under VI (Definitions): Delete the word “Unpaid” work experience
2. Under VII(B) (Participant (Unemployed) #8: replace the word “and” to “or”



Ms. Wiedman requested information regarding funding for SFWIB's Campaign of Opportunity and Mr. Beasley provided explanation.

The above items (5 & 7) were recommended to the Board by consensus of the members present with the following conditions:

**Item #5:** The consensus of the members present recommended approval under the conditions that additional funding be provided based on the number of qualified employers applying for funding and the Executive Director will seek additional resources to accommodate the demands.

**Item #7,** The consensus of the members present recommended approval under the conditions that the Executive Director provide detailed explanation regarding the timing of the Blue Ribbon Committee, legislation, and funding for Campaign of Opportunity.

**6. Recommendation as to Approval of a New Training Vendor, New Campus for an Existing Training Vendor and New Programs for the New Vendor and Existing Training Vendors**

The item was read into record.

Both Ms. Harder and Ms. Wiedman inquired about the language in the agenda item regarding the word, "campus". Mr. Phillip Edwards, SFWIB Policy Coordinator provided an explanation.

The item was recommended to the board by consensus of the members present to include a language change replacing the word, "Campus" with "Location."

**8. Recommendation as to the Approval of WIA Waiver Requests**

This item was recommended to the Board by consensus of the members present.

Ms. Harder asked if there were any additional questions or concerns then adjourned the meeting at 9:36am.



**2.D**

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

*December 15, 2011*

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting – October 20, 2011**

South Florida Workforce Investment Board  
 Economic Development and Industry Sector Committee  
 October 20, 2011 at 8:00 A.M.  
 Doubletree by Hilton Miami Airport Hotel  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, Florida 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>SFWIB STAFF</b>	<b>OTHER ATTENDEES</b>
1. Russo, Monica 2. Wiedman, Holly  <b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>  3. Andre “Andy” Perez – <i>Chair</i> 4. Brecheisen, Bruce 5. Diggs, Bill 6. Ludwig, Philipp 7. Regueiro, Maria Cristina 8. Roth, Thomas	Beasley, Rick Edwards, Phillip Kavehers, Cheri	Cooper, Jamie – <i>New Horizons, Inc.</i> Flores, Oscar – <i>American Advanced Technician Institute (AATI)</i> Quiros, Vivian – <i>Sullivan and Cogliano Training Centers, Inc.</i> Raines, Scott – <i>Miami Dade College</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Ms. Holly Wiedman called the meeting to order at 8:31am on behalf of the absent Committee Chairman and began with introductions.

**2. Approval of EDIS Committee Meeting Minutes for April 14, 2011 and June 23, 2011 and August 18, 2011**

Minutes could not be approved due to lack of quorum.

**3. Information – Consumer Report Card Update**

Ms. Wiedman introduced the item and reviewed with the Committee the Consumer Report Card table dated October 13, 2011. She noted that the tool is an on-line report that updates ITA performance on a daily basis. The goal of the tool is to function as an “ITA Consumer Report Card,” allowing the consumer as well as the Career Advisor the ability to check on the success of

individual programs and to evaluate the economic benefit per placement by program. The Consumer Report Card indicated the following:

- The economy increased by \$1,829,045
- For every dollar spent on training, SFWIB obtained a return of \$2.77
- Nearly 91% of the WIA participants completed classroom training
- 58.9% of those who completed training have obtained employment with an average wage of \$15.75
- 92% of the participants were placed in an occupation they trained in

Ms. Russo requested additional information regarding the average wage and Mr. Phillip Edwards, SFWIB Policy Coordinator provided further explanation.

#### **4. Information – Total Refunds from Training Vendors**

Ms. Wiedman read the item into record and noted that the Standardized Refund Policy approved by the Board on June 28, 2010, provides Training Vendors guidelines for the disbursement of pro-rata or drop/add refunds to the SFWIB Support Services Unit. Since its implementation, SFWIB has recouped a total of \$247,582.16 in tuition cost from Training Vendors.

No further questions or discussions.

#### **5. Miami-Dade County First Source Hiring Referral Program**

Ms. Wiedman read the item into record and noted that the first source hiring referral program was presented at the Miami-Dade County (M-DC) Commission meeting on October 18, 2011 for consideration. The Miami-Dade County first source ordinance would create a First Source Hiring Referral Program that would establish a first source job registry and referral system for employment created from or through M-DC contracts. Under the program, SFWIB will function as the referral agency to compile and maintain a first source register consisting of Workforce Investment Act participants and unemployed persons.

Ms. Russo asked whether the item was considered by the Board of County Commissioners at its October 18<sup>th</sup> meeting. Mr. Edwards responded that staff will look into the outcome and report back to the Committee at a later date.

#### **6. Recommendation as to Approval of New Programs for an Existing Training Vendor**

Ms. Wiedman read the item into record. Mr. Edwards presented then introduced Mr. Scott Raines, Faculty and Pharmacy Technician Program Coordinator at Miami Dade College who appeared before the Committee and presented the following data:

- ✓ 2010 – A total of 18 graduates with placement rate of 72%
- ✓ 2009 – A total of 27 graduates with a placement rate of 70%
- ✓ 2008 – A total of 25 graduates with a placement rate of 70%

Mr. Raines additionally noted that the majority of the placements were training-related.

Ms. Russo inquired about the decreasing number of participants and Mr. Raines responded that the numbers increased in 2011 with a total of over 30 students that are scheduled to graduate in December 2011.

This item was recommended to the Board by consensus of the members present.

Ms. Wiedman asked if there were any additional questions or concerns then adjourned the meeting at 8:44am.



3.

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

*December 15, 2011*

**Consumer Report Card Update**

**Information Item**

**BACKGROUND**

The SFWIB ITA Policy requires the monitoring of the performance of SFWIB approved Training Vendors. Accordingly, staff developed and implemented the Consumer Report Card Tool. The tool is an on-line report that updates ITA performance on a daily basis. The goal of the tool is to function as an “ITA Consumer Report Card,” enabling the consumer (participant) as well as the Career Advisor the ability to check on the success of individual programs and to evaluate the economic benefit per placement by program.

The attached Consumer Report Card table (dated December 8, 2011) indicates that the South Florida economy increased by \$3,422,141. For every dollar spent on training, SFWIB obtained a return of \$3.66. Nearly 89 percent of the WIA participants completed classroom training. Of those completing training, 66.49 percent have obtained employment with an average wage of \$16.76. Ninety-three percent of the participants were placed in an occupation they trained for. The net economic benefit per placement is \$27,377.

