



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

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

**Thursday, December 20, 2012
8:00 AM**

Double Tree by Hilton Miami Airport Hotel
711 NW 72nd Avenue
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of EDIS Committee Meeting Minutes
 - A. August 16, 2012
 - B. October 18, 2012
3. Information – Consumer Report Card Update
4. Recommendation as to Approval of Revisions to the On-the-Job Training Policy
5. Recommendation as to Approval of Revisions to the Individual Training Account Policy



COMMITTEE: EDIS COMMITTEE

AGENDA ITEM NUMBER: 2A

DATE: DECEMBER 20, 2012, 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

August 16, 2012 at 8:00am
 Doubletree by Hilton Miami Airport
 Convention Center, 2nd Floor
 711 NW 72nd Avenue
 Miami, Florida 33126

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

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Committee Chairman, Andy Perez called the meeting to order at 8:12am, welcomed all those present and asked the members to introduce themselves.

3. Information – Consumer Report Card Update

Mr. Perez presented the item and reviewed with the Committee the Consumer Report Card report for the period of July 1, 2011 through June 30, 2012. He noted that the report is real time as it provides the most current information.

Mr. Perez asked whether the Committee would receive a new report showing active schools and programs. Staff responded, "Yes".

There was lengthy discussion regarding the following:

- Net economic benefit and wage
- Cost expenditure ratio
- Efficiency measures (Does it cost more to place than train participants?)

Executive Director Rick Beasley appeared before the Committee and responded to the various questions.

No further questions or discussions.

2. Approval of EDIS Committee Meeting Minutes for June 21, 2012

Ms. Monica Russo moved the approval of June 21, 2012 meeting minutes. Motion was seconded by Mr. Thomas Roth; **Minutes Passed with Unanimous Consent**

4. Discussion – SFWIB Strategic Planning Workshop Update

Mr. Perez presented the item and recommended the Committee meet with the Youth Council to collaborate on project assignment #4.

With reference to project#2, a motion was duly made by Ms. Holly Wiedman to create an employer advisory council that would report to SFWIB, as well as provide updates to the Beacon Council's One Community One Goal. Motion was seconded by Mr. Phillip Ludwig; **Motion Passed Unanimously**

No further questions or discussions.

There being no further business to come before the Committee, the meeting was adjourned at 9:20am.



COMMITTEE: EDIS

AGENDA ITEM NUMBER: 2B

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: OCTOBER 18, 2012, 8:00AM

Doubletree by Hilton Miami Airport
 Convention Center
 711 NW 72nd Avenue
 Miami, Florida 33126

COMMITTEE MEMBERS IN ATTENDANCE	SFWIB STAFF	OTHER ATTENDEES
9. Andre “Andy” Perez – <i>Chair</i> 10. Regueiro, Maria Cristina 11. Roth, Thomas 12. Wiedman, Holly	Edwards, Phillip Kavehersi, Cheri	Girnun, Arnie – <i>New Horizons, Inc.</i> Gonzalez, Ana M. – City of Hialeah Maloney, Arnold – Unidad of Miami Beach, Inc.
COMMITTEE MEMBERS NOT IN ATTENDANCE		
13. Brecheisen, Bruce 14. Diggs, Bill 15. Ludwig, Philipp 16. Russo, Monica		

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Committee Chairman, Andy Perez called the meeting to order at 8:29am and welcomed all those present.

2. Approval of EDIS Committee Meeting Minutes for August 16, 2012

Item deferred due to lack of quorum.

3. Information – Consumer Report Card Update

Mr. Perez introduced the item and reviewed with the Committee the Consumer Report Card for the period of July 1, 2012 – June 30, 2013.

Ms. Regueiro requested changes be made to reflect her new school's name as Florida National University.

Mr. Perez also requested staff provide a more updated list showing SFWIB's current training vendors.

Mr. Roth inquired about the first column (Total Outcome) and staff further explained.

5. Information – EDIS Committee – Youth Council Joint Meeting Update

Mr. Perez presented the item.

Mr. Roth inquired about the current high school graduation rate for Miami-Dade County.

Ms. Regueiro responded by sharing with the Committee about a future grant called, '21st Century' where the goal is to help increase test scores and graduation rates.

Mr. Roth asked whether there will be a follow-up meeting. Mr. Perez responded.

6. Information – Occupational Supply/Demand Matrix Update

Mr. Perez presented the item and reviewed with the Committee the Occupational Supply/Demand Matrix.

No further questions or discussions.

7. Recommendation as to Approval of Related Party Training Vendor Agreements

[Mr. Perez stepped out of the meeting room]

[Ms. Regueiro stepped out of the meeting room]

Ms. Wiedman presented the item on behalf of Mr. Perez and read the following training vendors into record:

- The Academy of South Florida
- Florida National University
- Miami Dade College
- Miami-Dade County Public Schools

Mr. Roth requested additional explanation regarding the review process and SFWIB Policy Coordinator, Phillip Edwards further explained.

