



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, October 8, 2015
8:15 A.M.**

South Florida Workforce Investment Board
Headquarters
7300 Corporate Center Drive, Suite 703
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
 - A. August 13, 2015
3. Information – Fiscal Audit Update
4. Information – Veterans' Performance Incentive Award
5. Recommendation as to Approval of Refugee Program Allocations

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SFWIB EXECUTIVE COMMITTEE

DATE: October 8, 2015

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

August 13, 2015, at 8:15 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, Suite 703

Miami, FL 33126

<p>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. Piedra, Obdulio, <i>Chairman</i> 2. Ferradaz, Gilda 3. Garza, Maria 4. Gibson, Charles 5. Perez, Andy 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 6. Bridges, Jeff, <i>Vice-Chairman</i> 7. del Valle, Juan Carlos 8. Gaber, Cynthia <p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gustavo Graham, Tomara Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Smith, Marian</p>	<p>AUDIENCE:</p> <p>Cela, Jose – <i>SER Jobs for Progress, Inc.</i></p> <p>Quiros, Vivian – <i>Sullivan & Cogliano Training Centers</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p>
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Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Obdulio Piedra called the meeting to order at 8:27am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

2. A. Approval of July 9, 2015 Meeting Minutes

Mr. Andy Perez moved the approval of July 9, 2015 meeting minutes. Motion seconded by Ms. Gilda Ferradaz; Motion Passed Unanimously

3. Information – PY2014-15 Career Center Performance Update

Chairman Piedra introduced the item. Executive Director Rick Beasley further discussed and noted that the agency exceeded its maximum goal. He furthermore stated that letters will be sent to Miami-Dade County Mayor and the Board of County Commissioners providing highlights of this region's prior year performance outcome.

He went on to review with the Committee the balance scorecard and provided a brief overview of internal processes by staff.

Chairman Piedra inquired about the acronym, 'ND'. Staff responded that it stands for data not available; No Data.

Chairman Piedra inquired about the two centers (Carol City and Florida Keys) that were 3% shy of meeting the minimum 65% goal. Mr. Beasley provided a recap on what had been discussed at the prior meeting regarding a letter received by KRA. He explained the letter referenced KRA's decision not to renew its contract with this agency. Mr. Beasley subsequently explained that as of August 1st, Arbor E&T, ResCare, Inc. (Arbor) will temporarily manage the three (3) centers that were previously operated by KRA. They are Carol City, Opa-locka, and Miami Beach career centers.

Discussion continued.

4. Information – Update on the Recommendation as to Approval to Authorize Staff to Draft and Release a RFP for Refugee Employment and Training Services

Mr. Beasley continued his discussion from the prior item, stating Arbor will hold a temporary contract until a qualified contractor is identified. The new contractor will officially begin its contract in January 2016 via a Request for Proposal (RFP) process.

Mr. Perez recommended implementing a service provider incentive based on the new performance based contract that would capture and recognize the highest performing provider. One criteria example he recommended is the most employer outreach.

Mr. Beasley provided an update on an incentive recently approved by the Board of a 5% bonus to contractors that meet or exceed their minimum goals. Mr. Perez asked which contractor exceeded its goal for the reporting period. Mr. Beasley responded Transition, Inc.

Mr. Beasley further explained an additional approved incentive for the highest performing career center staff. He explained there would be a total of four (4) recognized for their highest performance achievements during the months of May and June. The names would be announced at the next full Board meeting (8/20/15). Mr. Beasley additionally noted that staff will also seek to identify and recognize quality placements. Mr. Perez shared his comments regarding Transition, Inc.'s improved performance. Mr. Beasley shared his comments as well regarding the positive changes happening at that entity. He went on to briefly discuss WIA eligibilities and direct job placements.

Chairman Piedra requested additional information on direct job placements and Mr. Beasley provided additional details.

Chairman Piedra inquired about employer service processes at the career centers. Both SFWIB Programs Manager Juan Hernandez and Business Services Manager Cheri Kavehersi explained what the processes entail.

He additionally provided an update on a partnership with the Mayor's office on a developer project located in North Miami.