*Attachment*

# Consumer Report Card

07/01/2011 - 06/30/2012

Training Agent	Total Outcome	Number of Completions	Number of Placements	% of Placements	# of Training Related Placements	% of Total Training Related Placements	Training Expenditures			Economic Benefit		Net Economic Benefit Per Placement	Value Added per Placement
							Avg. Cost Per Participant	Total Completion Expenditures	Total Expenditure Per Placement	Average Wage	Average Economic Benefit		
Advanced Technical Centers	4	4	4	100.00 %	4	100.00 %	\$ 3,071.88	\$ 12,287.50	\$ 3,071.88	\$ 11.73	\$ 24,403.60	\$ 21,331.73	\$ 6.94
American Advanced Technicians Institute	17	16	11	68.75 %	10	90.91 %	\$ 5,371.84	\$ 85,949.51	\$ 7,813.59	\$ 11.60	\$ 24,122.33	\$ 16,308.74	\$ 2.09
ATI Career College of Health - Medical Campus	2	1	-	0.00 %	-	0.00 %	\$ 3,362.25	\$ 3,362.25	-	-	-	-	-
ATI Career Training Center - Miami Campus	2	1	-	0.00 %	-	0.00 %	\$ 737.25	\$ 737.25	-	-	-	-	-
College of Business & Technology	6	6	1	16.67 %	1	100.00 %	\$ 4,102.83	\$ 24,616.95	\$ 24,616.95	\$ 12.00	\$ 24,960.00	\$ 343.05	\$ 0.01
Compu-Med Vocational Careers Corp.	2	2	1	50.00 %	1	100.00 %	\$ 2,986.00	\$ 5,971.99	\$ 5,971.99	\$ 8.50	\$ 17,680.00	\$ 11,708.01	\$ 1.96
Dade Medical College, Inc	1	1	-	0.00 %	-	0.00 %	\$ 2,461.00	\$ 2,461.00	-	-	-	-	-
Everest Institute (Hialeah)	1	-	-	0.00 %	-	0.00 %	\$ 1,690.38	-	-	-	-	-	-
Florida Education Institute, Inc.	1	1	-	0.00 %	-	0.00 %	\$ 5,679.81	\$ 5,679.81	-	-	-	-	-
Florida International University ( MARC130)	3	3	3	100.00 %	3	100.00 %	\$ 5,029.44	\$ 15,088.31	\$ 5,029.44	\$ 14.74	\$ 30,659.20	\$ 25,629.76	\$ 5.10
Florida National College	6	4	1	25.00 %	1	100.00 %	\$ 4,613.85	\$ 18,455.41	\$ 18,455.41	\$ 8.00	\$ 16,640.00	(\$ 1,815.41)	(\$ 0.10)
Keiser Career College	2	1	1	100.00 %	1	100.00 %	\$ 4,466.87	\$ 4,466.87	\$ 4,466.87	\$ 20.00	\$ 41,600.00	\$ 37,133.14	\$ 8.31
Main Campus	2	2	-	0.00 %	-	0.00 %	\$ 2,338.50	\$ 4,677.00	-	-	-	-	-
MDCP SCHOOLS (ALL)	17	15	9	60.00 %	8	88.89 %	\$ 2,654.77	\$ 39,821.55	\$ 4,424.62	\$ 11.30	\$ 23,513.24	\$ 19,088.63	\$ 4.31
Metropolitan Trucking and Technical Institute	2	2	-	0.00 %	-	0.00 %	\$ 2,830.00	\$ 5,660.00	-	-	-	-	-
Miami-Dade College	40	29	20	68.97 %	20	100.00 %	\$ 3,311.57	\$ 96,035.57	\$ 4,801.78	\$ 19.42	\$ 40,392.56	\$ 35,590.78	\$ 7.41
New Horizons	29	29	23	79.31 %	23	100.00 %	\$ 7,568.98	\$ 219,500.50	\$ 9,543.50	\$ 18.55	\$ 38,593.95	\$ 29,050.45	\$ 3.04
New Professions Technical Institute	2	1	-	0.00 %	-	0.00 %	\$ 3,896.25	\$ 3,896.25	-	-	-	-	-
SABER	5	5	2	40.00 %	2	100.00 %	\$ 5,788.58	\$ 28,942.90	\$ 14,471.45	\$ 15.00	\$ 31,200.00	\$ 16,728.55	\$ 1.16
South Florida Career Institute	1	1	1	100.00 %	1	100.00 %	\$ 4,686.50	\$ 4,686.50	\$ 4,686.50	\$ 14.50	\$ 30,160.00	\$ 25,473.50	\$ 5.44
South Florida Institute of Technology, Inc.	5	5	3	60.00 %	3	100.00 %	\$ 2,474.68	\$ 12,373.40	\$ 4,124.47	\$ 10.33	\$ 21,493.33	\$ 17,368.87	\$ 4.21
Sullivan And Cogliano	27	26	18	69.23 %	14	77.78 %	\$ 5,112.93	\$ 132,936.07	\$ 7,385.34	\$ 13.37	\$ 27,810.76	\$ 20,425.42	\$ 2.77
Technical Career Institute	6	6	2	33.33 %	2	100.00 %	\$ 5,503.41	\$ 33,020.44	\$ 16,510.22	\$ 10.00	\$ 20,800.00	\$ 4,289.78	\$ 0.26
The Academy of South Florida, Inc.	22	21	21	100.00 %	20	95.24 %	\$ 8,840.09	\$ 185,641.91	\$ 8,840.09	\$ 25.22	\$ 52,450.67	\$ 43,610.58	\$ 4.93
The CDL School	6	6	4	66.67 %	3	75.00 %	\$ 3,327.00	\$ 19,962.00	\$ 4,990.50	\$ 11.38	\$ 23,660.00	\$ 18,669.50	\$ 3.74
	211	188	125	66.49 %	117	93.60 %	\$ 4,979.49	\$ 936,144.95	\$ 7,489.16	\$ 16.76	\$ 34,866.29	\$ 27,377.13	\$ 3.66



4.

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

*December 15, 2011*

**SFWIB Occupational Supply/Demand Matrix Update**

**Information Item**

**BACKGROUND**

At its February 18, 2010 meeting, the SFWIB approved an Occupational Supply/Demand Policy. The intent of the Policy is to ensure that workforce dollars are not expended on training programs in occupations having a surplus of workers in the marketplace. Under the policy, Individual Training Account (ITA) vouchers are issued based on occupational demand, thereby improving post program completion job-placement numbers.

As set forth in the policy, each occupation on the Region’s Targeted Occupations List (TOL) is analyzed to determine if the occupation has a surplus of workers by reviewing the following criteria:

- Regional Median Short-Term Supply/Demand Rate;
- Regional Median Long-Term Supply/Demand Rate; and,
- Annual Growth Percentage Rate.

Based upon that analysis, any occupation failing to meet all three criteria is placed in a training moratorium for one year. ITA vouchers will not be issued for training programs linked to those occupational titles. Occupations failing to meet two of the three criteria are placed on a watch list for six months.

In December 2011, SFWIB staff updated the Supply/Demand Policy matrix to reflect current data. Under the updated matrix, 13 occupational titles are subject to the one-year Moratorium and 51 occupations are subject to the six-month watch list. Moreover, based on the matrix, 36 occupational titles are classified as low growth/high wage, 16 as low growth/low wage, 66 as high growth/high wage and 24 as high growth/low wage.