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

[Ms. Regueiro returned]

8. Recommendation as to Approval of New Programs for Existing Training Vendors and a New Campus for an Existing Training Vendor

Ms. Wiedman introduced the item and read it into record noting staff's recommendation for the Committee's approval of new programs for existing training vendors and a new campus for an existing training vendor.

Both Mr. Roth and Ms. Wiedman questioned the location of the new campus for The Academy. Mr. Edwards further explained.

Mr. Roth asked whether the documents were properly reviewed by staff and staff responded, "Yes".

Ms. Regueiro inquired about the process for qualifying new programs and Mr. Edwards further explained.

Mr. Roth inquired about the current threshold and staff explained.

Ms. Regueiro requested that placement rates for existing training vendors be a determining factor for approving new programs and new campuses.

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

[Mr. Perez returned]

9. Recommendation as to Approval of a RET Automotive Short-Term Training Program

Mr. Perez introduced the item and SFWIB Business Services Manager Cheri Kavehersi read it into record noting staff's recommendation for the approval of a RET Automotive Short-term training program.

Mr. Perez inquired about the deadline for expending the awards and staff responded September 30th.

Mr. Perez recommended staff provide a continuous report showing all programs reaching 50% completion.

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

10. Recommendation as to Approval of a Revised Employed Worker Training Policy

Mr. Perez presented the item and Ms. Kavehersi further discussed.

Mr. Roth requested additional information and staff provided further details.

Ms. Regueiro asked whether the revised policy was as a result of the round table and focus groups that were held and staff responded, "Yes". Mr. Perez asked whether there would be a follow-up session and Ms. Kavehersi responded that it's to-be-arranged.

There were also questions raised by those in the audience regarding the rating sheets and staff further explained.

Ms. Regueiro also recommended revising policies relating to IT to better align with the One Community One Goal Targeted industries.

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

11. Recommendation as to Approval of a Revised Paid Work Experience Policy

Mr. Perez introduced the item and Ms. Kavehersi further discussed.

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

There being no further business to come before the Committee, the meeting was adjourned at 9:24am.



COMMITTEE: ECONOMIC DEVELOPMENT & INDUSTRY SECTOR (EDIS)

AGENDA ITEM NUMBER: 3

DATE: DECEMBER 20, 2012

AGENDA ITEM SUBJECT: CONSUMER REPORT CARD UPDATE

AGENDA ITEMS TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Effective Demand Driven Management Control Tools

STRATEGIC PROJECT: Raise the Bar / One Stop Performance and Consistency

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 online 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.

FUNDING:

N/A

PERFORMANCE:

The attached Consumer Report Card (CRC) table, dated December 12, 2012, indicates that the South Florida economy increased by \$ 2,477,523. For every dollar spent on training, SFWIB obtained a return of \$4.18. Eighty-eight percent of training services participants completed classroom training. Of those completing training, 81.74 percent have obtained employment with an average wage of \$ 15.71. Ninety-eight percent of the participants were placed in a training-related occupation. The net economic benefit per placement is \$26,356.63.