Ms. Ferradaz inquired about this region's ability to achieve a 76.5% performance outcome when only one career center achieved its goal. Mr. Hernandez explained that although the remaining 13 centers had no data, the results did not negatively impact the overall outcome because the 100% achievement met by Perrine Career Center, offset the overall outcome.

Ms. Garza inquired about job placement retention and Mr. Beasley explained that the process consists of follow-ups made after 60, 90 to 180 days of employment.

There was continued discussion regarding the State/Regionalism; WIA/WIOA -Workforce Innovation and Opportunity Act (WIOA); and Retention.

Ms. Garza inquired about the payment process. Mr. Beasley responded that payments are made based on placements.

Mr. Perez briefly discussed issues regarding wage rates and skills gap.

Mr. Beasley requested feedback on how this Board would address the issues regarding wage rates. Chairman Piedra commented that this could potentially be a very "political issue." Mr. Perez clarified that he is recommending the Board identify ways to increase skills so individuals could possibly earn more. Chairman Piedra and Mr. Beasley discussed pros and cons minimum wage increases. They noted that high minimum wages would potentially result in employees being displaced.

Ms. Garza briefly shared information regarding Miami-Dade County Vendor Living Wage requirements.

Mr. Beasley recommended looking at apprenticeships.

Mr. Perez briefly discussed the U.S. Census data and current paradigm shift on wealth. He gave an example of the City of Miami and continued his discussion by encouraging this board to focus on employer/business needs.

Chainman Piedra inquired about the Career Pathway and Mr. Beasley explained.

There was continued discussion.

Chairman Piedra recommended the following be researched:

- What is the current graduation rate?
- What is the level of “Brain Drain”?

Mr. Gibson commented on how there is no middle class and how there is a huge gap between the wealthy and poor. He recommended identifying ways to assist the middle class population. Ms. Gaza concurred and noted that the middle class is “disappearing.”

Mr. Beasley explained that representatives from JP Morgan Chase & Co. will present a “New Skills at Work” study at the next Board meeting that would touch on the various concerns mentioned. He further discussed the current supply/demand matrix, specifically the high wage/high growth category.

Mr. Perez asked whether there had been any outreach conducted on the Port of Miami tunnel project.

There was continued discussion.

Mr. Beasley went on to explain high wage jobs and direct job placements.

There was continued discussion.

Mr. Piedra recommended staff create a team of career center’s top performers to shadow and train other staff.

5. Information – CareerSource Florida 2014-15 Business Services Performance Incentive

Mr. Beasley introduced and presented the item noting that this region exceeded its business services performance goals.

No further questions or discussions.

6. U.S. Department of Education Launches Second Chance Pell Pilot Program for Incarcerated Individuals

Mr. Beasley introduced the item.

Chairman Piedra asked whether Transition, Inc. would also be involved in this initiative. Mr. Beasley further explained.

Prior to meeting adjournment, Mr. Beasley, as well as members of the Committee, and staff wished Chairman Piedra a Happy Birthday.

Meeting adjourned at 9:55am.



SFWIB EXECUTIVE COMMITTEE

DATE: 10/8/2015

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FISCAL AUDIT UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On July 17, 2015, the South Florida Workforce Investment Board (SFWIB) approved the negotiation of a contract with TCBA Watson Rice, LLP for the performance of an external independent audit of the agency's financial records and reports for Program Year 2014-15. Subsequently, SFWIB staff met with members of the Audit Management Team and the attached Audit Status Update is being provided for the Committee to review

FUNDING: All Funding Streams

PERFORMANCE: N/A

ATTACHMENT

**CAREER SOURCE SOUTH FLORIDA
ENTRANCE CONFERENCE AGENDA
6/30/2015 AUDIT
August 25, 2015**

Audit Team Management Team:

Ronald Thompkins, Partner, BCA Watson Rice LLP
 Tim Watson, Partner, BCA Watson Rice LLP
 Carshena Allison, Principal, BCA Watson Rice LLP
 Rhea Rivera, Senior Associate, BCA Watson Rice LLP
 Joy Edwards, Associate

Client Management Team:

Mr. Rick Beasley, Chief Executive Director
 Gus Alonso, Assistant Director of Finance
 Christine Garcia, Controller