Note that the Supply/Demand Policy exempts occupational titles linked to SFWIB Targeted Industries – Aviation, Healthcare Services, Life Sciences/Bio-Tech, Green Jobs, Information Technology and Waste Water Management.

*Attachment*

Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 2010/2011(11/30/2011)	Number of Jobs in EFM 7/1/10-6/30/11(11/30/2011)	Annual Openings Base on LMI Data 2010-2018	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2010 Average Hourly Wage	Quadrant Category		Recommendations/Comments	Approved Local Training Program Yes/No		
										Growth Category	Wage Category		Yes	No	Unknown
111021	General & Operations Managers	737	202	163	225	5.76	4.17	0.03	\$ 52.60	Low Growth	High Wage		Yes		
112021	Marketing Managers	428	13	186	26	2.37	16.96	1.32	\$ 56.83	High Growth	High Wage		Yes		
112022	Sales Managers	938	0	281	90	3.34	10.42	1.64	\$ 63.27	High Growth	High Wage		Yes		
113011	Administrative Service Managers	2550	9	145	49	17.65	52.22	1.35	\$ 56.31	High Growth	High Wage		Yes		
113021	Computer & Information Systems Managers	213	47	102	25	2.55	10.40	1.07	\$ 62.83	High Growth	High Wage		Yes		
113031	Financial Managers	387	3	251	69	1.55	5.65	0.77	\$ 62.65	Low Growth	High Wage		Yes		
113071	Transportation, Storage & Distribution Managers	249	0	48	21	0.93	11.86	-0.58	\$ 52.25	Low Growth	High Wage				Unknown
119011	Farm, Ranch & Other Agricultural Managers	24	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A			No	
119021	Construction Managers	568	2	56	102	10.18	5.59	2.18	\$ 55.09	High Growth	High Wage		Yes		
119051	Food Service Managers	376	3	89	46	4.26	8.24	0.24	\$ 27.98	Low Growth	High Wage		Yes		
119081	Lodging Managers	43	4	24	13	0.26	3.62	0.37	\$ 35.59	Low Growth	High Wage				Unknown
119111	Medical & Health Services Managers	151	24	86	48	2.03	3.65	1.69	\$ 52.63	High Growth	High Wage		Yes		
119141	Property, Real Estate & Community Association Managers	261	3	36	70	7.33	3.77	1.13	\$ 27.94	High Growth	High Wage		Yes		
119151	Social & Community Service Managers	153	0	28	15	5.46	10.20	1.47	\$ 36.30	High Growth	High Wage		Yes		
131022	Wholesale & Retail Buyers, Except Farm Products	100	0	18	35	5.56	2.86	0.06	\$ 30.21	Low Growth	High Wage			No	
131023	Purchasing Agents, Except Farm Products & Trade	110	0	31	81	3.55	1.36	1.95	\$ 27.54	High Growth	High Wage			No	
131031	Claims Adjusters, Examiners & Investigators	124	0	20	46	6.20	2.70	0.51	\$ 26.74	Low Growth	High Wage			No	
131041	Compliance Officers, Exc. Safety, Agri, Constr & Transp.	80	0	21	165	3.81	0.48	2.19	\$ 31.24	High Growth	High Wage			No	
131051	Cost Estimators	56	1	34	55	1.68	1.04	3.50	\$ 27.27	High Growth	High Wage			No	
131071	Employment, Recruitment, & Placement Specialists	110	2	106	67	1.06	1.67	1.97	\$ 22.80	High Growth	High Wage		Yes		
131072	Compensation, Benefits & Job Analysis Specialists	52	0	30	21	1.73	2.48	1.71	\$ 27.11	High Growth	High Wage		Yes		
131199	Business Operations Specialists, All Other	209	94	28	330	10.82	0.92	1.23	\$ 32.20	High Growth	High Wage		Yes		
132011	Accountants & Auditors	1693	17	356	417	4.80	4.10	1.68	\$ 35.04	High Growth	High Wage		Yes		
132021	Appraisers & Assessors of Real Estate	148	0	11	13	13.45	11.38	0.74	\$ 28.79	Low Growth	High Wage			No	
132051	Financial Analysts	180	0	139	36	1.29	5.00	1.72	\$ 36.62	High Growth	High Wage		Yes		
132052	Personal Financial Advisors	62	0	84	109	0.74	0.57	2.44	\$ 30.89	High Growth	High Wage		Yes		
132053	Insurance Underwriters	64	0	7	22	9.14	2.91	-0.84	\$ 27.59	Low Growth	High Wage			No	
132072	Loan Officers	241	1	50	61	4.84	3.97	0.47	\$ 29.94	Low Growth	High Wage		Yes		
151021	Computer Programmers	131	23	76	47	2.03	3.28	-0.88	\$ 34.91	Low Growth	High Wage		Yes		
151031	Computer Software Engineers, Applications	84	27	87	42	1.28	2.64	2.22	\$ 34.99	High Growth	High Wage			No	
151041	Computer Support Specialists	691	220	146	127	6.24	7.17	0.60	\$ 20.68	Low Growth	High Wage		Yes		
151051	Computer Systems Analysts	168	14	122	91	1.49	2.00	1.88	\$ 34.55	High Growth	High Wage		Yes		
151061	Database Administrators	54	10	31	15	2.06	4.27	1.53	\$ 34.26	High Growth	High Wage		Yes		