Attachment

Consumer Report Card

07/01/2012 - 06/30/2013

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		
American Advanced Technicians Institute	11	10	10	100.00 %	10	100.00 %	\$ 5,504.48	\$ 55,044.85	\$ 5,504.48	\$ 9.16	\$ 19,054.88	\$ 13,550.40	\$ 2.46
ATI Career College of Health - Medical Campus	1	1	-	0.00 %	-	0.00 %	\$ 5,898.00	\$ 5,898.00	-	-	-	-	-
Atlantis University	1	1	1	100.00 %	1	100.00 %	\$ 3,019.06	\$ 3,019.06	\$ 3,019.06	\$ 9.00	\$ 18,720.00	\$ 15,700.94	\$ 5.20
Azure College - Training Agent	1	-	-	0.00 %	-	0.00 %	\$ 3,334.00	-	-	-	-	-	-
College of Business & Technology- West Kendall	2	2	1	50.00 %	1	100.00 %	\$ 7,262.10	\$ 14,524.19	\$ 14,524.19	\$ 18.00	\$ 37,440.00	\$ 22,915.81	\$ 1.58
College of Business and Technology- Cutler Bay	1	1	-	0.00 %	-	0.00 %	\$ 259.74	\$ 259.74	-	-	-	-	-
College of Business and Technology- Flagler Campus	2	2	1	50.00 %	1	100.00 %	\$ 2,145.00	\$ 4,290.00	\$ 4,290.00	\$ 14.00	\$ 29,120.00	\$ 24,830.00	\$ 5.79
College of Business and Technology- Hialeah Campus	1	1	-	0.00 %	-	0.00 %	\$ 1,720.00	\$ 1,720.00	-	-	-	-	-
FastTrain -Kendall Campus	1	-	-	0.00 %	-	0.00 %	\$ 4,113.00	-	-	-	-	-	-
FastTrain -Miami Campus	1	-	-	0.00 %	-	0.00 %	\$ 4,113.00	-	-	-	-	-	-
Florida National University /Main Campus	1	1	1	100.00 %	1	100.00 %	\$ 7,936.72	\$ 7,936.72	\$ 7,936.72	\$ 12.00	\$ 24,960.00	\$ 17,023.28	\$ 2.14
Management Resources, Inc. - Main Campus	4	3	3	100.00 %	3	100.00 %	\$ 3,393.91	\$ 10,181.74	\$ 3,393.91	\$ 12.59	\$ 26,194.13	\$ 22,800.22	\$ 6.72
MDCP SCHOOLS (ALL)	13	11	7	63.64 %	7	100.00 %	\$ 2,873.26	\$ 31,605.91	\$ 4,515.13	\$ 11.64	\$ 24,202.29	\$ 19,687.16	\$ 4.36
Metropolitan Trucking and Technical Institute	10	10	10	100.00 %	10	100.00 %	\$ 3,253.13	\$ 32,531.26	\$ 3,253.13	\$ 11.24	\$ 23,375.04	\$ 20,121.91	\$ 6.19
Miami-Dade College	13	9	4	44.44 %	4	100.00 %	\$ 2,556.31	\$ 23,006.80	\$ 5,751.70	\$ 26.33	\$ 54,766.40	\$ 49,014.70	\$ 8.52
New Horizons	12	11	10	90.91 %	10	100.00 %	\$ 8,604.27	\$ 94,646.93	\$ 9,464.69	\$ 21.41	\$ 44,539.04	\$ 35,074.35	\$ 3.71
New Professions Technical Institute	2	2	2	100.00 %	2	100.00 %	\$ 4,379.50	\$ 8,759.00	\$ 4,379.50	\$ 13.25	\$ 27,560.00	\$ 23,180.50	\$ 5.29
SABER	1	-	-	0.00 %	-	0.00 %	\$ 2,657.00	-	-	-	-	-	-
South Florida Institute of Technology, Inc.	1	1	1	100.00 %	1	100.00 %	\$ 2,824.90	\$ 2,824.90	\$ 2,824.90	\$ 9.65	\$ 20,072.00	\$ 17,247.10	\$ 6.11
Sullivan & Cogliano Training Centers, Inc. Kendall	9	9	9	100.00 %	8	88.89 %	\$ 4,213.78	\$ 37,924.00	\$ 4,213.78	\$ 16.69	\$ 34,710.58	\$ 30,496.80	\$ 7.24
Technical Career Institute dba Fortis College	2	2	1	50.00 %	1	100.00 %	\$ 9,214.00	\$ 18,428.00	\$ 18,428.00	\$ 16.82	\$ 34,985.60	\$ 16,557.60	\$ 0.90
The Academy	20	20	20	100.00 %	19	95.00 %	\$ 9,074.79	\$ 181,495.77	\$ 9,074.79	\$ 20.13	\$ 41,874.56	\$ 32,799.77	\$ 3.61
The CDL School, Inc.	20	18	13	72.22 %	13	100.00 %	\$ 4,442.90	\$ 79,972.20	\$ 6,151.71	\$ 13.45	\$ 27,979.20	\$ 21,827.49	\$ 3.55
	130	115	94	81.74 %	92	97.87 %	\$ 5,158.82	\$ 593,264.03	\$ 6,311.32	\$ 15.71	\$ 32,667.95	\$ 26,356.63	\$ 4.18



COMMITTEE: ECONOMIC DEVELOPMENT & INDUSTRY SECTOR (EDIS)

AGENDA ITEM NUMBER: 4

DATE: DECEMBER 20, 2012

AGENDA ITEM SUBJECT: APPROVAL OF A REVISED ON-THE-JOB TRAINING (OJT) POLICY

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION:

SFWIB staff recommends that the EDIS Committee recommend to the Board the approval of revisions to the On-the-Job Training (OJT) Policy as set forth below.

STRATEGIC GOAL: Effective Demand Driven Management Control Tools

STRATEGIC PROJECT: Raise the Bar / One Stop Performance and Consistency

BACKGROUND:

At the February 24, 2011 Board meeting, the On-the-Job Training (OJT) Policy was approved. A revision of that policy was put forth at the June 21, 2012 Board meeting. The purpose of the current OJT Policy revision is to provide additional parameters for all SFWIB stakeholders desiring to capitalize on OJT. The policy has three principal benefits: provide minimum standards and suggestions for implementing federally funded OJT, promote an increase in the region's utilization of OJT, and encourage the development of effective protocol to streamline OJT grant applications that best meet the needs of the local business community.

The following is a bulleted list of the critical sections of the policy that were revised:

- Section III Purpose – clarification regarding the type of training funds was added.
- Section VII Eligibility:
 - B. – Participant (Unemployed) – the reference regarding NEG funded OJT was removed due to funding time constraints.
 - C. – Training Vendors – was deleted as the training is provided by the business not a training vendor.
- Section VIII OJT Agreement:
 - A. Conditions
 - 2. b. – Clarification was added regarding what should be included relevant to the timeframe for achievement of competencies.
 - 6. Clarification regarding the type of training sequenced with OJT.