- I. Introductions
- II. Current Issues
 - Any organizational change? - **None**
 - New grants and contracts? - **None**
 - Implementation of the Super Circular – **2016 Indirect cost / procurement**
 - Adoption of new accounting policies? – **capitalization threshold increased to \$5k for 2016**
- III. _Any Management concerns - **None**
- IV. Audit timetable

Description	Proposed Date	Remarks
Receipt of Pre-Audit Items – Final fieldwork	9/14/15	
Start of final fieldwork	9/28/2015	
End of final fieldwork	10/19/2015	
Exit Conference	10/19/15	
Draft of FS & Notes to Auditors	9/28/15	
Engagement & Concurring Partner review period on FS	10/19/15	
BCA WR's Comments on Reports to CSSF (opinion date)	10/19/15	
Comments back from CSSF	10/26/15	
Review with Executive Director	After 10/26/15	Will finalize date based on calendar availability
Review` with Finance Committee	12/18/15	
Issuance of Report	1 ST Week of November	
FAC Submission	12/18/15	

**CAREER SOURCE SOUTH FLORIDA
ENTRANCE CONFERENCE AGENDA
6/30/2015 AUDIT
August 25, 2015**

V. Other Matters

- IT Evaluation – *contact: Marion Smith*
- SAS 99 Interview Schedules – *coordinate with Antoinette and Adela*
- Related party confirmations – *send out electronically; obtain email addresses from Antoinette*

VI. Closing



SFWIB EXECUTIVE COMMITTEE

DATE: 10/8/2015

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: VETERANS' PERFORMANCE INCENTIVE AWARD

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

The Jobs for Veterans Act establishes a program to provide performance incentive awards to recognize Career Centers that provide excellent employment services to veterans. The incentive awards are intended to encourage the improvement of employment, training, and placement services for veterans and recognize workforce development partners for excellence or demonstrated improvements in the provision of services to veterans.

There were three separate awards that were available based on veteran staff size (Large, Medium and Small) of the regional workforce boards. A review committee comprised of representatives from the Department of Economic Opportunity (DEO), CareerSource Florida (CSF), and the Department of Labor Veterans Employment and Training (DOL VETS), reviewed the nominations. The review committee is pleased to announce the following Veterans' Incentive Award for exemplary performance during the last program year.

Large category: CareerSource South Florida (RWB – 23) - CareerSource South Florida (CSSF)

Medium category: CareerSource Okaloosa Walton (RWB – 02)

Small category: CareerSource Florida Crown (RWB – 07)

Each of the selected Regional Workforce Boards has demonstrated outstanding efforts in delivering employment, training and placement services for veterans.

The award of \$37,666.67 was presented to CSSF at the State of Florida's Workforce Summit on September 21st, 2015.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/8/2015

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: REFUGEE PROGRAM ALLOCATIONS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: Staff recommends to the Executive Committee to recommend to the Board the acceptance and allocation of \$ 12,522,250 in Refugee Employment and Training funds.

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On June 17, 2015, the Board approved the fiscal year 2015/16 SFWIB budget. The budget included an allocation of \$12,522,250 in Refugee Employment and Training Program (RETP) funds. The Department of Children and Families (DCF) has confirmed that the funding level for the program year 2015/16 will be \$12,522,250.

Staff recommends that the Executive Committee accept the funding award and allocate the funds to the existing service providers as set forth in the attachment.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**REFUGEE EMPLOYMENT PROGRAM
PROVIDER ALLOCATIONS**
(Oct 2015 to Sept 2016)

	Allocation Amounts
Adults Mankind Organization, Inc.	\$ 1,945,578
Arbor E & T, LLC	\$ 966,105
Cuban American National Council, Inc.	\$ 947,155
Community Coalition, Inc.	\$ 835,867
Lutheran Services of Florida, Inc.	\$ 2,381,676
Miami Beach Latin Chamber of Commerce, Inc	\$ 338,753
Youth Co-Op, Inc.	\$ 3,416,759
Total Provider	\$ 10,831,892
Intake Staff	\$ 271,440
SFWIB HQ	\$ 1,418,918
Total	\$ 12,522,250