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										Growth Category	Wage Category		Yes	No	Unknown
151071	Network & Computer Systems Administrators	270	321	82	74	7.21	7.99	1.61	\$ 37.49	High Growth	High Wage		Yes		
151081	Network Systems & Data Communications Analysts	148	22	25	171	6.80	0.99	3.95	\$ 36.94	High Growth	High Wage		Yes		
171022	Surveyors	31	0	4	11	7.75	2.82	2.80	\$ 27.97	High Growth	High Wage			No	
173011	Architectural & Civil Drafters	221	14	15	54	15.67	4.35	2.55	\$ 24.86	High Growth	High Wage		Yes		
173022	Civil Engineering Technicians	19	5	3	16	8.00	1.50	3.21	\$ 22.41	High Growth	High Wage		Yes		
173031	Surveying & Mapping Technicians	52	2	3	37	18.00	1.46	3.39	\$ 19.56	High Growth	High Wage		Yes		
194021	Biological Technicians	30	2	18	4	1.78	8.00	0.00	\$ 19.36	Low Growth	High Wage		Yes		
211011	Substance Abuse & Behavioral Disorders Counselors	57	0	10	16	5.70	3.56	1.11	\$ 20.96	High Growth	High Wage			No	
211093	Social & Human Service Assistants	251	6	86	54	2.99	4.76	0.56	\$ 14.58	Low Growth	Low Wage			No	
232011	Paralegal & Legal assistants	300	57	58	144	6.16	2.48	2.65	\$ 25.28	High Growth	High Wage		Yes		
232091	Court Reporters	16	0	1	0	16.00	N/A	0.69	NA	Low Growth	High Wage			No	
232093	Title Examiners, Abstractors, & Searchers	67	0	0	N/A	1.00	N/A	N/A	N/A	High Growth	High Wage			No	
251194	Vocational Education Teachers, Postsecondary	64	0	35	37	1.83	1.73	0.82	\$ 25.75	Low Growth	High Wage			No	
253021	Self-Enrichment Education Teachers	53	0	4	53	4.38	1.00	1.56	\$ 19.98	High Growth	High Wage			No	
259031	Instructional Coordinators	59	1	29	50	2.07	1.20	2.42	\$ 25.88	High Growth	High Wage			No	
259041	Teacher Assistants	779	20	214	187	3.73	4.27	1.35	\$ 14.00	High Growth	Low Wage			No	
271024	Graphic Designers	282	29	39	132	7.97	2.36	1.46	\$ 20.74	High Growth	High Wage		Yes		
271025	Interior Designers	62	6	3	37	22.67	1.84	1.82	\$ 27.10	High Growth	High Wage		Yes		
272012	Producers & Directors	253	3	52	48	4.92	5.33	0.73	\$ 30.13	Low Growth	High Wage		Yes		
272022	Coaches & Scouts	64	2	9	53	7.33	1.25	2.12	\$ 34.35	High Growth	High Wage			No	
273031	Public Relations Specialists	115	5	33	119	3.64	1.01	2.54	\$ 28.10	High Growth	High Wage		Yes		
274011	Audio & Video Equipment Technicians	140	2	14	26	1.13	5.46	1.84	\$ 18.47	High Growth	Low Wage				Unknown
274012	Broadcast Technicians	44	3	5	22	9.40	2.14	-0.07	\$ 16.56	Low Growth	Low Wage		Yes		
274021	Photographers	102	1	3	53	3.43	1.94	1.38	\$ 17.29	High Growth	Low Wage				Unknown
274031	Camera Operators, Television, Video & Motion Picture	70	2	5	11	14.40	6.55	0.74	\$ 17.12	Low Growth	Low Wage		Yes		
291111	Registered Nurses	338	468	175	762	4.61	1.06	1.76	\$ 33.72	High Growth	High Wage		Yes		
291126	Respiratory Therapists	32	14	12	33	3.83	1.39	1.65	\$ 25.70	High Growth	High Wage		Yes		
292011	Medical & Clinical Laboratory Technologists	43	8	8	28	6.38	1.82	-0.01	\$ 26.66	Low Growth	High Wage		Yes		
292012	Medical & Clinical Laboratory Technicians	82	5	19	21	4.58	4.14	0.31	\$ 15.25	Low Growth	Low Wage		Yes		
292021	Dental Hygienists	26	20	5	41	9.20	1.12	2.50	\$ 24.08	High Growth	High Wage		Yes		
292031	Cardiovascular Technologists & Technicians	48	1	6	29	8.17	1.69	1.69	\$ 19.73	High Growth	High Wage		Yes		
292032	Diagnostic Medical Sonographers	24	25	8	19	6.13	2.58	0.82	\$ 27.20	Low Growth	High Wage		Yes		
292034	Radiologic Technologists & Technicians	85	26	6	39	18.50	2.85	0.69	\$ 25.62	Low Growth	High Wage		Yes		



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										Growth Category	Wage Category		Yes	No	Unknown
292041	Emergency Medical Technicians & Paramedics	71	25	3	31	32.00	3.10	1.10	\$ 13.73	High Growth	Low Wage		Yes		
292055	Surgical Technologists	49	13	1	39	62.00	1.59	1.72	\$ 17.43	High Growth	Low Wage		Yes		
292061	Licensed Practical & Licensed Vocational Nurses	343	326	61	234	10.97	2.86	1.76	\$ 20.77	High Growth	High Wage		Yes		
292071	Medical Records & Health Information Technicians	287	72	56	42	6.41	8.55	0.88	\$ 14.22	Low Growth	Low Wage		Yes		
292081	Opticians, Dispensing	20	2	2	24	11.00	0.92	0.81	\$ 16.27	Low Growth	Low Wage		Yes		
312021	Physical Therapist Assistants	17	19	22	16	1.64	2.25	1.89	\$ 24.29	High Growth	High Wage		Yes		
319091	Dental Assistants	186	28	8	80	26.75	2.68	2.36	\$ 14.30	High Growth	Low Wage		Yes		
319092	Medical Assistants	1090	236	76	149	17.45	8.90	1.69	\$ 13.90	High Growth	Low Wage		Yes		
319094	Medical Transcriptionists	34	0	3	5	11.33	6.80	0.29	\$ 15.51	Low Growth	Low Wage		Yes		
332011	Fire Fighters	35	1	3	171	N/A	0.21	2.83	\$ 35.10	High Growth	High Wage			No	
333012	Correctional Officers & Jailers	269	2	7	102	38.71	2.66	0.55	NA	Low Growth	High Wage		Yes		
333021	Detectives & Criminal Investigators	110	11	9	59	13.44	2.05	1.39	\$ 43.25	High Growth	High Wage			No	
333051	Police & Sheriff's Patrol Officers	137	2	14	221	9.93	0.63	1.66	\$ 33.54	High Growth	High Wage		Yes		
339032	Security Guards	3491	7	1432	1244	2.44	2.81	3.59	\$ 11.57	Low Growth	Low Wage			No	
351011	Chefs & Head Cooks	368	6	90	14	4.16	26.71	-0.64	\$ 26.00	Low Growth	High Wage		Yes		
351012	First Line Superv. of Food Preparation & Serving Workers	315	4	180	72	1.77	4.43	0.33	\$ 17.39	Low Growth	Low Wage		Yes		
371011	First Line Superv. of Housekeeping & Janitorial Workers	342	0	147	18	2.33	19.00	0.44	\$ 16.31	Low Growth	Low Wage			No	
371012	First Line Superv. of Landscaping & Grounds Keeping Workers	77	0	32	19	2.41	4.05	1.19	\$ 21.22	High Growth	High Wage			No	
372021	Pest Control Workers	56	4	16	35	3.75	1.71	1.55	\$ 13.48	High Growth	Low Wage			No	
391021	First Line Superv. of Personal Service Workers	39	0	19	117	2.05	0.33	1.72	\$ 17.53	High Growth	Low Wage			No	
411011	First Line Superv. of Retail Sale Workers	1126	2	375	324	3.01	3.48	0.47	\$ 21.32	Low Growth	High Wage		Yes		
411012	First Line Superv. of Non-Retail Sales Workers	155	1	100	149	1.56	1.05	0.63	\$ 45.85	Low Growth	High Wage			No	
413011	Advertising Sales Agents	417	1	100	54	4.18	7.74	2.46	\$ 26.79	High Growth	High Wage			No	
413021	Insurance Sales Agents	251	0	43	178	5.84	1.41	0.48	\$ 29.13	Low Growth	High Wage		Yes		
413031	Securities, & Financial Sales Agents	316	2	134	133	2.37	2.39	0.60	\$ 44.34	Low Growth	High Wage			No	
414011	Sales, Reprs., Wholesale & Mfg. Tech. & Sci. Products	319	0	74	189	4.31	1.69	0.69	\$ 38.77	Low Growth	High Wage			No	
414012	Sales, Reprs., Wholesale & Manufacturing, Other	419	2	177	555	2.38	0.76	0.97	\$ 27.54	Low Growth	High Wage			No	
419021	Real Estate Brokers	112	0	2	56	10.83	2.00	1.33	\$ 34.49	High Growth	High Wage		Yes		
419022	Real Estate Sales Agents	288	1	17	168	17.00	1.72	1.91	\$ 22.96	High Growth	High Wage		Yes		
431011	First Line Superv. of Office & Admin. Support Workers	714	11	201	341	3.61	2.13	0.91	\$ 24.84	Low Growth	High Wage		Yes		
433031	Bookkeeping, Accounting & Auditing Clerks	969	40	270	359	3.74	2.81	0.98	\$ 16.41	Low Growth	Low Wage		Yes		
434051	Customer Service Representative	6139	83	1666	892	3.73	6.98	1.89	\$ 14.82	High Growth	Low Wage		Yes		
434131	Loan Interviewers & Clerks	143	1	23	68	6.26	2.12	0.84	\$ 17.19	Low Growth	Low Wage			No	