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- B. Duration
 - 3. reference to the time limited NEG funded OJT was removed.
- C. Compensation
 - 3. Reference regarding the business paying the full cost of fringe benefits.
 - 4-8. Additional clarification regarding payment to a business.
- Section XI Prohibition
 - 3. The option to allow part-time employment with written consent from the Executive Director was added.
 - 6. The reference to spending OJT funds on construction, facilities or buildings was removed as per the State since said funds may only be used for wage reimbursement.
 - 8. Language regarding displacement was revised and further clarified.

FUNDING:

N/A

PERFORMANCE:

N/A

Attachment



FWIB ON-THE-JOB TRAINING (OJT) POLICY

I. OF INTEREST TO

The On-the-Job Training (OJT) Policy should be of interest to members of the South Florida Workforce Investment Board (FWIB), FWIB staff, Contractors (Service Providers), Training Vendors, Businesses, Job Seekers, and Employees in Region 23 (Miami-Dade and Monroe counties).

II. SUBJECT

On-the-Job Training (OJT)

III. PURPOSE

The purpose of the OJT Policy is to provide all FWIB stakeholders with parameters regarding the use of formula training funds through OJT agreements. As seen in the Agency for Workforce Innovation (AWI) Final Guidance 00-009, OJT is a required component of the FWIB Training Master Plan.

IV. STATUTORY AUTHORITIES

Public Law 105-220, Workforce Investment Act of 1998 (WIA)
Florida Statutes, Title XXXI, Chapter 445, Workforce Innovation Act of 2000

V. BACKGROUND

The WIA includes OJT as one of its approved training services. FWIB provides OJT services via an agreement with a business (public, private non-profit or private for-profit), Service Provider, and an eligible participant. Through OJT, businesses may receive funding to assist in offsetting the extraordinary costs of hiring and training a new employee.

VI. DEFINITIONS

A. *On-the-Job Training (OJT)*

Section 101 (31) of WIA defines On-the-Job Training as:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Provides reimbursement to the business a percentage of the wage rate for a participant(s), for the extraordinary cost of providing training and additional supervision related to the training; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior education and work experience of the participant, and the service strategy.



B. Conflict of Interest

1. SFWIB will not favor a referral from and/or to a member of the SFWIB over another business in the community. OJT placements shall be made based upon what will be most beneficial to the participant.
2. The SFWIB shall be notified whenever the OJT Agreement is connected to a SFWIB member, Service Provider or employee.
3. Service Providers are prohibited from recommending an agreement or making OJT referrals to businesses who are members of their immediate family or members of families of other Service Provider staff or SFWIB staff.
4. The contracted OJT business shall not hire a participant who is a relative (member of the family) of the business. Relative is defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. (Section 112.3135, Florida Statutes)

C. Credentials

Credentials include, but are not limited to, a high school diploma, including special diplomas; GED or other recognized equivalents; post-secondary degrees/certificates; recognized skill standards such as occupational completion points (OCP); licensure or industry-recognized certificates; and, successful completion of OJT and Customized Training.

D. Reverse Referrals

A reverse referral is when the business has identified someone they would like to hire but the individual has demonstrated skills deficiency related to the position's requirements. A business may refer a job applicant to the Service Provider for potential OJT enrollment. In the case of reverse referrals, the candidate must schedule an eligibility determination and assessment appointment with a Service Provider and must be eligible for WIA as a dislocated worker or adult. The Service Provider must utilize normal eligibility assessment and enrollment procedures.

Participant's eligibility must be determined prior to employment; no pre-hires or period of employment prior to the execution of an OJT agreement and participant training plan are acceptable.

VII. ELIGIBILITY

A. Business

Prior to entering into an agreement for OJT services with a business, the Service Provider shall ensure that the business is eligible.

Businesses that meet the following criteria are considered eligible and may, subject to available funding, enter into an OJT agreement:



1. Located in the State of Florida;
2. Hold valid business tax receipt (formally an occupational license) and/or zoning permit;
3. Maintains Workers Compensation Insurance (if applicable);
4. Active business as verified by Florida Department of State Division of Corporations (www.sunbiz.org);
5. Business has operated at current location for at least 120 days.

B. Participant (Unemployed)

Participants (unemployed adults and dislocated workers) that meet the following criteria may, subject to available funding, receive OJT through an executed OJT agreement:

1. Eligible under one of the SFWIB funded programs: WIA Youth, WIA Adult, WIA Dislocated, TANF, Refugee, etc. ~~Note: for OJT NEGs, eligibility is limited to dislocated workers only.~~
2. Not fully skilled in the chosen occupation, is in need of Training Services, and has the skills and qualifications to successfully complete the OJT.
3. Under the WIA, has received at least one intensive service, such as development of an Individual Employment Plan (IEP) with a career advisor or individual counseling and career planning, before receiving OJT services.