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										Growth Category	Wage Category		Yes	No	Unknown
434161	Human Resources Assistants, Exc. Payroll	301	1	89	44	3.39	6.86	0.01	\$ 17.39	Low Growth	Low Wage			No	
435011	Cargo & Freight Agents	243	0	63	161	1.43	1.51	1.16	\$ 15.09	High Growth	Low Wage				Unknown
436011	Executive Secretaries & Administrative Assistants	1815	37	584	385	3.17	4.81	1.42	\$ 21.38	High Growth	High Wage		Yes		
436012	Legal Secretaries	409	2	41	109	10.02	3.77	1.60	\$ 20.45	High Growth	High Wage		Yes		
436013	Medical Secretaries	450	22	67	81	7.04	5.83	1.62	\$ 13.63	High Growth	Low Wage		Yes		
471011	First Line Superv. of Construction & Extraction Workers	243	0	22	197	11.05	1.23	2.53	\$ 28.86	High Growth	High Wage		Yes		
472021	Brick masons & Block masons	72	0	2	15	3.55	4.80	1.82	\$ 21.44	High Growth	High Wage				Unknown
472031	Carpenters	1019	3	71	152	14.39	6.72	1.84	\$ 17.12	High Growth	Low Wage		Yes		
472044	Tile & Marble Setters	50	0	6	21	8.33	2.38	3.35	\$ 12.77	High Growth	Low Wage		Yes		
472051	Cement Masons & Concrete Finishers	103	0	28	18	3.68	5.72	2.64	\$ 15.69	High Growth	Low Wage			No	
472073	Operating Engineers/Construction Equipment Operators	120	12	19	54	6.95	2.44	1.84	\$ 19.76	High Growth	High Wage		Yes		
472081	Drywall & Ceiling Tiles Installers	84	2	35	21	11.47	4.10	3.51	\$ 16.50	High Growth	Low Wage				Unknown
472111	Electricians	933	22	41	136	23.29	7.02	1.60	\$ 21.25	High Growth	High Wage		Yes		
472141	Painters, Construction & Maintenance	268	3	45	72	6.02	3.76	1.48	\$ 16.95	High Growth	Low Wage			No	
472151	Pipe layers	39	0	3	8	1.43	4.88	1.36	\$ 18.58	High Growth	Low Wage				Unknown
472152	Plumbers, Pipefitters & Steamfitters	407	5	30	78	13.73	5.28	1.61	\$ 21.50	High Growth	High Wage		Yes		
472161	Plasters & Stucco Masons	46	0	6	N/A	4.78	N/A	N/A	N/A	High Growth	High Wage				Unknown
472181	Roofers	89	0	13	26	6.85	3.42	2.16	\$ 16.58	High Growth	Low Wage			No	
472211	Sheet Metal Workers	77	0	14	15	5.50	5.13	1.29	\$ 17.61	High Growth	Low Wage			No	
474011	Construction & Building Inspectors	97	3	17	57	5.88	1.75	3.09	\$ 29.35	High Growth	High Wage			No	
491011	First Line Superv. of Mechanics, Installers & Repairers	139	1	55	90	2.55	1.56	0.97	\$ 29.78	Low Growth	High Wage		Yes		
492091	Avionics Technicians	62	6	16	6	4.25	11.33	0.48	\$ 20.66	Low Growth	High Wage		Yes		
492094	Electronic Repairers, Commercial & Industrial Equipment	104	5	16	13	0.69	8.38	1.03	\$ 26.37	High Growth	High Wage				Unknown
492098	Security & Fire Alarm Systems Installers	38	0	2	50	19.00	0.76	4.26	\$ 17.21	High Growth	Low Wage			No	
493011	Aircraft Mechanics & Service Technicians	207	20	32	44	7.09	5.16	-0.99	\$ 20.66	Low Growth	High Wage		Yes		
493023	Automotive Service Technicians & Mechanics	409	128	62	146	8.66	3.68	1.06	\$ 18.30	High Growth	Low Wage		Yes		
493031	Bus & Truck Mechanics & Diesel Engine Specialists	84	2	53	57	1.62	1.51	1.00	\$ 24.04	Low Growth	High Wage		Yes		
493042	Mobile Heavy Equipment Mechanics, Except Engines	39	3	16	24	0.51	1.75	1.88	\$ 22.95	High Growth	High Wage				Unknown
499021	Heating, AC & Refrigeration Mechanics & Installers	240	132	204	116	1.82	3.21	3.03	\$ 20.68	High Growth	High Wage		Yes		
499031	Home Appliance Repairers	48	4	7	9	7.43	5.78	0.15	\$ 15.62	Low Growth	Low Wage		Yes		
499041	Industrial Machinery Mechanics	100	1	93	36	1.09	2.81	2.17	\$ 24.98	High Growth	High Wage			No	
499043	Maintenance Workers, Machinery	129	0	13	16	N/A	8.06	2.05	\$ 16.28	High Growth	Low Wage			No	
511011	First Line Superv. of Production & Operating Workers	413	0	70	32	5.90	12.91	-0.21	\$ 26.16	Low Growth	High Wage			No	