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~~C. Training Vendors~~

~~Service Providers may only refer OJT participants to SFWIB approved Training Vendors.~~

VIII. OJT AGREEMENT

A. Conditions

1. Participants may not commence training and businesses may not hire prior to the execution of the OJT agreement. The agreement is executed when signed by all required parties, i.e., Service Provider, business, and participant.
2. The following three sections must be pre-negotiated and included in the OJT agreement:
 - a. Percent of Reimbursement;
 - b. Timeframe for achievement of competencies. The timeframe must include the maximum number of hours for which reimbursement will be provided; and
 - c. Intervals at which the business will be reimbursed.
3. The appropriate signatory for the business shall be either the owner where the business is incorporated; a partner where the business is a partnership; or an officer if the business is a corporation. Corporations sometimes designate signatories other than their officers. In such instances, written authority transferring signatory responsibilities must be obtained by the individual responsible for developing the agreement.



4. Service Providers are responsible for reviewing the agreement with both the business and the participant prior to execution to assure that the business and participant wholly understand and are familiar with the requirements of the agreement.
5. The participant's attainment of competencies must be routinely documented by the business and Service Provider and placed in the participant's file.
6. OJT may be sequenced with, or accompanied by, other types of training, such as remedial education, or basic skills training ~~or occupational skills training~~.
7. Businesses shall establish and maintain records with respect to all matters covered by the OJT agreement. Businesses shall retain such records for at least five (5) years from the date of final payment, or until all related federal and state audits or litigation is completed, whichever is later. Businesses shall allow public inspection of all documents, papers, letters or other materials made or received by the business in conjunction with the OJT agreement, unless the records are exempt under federal or state law.
8. The Business agrees to comply with the provisions of the Certification Regarding Lobbying, Certification Regarding Debarment, Suspension and Other Matters, Public Entity Crime, Florida Clean Indoor Air Act and the Certification regarding a Drug-Free Workplace.
9. The OJT business shall comply with the nondiscrimination and equal opportunity provisions of federal or state law.

B. Duration

1. An OJT agreement shall be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the agreement, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP.
2. OJT agreements shall not exceed six months of training unless there is documented justification and written approval from the SFWIB Executive Director.

~~3.~~ For OJT NEG's, + The OJT duration caps at six months

~~3.4.~~ An OJT agreement may be written or extended beyond the initial periods under the following conditions:

- a. A barrier to skills attainment is identified during training, which was not evident during the assessment.
- b. The participant has been unable to master the skills within the agreement's time frame.

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- c. The training plan measures used during the assessment to identify participant's skills proficiencies prove to be inadequate based upon business evaluation after participant is placed on the job.
- d. There is an upgrade in the participant's job description from that developed upon entry into training in which case the ending wage for the participant should be increased from the wage identified upon entry into training.

C. Compensation

- 1. Eligible Service Providers and Training Vendors may not execute OJT agreements exceeding a total possible business compensation of \$10,000 per participant without prior written SFWIB approval.
- 2. Participants employed under an OJT agreement shall be compensated by the business at the same rates, (including periodic increases) as similarly situated employees. In no event, however, shall OJT participants be paid less than the higher of the minimum wage specified under the Fair Labor Standards Act of 1938, as amended or the applicable state or local minimum wage.
- 3. Participants employed under a SFWIB OJT agreement shall receive the same fringe benefits and be subject to the same working conditions granted to regular employees under the same or similar occupational title. ~~The business will bear the full cost of fringe benefits for OJT participants, including holiday pay, insurance, taxes, etc.~~
- 4. Payments to a business under an OJT agreement shall not exceed any program specific guidelines and limitations, for the costs of providing the training and additional supervision related to the training; ~~and reimbursement of the participant's wage rate.~~
- 5. OJT payments may not be based on overtime, shift differential, premium pay and other non-regular wages paid by the business to participants.
- 6. Businesses may not pay OJT participants in cash.
- 7. Businesses shall submit certified payroll records, as part of the invoice-invoicing process, in order to receive the applicable reimbursement.
- 8. Businesses will be reimbursed by Service Providers, ~~with~~ without the final reimbursement shall be made upon the completion of the last competency and when proper documentation has been provided. Reimbursement should coincide with the business' pay period. The reimbursement amounts will be based upon the relevant funding stream requirements and any waivers at the time of the agreement. As seen in Section X of this policy, Service Providers may submit a written request to the SFWIB Executive Director to approve an exception to the reimbursement process.

IX. GRIEVANCES AND APPEALS



Service Providers shall advise participants of their right of appeal using either the business' grievance procedures, or those of the SFWIB, if previously agreed with the business. If a business elects to use its own grievance procedures, the business must agree to provide information to SFWIB as to actions taken under those procedures. If the participant is not satisfied with the outcome after using the business' grievance procedures, then he/she may elect to file a grievance with SFWIB under the SFWIB grievance procedures.

X. EXCEPTIONS

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.

XI. PROHIBITIONS

1. Workforce participants who have previously received an Individual Training Account (ITA) for occupational training are ineligible to participate in OJT.
2. Participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
3. OJT agreements shall not be written for part-time employment. Proof of full-time employment shall be established and documented by the business. Whether the participant is categorized as full-time shall be verified by the Service Provider. Service Providers may submit a written request to the SFWIB Executive Director for an exception to this rule prior to execution of an OJT agreement.
4. OJT agreements shall not be written for jobs with a Specific Vocational Preparation (SVP) of two or under, except for participants who have a documented disability for whom such a placement would be appropriate or where written justification is provided to and approved by the SFWIB Business Services Manager. Documentation shall indicate the appropriateness of training and why the training is necessary to obtain the skills for the job. Lack of prior work history or non-English speaking are not to be considered disabilities for the purpose of complying with this provision, but may justify placement into a job with a low SVP.
5. The Service Provider shall not enter into agreement with a business who has previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
6. ~~OJT training funds shall not be spent on construction or purchase of facilities or buildings except:~~



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- ~~a. To meet a recipient's obligation to provide physical and programmatic accessibility and reasonable accommodation as required by the Americans with Disabilities Act (ADA);~~
- ~~b. To fund repairs, renovations, alterations and capital improvements of property, including: (i.) State Employment Service Agency (SESA) real property, identified at WIA section 193, using a formula that assesses costs proportionate to space utilized; (ii.) Job Training Partnership Act (JTPA) owned property which is transferred to WIA Title I programs; and (iii.) Job Corps facilities, as authorized by WIA section 160(3)(B); and~~
- ~~e. To fund disaster relief employment on projects for demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed structures, facilities, and lands located within a disaster area. (WIA Sec. 173(d))~~

7. No officer, employee, agent, or representative of the Business or Service Provider may charge a participant a fee for the placement or referral of such individuals in or to a training funded under an OJT agreement or amendments thereof.

8. A participant in a program or activity authorized under title I of WIA ~~An OJT participant~~ must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation).

9. An OJT funded agreement must not impair existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the agreement is initiated.

10. An OJT participant may not be employed in or assigned to a job if:

- a. Any other individual is on layoff from the same or any substantially equivalent job;
- b. The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the OJT participant; or
- c. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

11. OJT funds shall not be used for any political activity, lobbying of federal, state or local legislators, or to promote or oppose unionization.

12. OJT funds may not be used to directly or indirectly assist, promote or deter union organizing.

13. OJT participants shall not be placed in a home-based business.

14. OJT funds shall not be used to encourage or induce a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location.



COMMITTEE: ECONOMIC DEVELOPMENT & INDUSTRY SECTOR (EDIS)

AGENDA ITEM NUMBER: 5

DATE: DECEMBER 20, 2012

AGENDA ITEM SUBJECT: APPROVAL OF REVISIONS TO THE INDIVIDUAL TRAINING ACCOUNT POLICY

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION:

SFWIB staff recommends that the EDIS Committee recommend to the Board the approval of revisions to the Individual Training Account (ITA) Policy as set forth below.

STRATEGIC GOAL: Effective Demand Driven Management Control Tools

STRATEGIC PROJECT: Raise the Bar / One Stop Performance and Consistency

BACKGROUND:

On December 16, 2010, the SFWIB approved the ITA Policy. The policy guides SFWIB Career Center operators and Training Vendors in the administration of ITAs. During the Second Quarter of Program Year 2012-13, SFWIB staff in conjunction with Training Vendors and center staff determined the need to include online training within the policy's definition of an approved training program. As with in-class programs, online training programs shall be linked to occupational and program titles seen on the region's Targeted Occupations List.

Including online training as an approved method enables training services eligible participants who are unable to participate in in-class training, particularly in Monroe County where Florida Keys Community College is practically the sole vendor, an opportunity to take advantage of occupational skills training.

Other revisions to the policy include the following:

- Definition of Occupational Training Area
- Definition of Targeted Industries to reflect alignment with industries released in the One Community One Goal Targeted Industries Report

FUNDING:

N/A

PERFORMANCE:

N/A

Attachment

INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

I. Of Interest to

The Individual Training Account (ITA) Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), Region 23 (Miami-Dade and Monroe Counties) Career Center contractors (Service Providers), Training Vendors, Region 23 jobseekers, and SFWIB staff.

II. Definitions

- 1) Actual start date: the date that the participant commences classes.
- 2) Approved Training Program: a [SFWIB-approved occupational training program, including online training, -SFWIB-approved area of study](#) linked to [-an-occupational and program titles](#) seen on Region 23's current Targeted Occupations List.
- 3) Assessment: the process by which Career Center staff evaluates eligible participants before they enroll in a training program.
- 4) Completion: the participant's attainment of a certificate or degree or competencies needed for a specific job or occupational group at the conclusion of a course of study.
- 5) Economic Benefit per Placement: the return on investment per approved training program for each participant placed.
- 6) ITA (Individual Training Account): the scholarship to pay for enrolling in an approved training program.
- 7) ITA Limit/Maximum ITA Amount: a cap on the amount to be paid for each approved program.
- 8) ITA Voucher: the system-generated instrument used to pay for a training program; for the instrument to be valid, it must have all required signatures, i.e., participant, career advisor and supervisor signatures.
- 9) Occupational Training AreaArea: [an approved training program title linked to an occupational title seen linked to the occupations listed](#) on Region 23's Targeted Occupations List [SOC to CIP Linkages](#).
- 10) Pell Grant: the federal grant that eligible participants apply for to assist in paying for the costs of a training program.
- 11) Performance measures/standards: a set of federal, state and local standards for determining a Training Vendor's compliance with completion and placement requirements.
- 12) Placement: the number of participants that obtain unsubsidized employment following completion of a training program.
- 13) Remedial Courses: a course taken to prepare for a required course in an approved training program.