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										Growth Category	Wage Category		Yes	No	Unknown
512011	Aircraft Structures, Surfaces & Systems Assemblers	33	0	9	N/A	3.67	N/A	N/A	N/A	High Growth	High Wage		Yes		
514121	Welders, Cutters, Solderers & Brazers	334	1	61	39	5.49	8.59	0.61	\$ 18.94	Low Growth	High Wage		Yes		
519071	Jewelers & Precious Stone & Metal Workers	34	0	3	33	5.17	1.03	-0.28	\$ 16.34	Low Growth	Low Wage			No	
531031	First Line Superv. of Material-Moving Vehicle Operators	74	1	40	24	1.88	3.13	-0.15	\$ 28.45	Low Growth	High Wage			No	
532021	Air Traffic Controllers	46	0	1	22	46.00	2.09	-0.06	\$ 57.66	Low Growth	High Wage			No	
533021	Bus Drivers, Transit & Intercity	217	0	41	91	5.29	2.38	1.79	\$ 18.80	High Growth	High Wage			No	
533022	Bus Drivers, School	192	1	24	44	8.04	4.39	0.97	\$ 10.79	Low Growth	Low Wage			No	
533032	Truck Drivers, Heavy & Tractor-Trailer	1385	143	299	300	5.11	5.09	1.36	\$ 19.19	High Growth	High Wage		Yes		
535011	Sailors & Marine Oilers	84	0	0	135	N/A	N/A	1.77	\$ 15.44	High Growth	Low Wage			No	
535021	Captains, Mates, & Pilots of water Vessels	61	0	7	103	8.71	0.59	2.15	\$ 24.75	High Growth	High Wage			No	
535031	Ship Engineers	8	0	6	N/A	1.33	N/A	N/A	N/A	High Growth	High Wage		Yes		
		45,711	3,251	11,570	14,198	5.11	2.88	1.01							



5.

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

*December 15, 2011*

**Nursing Scholars Program Update**

**Information Item**

**BACKGROUND**

At its October 15, 2009 meeting, the SFWIB approved the RN Nursing Scholarship Program, a SFWIB, Miami Dade College (MDC) and University of Miami Hospital (UMH) collaboration. The initial amount awarded was up to \$520,000.00 to train up to 40 participants with a potential cost per participant at \$13,000. The program provides training and employment to participants who successfully complete the program. MDC delivered the classroom training and UMH furnished the program's required clinical component and all participant placements. SFWIB contributed to the program by covering the cost of training and training-related services (e.g. tuition, books, and uniforms) through Individual Training Accounts (ITAs).

The total cost expended for the 18-month program is \$203,667.69. Payment was invoiced in two intervals based upon the SFWIB Program Year (2009-10 and 2010-11). On June 30, 2011, the funding for the program expired.

The Nursing Scholars program help increased the South Florida economy by \$697,794 dollars. For every dollar spent on the program, SFWIB obtained a return of \$3.43. A total of 22 participants were enrolled in the program. To date, 18 participants (81 percent) have completed the training. Ninety-four percent (17) of the participants have passed the NCLEX exam. Sixteen participants (94 percent) are gainfully employed at the University of Miami Hospital with an average annual salary of \$53,027 (\$25.49 per hour). The net economic benefit per placement is \$43,612.



6.

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

*December 15, 2011*

**Approval of a RET Hospitality Training Program**

**RECOMMENDATION**

SFWIB staff recommends to the EDIS Committee to recommend to the Board the approval of applying up to \$300,000.00 in Refugee Employment & Training Program (RET) funds to purchase a cohort at Miami Dade College (MDC) to train up to 363 RET participants in Hospitality Management.

**BACKGROUND**

The Florida Department of Children and Families (DCF) Refugee Services awarded SFWIB \$300,000 for short-term training for RET participants. DCF Refugee Services approved MDC’s Hospitality Management Program as appropriate short-term training, affording eligible RET participants an opportunity to acquire specific job skills and industry-recognized certification.

The Hospitality Management Training Program is a partnership between SFWIB and MDC; SFWIB will cover the training and training-related expenses for program participants and MDC will deliver the training services. The five-week program consists of 50 hours of instruction in hospitality job training and 40 hours of customized industry-related instruction in English.

The American Hotel and Lodging Association curriculum will be utilized throughout the program, ensuring that participants receive an extensive overview of the lodging and food and beverage industry and gain the skills needed for positions in housekeeping, laundry and food and beverage at most hotels and/or food and beverage establishments.

The following table highlights the program’s anticipated outcomes; the completion, placement, economic benefit per placement, net economic benefit per placement and return on investment outcomes are based on the ITA Policy’s 70 percent benchmark:

<b>Total Funding:</b>	\$300,000
<b>Number to Be Trained:</b>	363
<b>Projected Completions:</b>	254
<b>Projected Placements :</b>	177
<b>Program Cost:</b>	\$825 Cost per Participant
<b>Program Length:</b>	90 Hours, 5 weeks
<b>Housekeeping/Food Servers Occupations:</b>	Annual Average Salary \$18,407
<b>Net Economic Benefit Per Placement:</b>	\$17,583
<b>Return on Investment:</b>	\$10.44



**Proposed Hospitality Employment Training Project**  
**Miami Dade College – Wolfson Campus**  
**School of Continuing Education and Professional Development**  
**International Hospitality Center – Hospitality Management Program**

**Program Description**

To offer a comprehensive five (5) week program of Hospitality workforce training for eligible refugee participants through Miami Dade College’s Hospitality Management Program. The program consists of fifty (50) hours of instruction in Hospitality job training and forty (40) hours of customized industry related instruction in English. A total of ninety (90) hours of instruction will lead to employment readiness.

The American Hotel and Lodging Association curriculum will be utilized to structure the curriculum components. Participants will get an extensive overview of the lodging and food and beverage industry and the training will involve an in-depth look at the most common line-entry level skills necessary for position in housekeeping, laundry and food and beverage at most hotels and or food and beverage establishment. In order to enhance job readiness, the English language instruction will be an essential component part of the training program.

Number of students:	25 students per cohort
Expected start date:	TBA
Program length:	90 hours in 5 weeks – Monday through Saturday 5 <sup>th</sup> Week in Hospitality Training, Testing, Certificate of Completion
Program Cost:	\$825 cost per participant

**Program cost includes:**

- Assessment and testing
- Curriculum customization
- Instructional cost including Salary and Fringe
- Text and class material
- Field Trips and field training
- Program Coordination

**Hospitality** Fifty (50) hours of instruction over a five (5) week period

- Classroom training based on American Hotel and Lodging Association AH & LA) standards & curriculum
- Increase vocabulary in the Hospitality industry
- Enhance communication skills prior to job seeking interviews (mock interviews, resume)
- Create awareness of proper dress code and industry code of behavior
- Develop customer service skills
- Skills training in Housekeeping, and Food and Beverage departments
- Classroom instruction in Customer Service & industry operations- 3 hours per week; 5 weeks (15 Hours)
  - Etiquette Training
  - ServSafe Certification preparation
- Field experience 7 hours per week - 5 weeks (35 hours) in the following areas:
  - Housekeeping



- Guestroom attendant
- Laundry attendant
- Food & Beverage (server, steward, busser, entry level kitchen staff)
- Participants will be ready to perform the acquired skills at a new level of service excellence
- Participants can obtain an internationally recognized line-level certification once the work requirement for certification has been met and upon successful completion of the certification exam
- Participants will take the appropriate comprehensive exam at the end of the instructional period.