- 14) Service Account Management System (SAMS): the system for tracking participants' training-related information, i.e., expenditures and performance data.
- 15) Targeted Industries: industries determined by the SFWIB as a priority for occupational training; currently, those industries are [Aviation; Creative Design; Hospitality & Tourism; Information Technology; International Banking & Finance; Life Sciences & Healthcare; and Trade & Logistics](#). ~~Aviation, Healthcare Services, Life Sciences/Bio-Tech, Green Jobs, Information Technology and Waste Water Management.~~
- 16) Targeted Occupations List (TOL): a State-compiled list of occupations that Regional Workforce Boards may offer training in.
- 17) Training-related placement: the number of participants that obtain unsubsidized employment in an occupational area relevant to the training program completed.

III. **Subject**

Training utilizing Individual Training Accounts (ITAs)

IV. **Purpose**

The purpose of the ITA Policy is to provide all SFWIB stakeholders with uniform guidelines regarding the use of training funds to pay for approved training programs and to determine subsequent program eligibility.

V. **Background**

An ITA is the vehicle through which SFWIB expends training dollars. ITAs may be used to pay for or help defray the cost of training at an approved SFWIB Training Vendor. ITAs may also be used to provide training in an occupation clearly linked to a priority industry that is in local demand or that appears on the Region's Targeted Occupations List (TOL). ITAs are available to customers eligible for WIA Adult, Dislocated Worker, Youth and Welfare Transition programs; however, note that an ITA is neither an entitlement nor a right.

VI. **Assessment**

Career Center staff is required to individually assess eligible participants for training prior to the issuance of an ITA voucher. The assessment process consists of examining a participant's academic and employment background as well as short- and long-term career interests. The intent of this process is to assist the participant in selecting a training program he/she is likely to succeed in and ultimately contribute to the achievement of economic self-sufficiency.

VII. **Individual Training Account Fee Structure**

A. ITA Cost

By May 15th of a Program Year (PY), Training Vendors are required to submit program cost modifications for the next PY to SFWIB staff. That information is used to update the program cost information seen on the SFWIB website and in SAMS. The maximum ITA amount for each PY is derived from the program cost information submitted by the public education Training Vendors.

Specifically, the ITA limit per public school training program is set at 100% of the public institutions' submitted cost information and 110% of the public institutions' cost information for private institutions' comparable programs. Where there is no comparable **regionally** approved public education institution program, the cost of the approved private Training Vendor's program will be based on occupational title, quadrant category and cost negotiation within the applicable quadrant category.

B. Individual Account Training Cap

The maximum cap for the Individual Training Account (ITA) is **\$10,000.00**.

C. ITA Amount for Occupational Training Areas

The ITA amount for each occupational training area is based on if the occupation is identified as High Wage/High Growth, High Wage/Low Growth, Low Wage/High Growth, and Low Wage/Low Growth.

The maximum ITA amounts are as follows:

- Occupations identified as High Growth/High Wage **up to and including \$10,000.00**
- Occupations identified as Low Growth/High Wage **up to and including \$7,500.00**
- Occupations identified as High Growth/Low Wage **up to and including \$5,000.00**
- Occupations identified as Low Growth/Low Wage **up to and including \$2,500.00**

The formula to determine whether an occupation is high wage/high growth, low/wage growth, etc. is based on the State of Florida LMI data for the fastest growing occupations within Region 23 by growth rate and salary rate. Annually, the average growth rate and average salary rate will be determined for the identified occupations, sorted by growth rate and average salary, and then placed in the appropriate category.

D. ITA Voucher

A voucher will be issued covering up to and including 50 percent of the maximum approved ITA amount. In order for the voucher to be submitted for payment, the actual start date must be entered in SAMS and the participant must attend class for 14 consecutively scheduled classes. The 14-day period begins to run by entering participant information in SAMS, such as actual start date and length of program.

Upon the participant's completion of up to and including 50 percent of the training program, a voucher will be issued for the remaining maximum ITA amount. **Note: The payment of the** remaining amount is contingent on the Training Vendor's submission to the applicable Service Provider of documentation evidencing the participant's attendance records.

All vouchers must be issued within the same Program Year in which service(s) was/were rendered.

Please refer to the SFWIB Performance Reporting Requirements Policy & Procedures for more information.