**ESL** Forty (40) hours of instruction over a four (4) week period

- Intensive English Class – 10 hours per week; 4 weeks (40 hours )
- Conversation/Pronunciation Class – 5 hours per week; 4 weeks (20 hours )
- Tutorial ESL Lab – 5 hours per week; 4 weeks (20 hours)
- Provide specific language skills leading to professional development
- Develop English language foundation and oral fluency for social and professional interaction
- Enhance interviewing skills
- Promote confidence and positive work ethics
- Develop awareness for cultural contexts to understand and apply the English language

## **Summary of Intensive English as a Second Language (ESL)**

### **Program Components:**

#### **I. Intensive English**

##### **Description**

This course will improve participants' ability to effectively communicate in oral and written English. By engaging in a variety of activities, participants will enhance their proficiency in the most critical areas of everyday communication: listening and speaking. Major emphasis is placed on workplace communication and common terminology in the Hospitality industry.

##### **Objective**

To acquire the English skills needed for professional development, certification, or social interaction, participants will:

1. Review Standard English grammar and sentence structure through exercises that relate to work and social situations. Grammar exercises focus on oral and written communications.
2. Learn the correct verb forms in the present, past and future tenses.
3. Correct or avoid troublesome errors when writing or speaking.
4. Acquire and develop vocabulary skills to enhance fluency and communication.

#### **II. Conversation-Pronunciation**

Through engagement in conversations based on topics of everyday life and workplace communication, participants will develop fluency and pronunciation abilities. Oral communications skills will continue to be improved by participating in group and individual role-play presentations, guided conversation, and workplace related vocabulary development.

##### **Objective**

To develop and improve oral English skills needed for professional development, certification, or social interaction participants will:

1. Engage in active, meaningful communicative practice in order to acquire the necessary knowledge and skills to speak more fluently and confidently.



2. Review grammar skills and integrate them into the conversation.
3. Lose the fear of conversing in English through group support.
4. Practice the “sounds of English” in order to learn the tone, tenor, voice techniques, syllable length and rhythm of the spoken language.
5. Acquire the skills needed to analyze and understand syllable and word stress patterns; vowels length and how they affect the pronunciation and meaning of words and sentences.
6. Practice vocabulary for everyday situations for:
  - a. Greeting guests / answering simple questions / giving directions;
  - b. Following instructions;
  - c. Reporting emergencies / repairs and problems to appropriate supervisors;
  - d. Using contextual information for fluency development.

**Program Options – Proposed Schedules**

To accommodate student schedules three options will be offered:

Morning program will run from. Mon.– Tues. – Thurs.- Fri. 8:30 – 11: 00 a.m.; Wed. 8:30 – 11:30 a.m.

Afternoon program will run from. Mon.– Tues. – Thurs.- Fri. 12:30 – 3:00 p.m.; Wed. 12:30 – 3:30p.m.;

Evening program will run from Mon.– Tues. – Thurs.- Fri. 5:30 – 8:00 p.m.; Wed. 5:30 – 8:30 p.m.

\*All options will also include Saturdays from 8:30 a.m. – 4:30 p.m. in Hospitality field training

**Morning (Option 1)**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Intensive English 8:30 – 11:0 a.m.	Intensive English 8:30 – 11:00 a.m.	Hospitality 8:30 – 11:30 a.m.	Intensive English 8:30 – 11:00 a.m.	Intensive English 8:30 – 11:00 a.m.	Hospitality 8:30 – 4:30 p.m.

**Afternoon (Option 2)**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Intensive English 12:30 – 3:00 p.m.	Intensive English 12:30 – 3:00 p.m.	Hospitality 12:30 – 3:30 p.m.	Intensive English 12:30 – 3:00 p.m.	Intensive English 12:30 – 3:00 p.m.	Hospitality 8:30 – 4:30 p.m.

**Evening (Option 3)**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Intensive English 5:00 – 7:30 p.m.	Intensive English 5:00 – 7:30 p.m.	Hospitality 5:00 – 8:00 p.m.	Intensive English 5:00 – 7:30 p.m.	Intensive English 5:00 – 7:30 p.m.	Hospitality 8:30 – 4:30 p.m.





7.

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

*December 15, 2011*

**Approval of New Programs for Existing Training Vendors**

**RECOMMENDATION**

SFWIB staff recommends to the EDIS Committee to recommend to the Board the approval of new programs for existing Training Vendors – Florida Education Institute, Inc. (FEI) and Azure College, Inc. (Azure College).

**BACKGROUND**

Federal and state law permit regional workforce boards to independently develop criteria for the selection and maintenance of Training Vendors and programs. In Region 23, the current process to become an approved Training Vendor involves staff evaluation of an applicant’s programmatic and fiscal capabilities. For an existing Training Vendor who requests the addition of a new program or campus, staff reviews only programmatic capabilities. Vendor requests passing staff’s review are presented to the EDIS Committee for a recommendation for Board approval. Below are the requests for the Committee to consider.

***Request to Add Programs:***

- FEI – Practical Nursing, Diploma
- Azure College – Nursing, A.S.
- Azure College – Radiologic Technology, A.S.
- Azure College – Practical Nursing, Diploma
- Azure College – Basic X-Ray Technology, Diploma
- Azure College – Hemodialysis Technician, Diploma

The schools listed above passed staff’s program addition review. Each school’s FL Department of Education Commission for Independent Education license and programs offered form is attached for the members of the Committee to review.

*Attachment*

Azure College, Inc

**Note:** ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. **Pell Grants:** All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. **Tuition Refunds:** For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. **Notice:** Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. **SFWIB will not be responsible for any debts that the participants incur.**

Institutional Fees																						
																2011 - 2012 TOL		Wage				
																Rate						
Program Offered	License/ Certification (Yes/No)	CIP Code	Clock Hours	Credit Hours	Course Length (estimated in months)	Tuition Cost	A	B	C	D	E	F	G	H	MAX ITA AMT (Determined by SFWIB)	Pell Eligible (Yes/No)	Comparable Public School Program (Determined by SFWIB)	2011-2012 TOL Occupations & SOC)	Related (Name)	Entry	Mean	Comments
<b>A.S./A.A.S. Degree Programs</b>																						
Nursing (ASN) Degree Generic	YES	351380100		112.5	23 MONTHS	\$39,375		\$150	\$2,075	\$41,600	\$3,200	\$457	\$204	\$45,461				Registered Nurses SOC 29111		\$24.37	\$33.23	
RADIOLOGIC TECHNOLOGY	YES	351090704		122.5	23 MONTHS	\$42,875		\$150	\$1,500	\$44,525	\$2,902	\$423	\$200	\$48,050				Radiologic Technologists and Technicians SOC 292034		\$19.30	\$25.26	
<b>Diploma/Certificate Programs</b>																						
PRACTICAL NURSING	YES	351390100	1350		11 MONTHS	\$16,500.00		\$150.00	\$1,200	\$17,850	\$1,750.00	0	\$204.00	\$19,804				Licensed Practical and Licensed Vocational Nurses SOC 292061		\$17.35	\$20.09	
BASIC X-RAY TECHNOLOGY	YES	351090702	650		7 MONTHS	\$10,200.00		\$150.00	\$450	\$10,800	\$300.00	0	\$200.00	\$11,300				Radiologic Technologists and Technicians SOC 292034		\$19.30	\$25.26	
HEMODIALYSIS TECHNICIAN	YES	317020200	600 HRS		6 MONTHS	\$9,300.00		\$150.00		\$9,450	\$50.00	\$400		\$9,900				MEDICAL & CLINICAL LABORATORY TECHNICIAN SOC 292012		\$11.68	\$17.48	