VIII. Duration of Training for Individual Training Accounts

Individual Training Accounts can only be used to cover the cost of **up to and including** one year of training. This is a lifetime limit.

Exception: Those programs that the SFWIB have identified as targeted industries are exempt from the one-year limitation.

If the SFWIB participant's training cost is covered by another funding source, for example, Pell Grants or scholarships, of the maximum ITA amount approved only **up to and including** \$2,000 may be issued via voucher to offset the costs of books, certification examination/testing fees, etc., for **up to and including** one year of training. Note that this \$2,000 sum is not separate from the approved maximum ITA amount.

SFWIB participants that elect a training program that is more than one year in length, i.e., an Associate in Science (A.S. Degree) program, will be responsible for all training costs beyond the one year covered by the ITA.

Associate of Arts (A.A. Degree) and Bachelor Degree programs are not covered by ITAs.

IX. Financial Aid

A. Pell Grants

All SFWIB participants requesting training using an ITA are required to apply for the Pell Grant (Title IV) by completing the Free Application for Federal Student Aid (FAFSA).

SFWIB participants pending PELL Grant approval/award may be enrolled in training through an ITA voucher. If subsequently awarded, the Pell Grant proceeds will be applied toward the tuition costs, with the ITA paying only for costs in excess of the Pell award. In the case that the Pell award covers the cost of the training, the Training Vendor will reimburse SFWIB the amount of tuition paid by SFWIB.

B. Other Financial Aid/Student Loans

If a SFWIB participant has another grant or scholarship, the ITA funds will be available only after the other grant or scholarship has been utilized.

SFWIB participants that elect to attend training programs 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, do not cover the full cost of the program. If the SFWIB participant is not Pell eligible, or the school or program is not Title IV eligible, the SFWIB participant will be required to obtain student loans and/or other financial aid to cover the cost of the program not covered by the ITA amount. SFWIB will not be responsible for any debts that a SFWIB participant incurs.

X. Limitations

- 1) Only one training program per SFWIB participant can be paid through the ITA; participants are limited to one lifetime ITA.

- 2) The SFWIB participant must enroll in school half-time or full-time as defined by the Training Vendor.
- 3) The ITA can only be used for courses that are specifically required for the program of study.
- 4) SFWIB will only pay once for each required class in an approved training program. SFWIB will not pay for re-takes. This one-time payment includes remedial courses.
- 5) SFWIB will only pay once for each required certification examination.
- 6) In the case of those occupational training areas where the State licensing and/or certification examinations are offered only in the English language, SFWIB participants enrolled in such training shall be taught in English.
- 7) Associate of Arts (A.A. Degree) and Bachelor Degree programs are not covered by the Individual Training Account.

XI. Service Account Management System (SAMS)

Approved SFWIB Training Vendors shall utilize the SFWIB SAMS Training Vendor screen to submit information on training status (drop, withdrawals, Pell information, etc.), attendance, training progress, placement, credential attainment information and performance information on a regular basis. The Training Vendor will provide credential information to the Service Provider and any follow-up data required.

Service Provider case managers shall track SFWIB participants' training performance through SAMS.

Please refer to the SFWIB Performance Reporting Requirements Policy & Procedures for more information on the responsibilities of Training Vendors and Service Providers relevant to SAMS data reconciliation.

XII. Performance Measures

Training Vendors that agree to accept ITAs from SFWIB will be required to meet a **minimum of two of the listed** SFWIB performance standards. The table below lays out the performance measures.

Performance Measure	Performance Standard
Completion Rate	70%
Placement After Training	70%
Training-Related Placement	70%
Economic Benefit Per Placement	Quadrant Benchmark
Low Growth / Low Wage	\$14,785
High Growth / Low Wage	\$12,493
Low Growth / High Wage	\$31,542
High Growth / High Wage	\$29,201

A. Completion Rate

This measure examines the percentage of participants who successfully complete training in an approved SFWIB program.

B. Placement after Training

This measure examines those SFWIB participants who completed training and have been placed in unsubsidized employment within **180** days of training completion.

C. Training-Related Placements

This measure examines those SFWIB participants who completed training and obtained unsubsidized employment within **180** days of completion in a training-related occupation.

D. Economic Benefit per Placement

This measure examines the percentage of the return on investment per approved training program for each participant placed. **The approved program must meet and/or exceed the standard economic benefit per placement by quadrant.**

E. Subsequent Eligibility

For an approved training program to be considered for renewal, the program must meet or exceed a minimum of two of the performance measures. Programs neither meeting nor exceeding a minimum of two of the measures will be removed from SFWIB's approved offerings list. For a removed program to return to the approved offerings list, that program must be resubmitted for a programmatic review and Board-approval a year from the date of removal.

XIII. Roles and Responsibilities

Training Vendors and Service Providers are required to input data relevant to each of the above measures into SAMS. Additionally, Vendors and Providers are required to input wage data per placement into SAMS. Note that supporting documentation for each system entry must be readily available for review. Please refer to the SFWIB Performance Reporting Requirements Policy and Procedures for more information.