COMMISSION FOR INDEPENDENT EDUCATION  
ANNUAL LICENSE

This is to certify that  
Azure College  
871 NW 167th Street  
Miami Gardens, Florida 33169  
Is hereby licensed to offer program(s) of instruction

Under the provisions of Chapter 1005, Florida Statutes and Chapter 6E, Florida Administrative Code for the period beginning:

7/13/2011

*Samuel Ferguson*

Executive Director

3231

License Number

*[Signature]*

Commission Chairperson

This license is non-transferable, non-assumable, and shall be rendered null and void upon any change in ownership of the licensee.

## Florida Department of Education

### Azure College (#3231)

871 NW 167th Street  
Miami Gardens, FL 33169  
[Map](#)

**Contact:** Jhonson Napoleon

**Phone:** (305) 751-0001

**Fax:** (305)751-9991

**Email:** [jhonson@azurecollege.com](mailto:jhonson@azurecollege.com)

**Website:** [www.azurecollege.com](http://www.azurecollege.com)

**License Status:** Annual

**Licensed Since:** 8/12/2005

#### Programs Offered

Program Title	Credential	Clock Hours	Credit Hours	Student Data Reporting Period	Enrolled	Grads	Placed	CIP Code
Basic X-Ray Technology	Diploma	650		09-10	20	0	0	0351090702
Computer Information Technology	Associate in Science		99.5	09-10	0	0	0	0511010301
Hemodialysis Technician	Diploma	600		09-10	6	0	0	0351101100
Nursing	Associate in Science		112.5					0351380100
Nursing Assistant	Diploma	120		09-10	279	220	220	0351390200
Physical Therapist Assistant	Associate in Science		112.5	09-10	0	0	0	0351080600
Practical Nursing	Diploma	1350		09-10	23	0	0	0351390100
Radiologic Technology	Associate in Science		122.5					0351090704
Respiratory Care	Associate in Science		111.5	09-10	0	0	0	0351090802

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RN to BSN	Bachelors	180	513808
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Note: Enrollment is the number of students enrolled in the program for the fiscal period July 1 – June 30. This number includes students who were already enrolled in the program and new enrollments for the fiscal period.

Florida Education Institute, Inc.

**Note:** ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. **Pell Grants:** All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. **Tuition Refunds:** For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. **Notice:** Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. **SFWIB will not be responsible for any debts that the participants incur.**

Florida Education Institute, Inc.																				
<p><b>Note:</b> ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. <b>Pell Grants:</b> All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. <b>Tuition Refunds:</b> For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. <b>Notice:</b> Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. <b>SFWIB will not be responsible for any debts that the participants incur.</b></p>																				
Program Offered	License/Certification (Yes/No)	CIP Code	Clock Hours	Credit Hours	Course Length (estimated in months)	Institutional Fees				Books and Materials	Tools	Tests/Certification Exams	Total Program Cost (D+E+F+G)	MAX ITA AMT (Determined by SFWIB)	Pell Eligible (Yes/No)	Comparable Public School Program (Determined by SFWIB)	2011 -2012 TOL Related Occupations (Name & SOC)	2011 - 2012 TOL Wage Rate		Comments
						A	B	C	D									Entry	Mean	
<b>A.S./A.A.S. Degree Programs</b>																				
<b>Diploma/Certificate Programs</b>																				
Practical Nursing	Yes	351390100	1350	0	13	24,750	100	0	\$24,850	1,975.00	0	0	\$26,825.00		Yes	Licensed Practical and Vocational Nurse SOC 292061	\$17.35	\$20.09		



COMMISSION FOR INDEPENDENT EDUCATION  
LICENSE BY MEANS OF ACCREDITATION

This is to certify that  
Florida Education Institute, Inc.  
5818 SW 8th Street  
Miami, Florida 33144  
Is hereby licensed to offer program(s) of instruction

Under the provisions of Chapter 1005, Florida Statutes and Chapter 6E, Florida Administrative Code for the period beginning:

4/1/2011

*Samuel J Ferguson*

Executive Director

1753

License Number

*F. Kelly*

Commission Chairperson

This license is non-transferable, non-assumable, and shall be rendered null and void upon any change in ownership of the licensee.

## Florida Department of Education

### Florida Education Institute, Inc. (#1753)

5818 SW 8th Street  
Miami, FL 33144  
[Map](#)

**Contact:** Ramon Valenti

**Phone:** (305) 263-9990

**Fax:** (305)263-9714

**Email:** [rvalenti@fei.edu](mailto:rvalenti@fei.edu)

**Website:** [www.fei.edu](http://www.fei.edu)

**License Status:** License By Means of Accreditation

**Licensed Since:** 2/6/1995

#### Accreditation

##### Accredited By

##### Level of Accreditation

COE

Institutional

Note: Accreditation generally means that a college or school has been evaluated by a group of educators, and meets the accrediting agency's standards. This process is VOLUNTARY for the college; it is not "required". However, accreditation is required for financial aid eligibility, recognition of degrees or credits by employers or other colleges, universities, or schools, easy transfer of credits, acceptance into another school, and other education-related opportunities.

Be aware that some so-called "accrediting agencies" may not be recognized by the U.S. Department of Education, or may even be bogus! A current listing of recognized "accrediting agencies" may be found on the [U.S. Department of Education's web site](#). Check with this office before you send money to any college, even if it claims to be accredited.

#### Programs Offered

Program Title	Credential	Clock Hours	Credit Hours	Student Data Reporting Period	Enrolled	Grads	Placed	CIP Code
Business Management	Diploma	720	65	10-11	0	0	0	0552020100
Massage Therapy	Diploma	720	58	10-11	150	63	21	0351350100
Medical Assistant	Diploma	756	48	10-11	150	78	46	0351080100



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Medical Billing and Coding	Diploma	720	51	10-11	13	3	3	0351070702
Patient Care Technician	Diploma	720	44	10-11	119	54	37	0351390205
Pharmacy Technician	Diploma	720	47	10-11	147	69	40	0351080501
Practical Nursing	Diploma	1350		10-11	0	0	0	0351390100

Note: Enrollment is the number of students enrolled in the program for the fiscal period July 1 – June 30. This number includes students who were already enrolled in the program and new enrollments for the fiscal period.