



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Executive Committee Meeting

THURSDAY, September 13, 2018

8:00 A.M.

CareerSource South Florida Headquarters
7300 Corporate Center Drive
Conference Room 2
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. August 09, 2018
3. Information – Department of Economic Opportunity Housing Repair Program
4. Information – Expansion of Youth Community Partners in Monroe County
5. Information - Work Registration, Job Referral and Job Placement Requirements
6. Recommendation as to Approval of the SFWIB to continue to provide direct Employment & Training Services
7. Recommendation as to Approval of a Contract Extension for Refugee Employment and Training Service Providers
8. Recommendation as to Approval to Temporarily Contract with Arbor E&T, LLC to Operate Two (2) Additional Career Centers

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"Members of the public shall be given a reasonable opportunity to be heard on a specific agenda item, but must register with the agenda clerk prior to being heard."



SFWIB EXECUTIVE COMMITTEE

DATE: September 13, 2018

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

August 9, 2018, 2015 at 9:00 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, 1st floor conference room

Miami, FL 33126

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE	AUDIENCE:
<ol style="list-style-type: none"> 1. Bridges, Jeff, <i>Chairman</i> 2. Andy Perez, <i>Vice-Chairman</i> 3. Del Valle, Juan Carlos 4. Ferradaz, Gilda 5. Garza, Maria 6. Gibson, Charles 	<p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Almonte, Ivan Garcia, Christine Gilbert, David Jean-Baptiste, Antoinette Kavehershi, Cheri Perin, Yian Smith, Marian Smith, Robert</p>	<p>Lozano, Monica – <i>Florida Vocational Institute</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

SFWIB Chairman Bridges called the meeting to order at 8:22am, asked all those present introduced themselves and noted that a quorum of members had been achieved.

2. A. Approval of Executive Committee Meeting Minutes of June 14, 2018 and July 12, 2018

Chairman Bridges introduced the item and noted a scrivener's error into record. He requested item number two of the agenda cover be changed to read " Executive Committee Meeting Minutes" in replace of "Finance and Efficiency Council Meeting Minutes".

Vice-Chairman Perez moved the approval of June 14, 2018 and July 12, 2018 meeting minutes as amended. Motion seconded by Ms. Gilda Ferradaz; Motion Passed as Amended

3. Information – Office of Inspector General Final Audit Report Update

Chairman Bridges introduced the item and Mr. Beasley further presented.

Mr. Gibson inquired about an audit finding noted in the report for Arbor E & T, ResCare, Inc. He wanted to know how the entity would reimburse for the disallowances. Mr. Beasley responded that the amount had been paid already.

Ms. Ferradaz asked whether if this was as standardized process. Mr. Beasley provided details.

He continued with his review and discussion of the audit report.

Mr. Gibson inquired about the mass recruitment verification process notated in the audit report. Adult Programs Manager David Gilbert provided details on the validation processes. Mr. Gibson additionally inquired about the forms that were used. Mr. Gilbert explained.

Adults Program Supervisor Robert Smith provided additional details.

There was continued discussion.

Chairman Bridges inquired about the consequences of not paying the amount owed. Mr. Beasley provided details.

SFWIB Finance Assistant Director Christine Azor later confirmed the \$12,000 had been paid in full by Youth Co-Op, Inc. Mr. Beasley asked whether if this had been reviewed by Quality Assurance Coordinator Frances Gonzalez. She responded, "Yes".

Mr. Beasley provided further details.

Ms. Garza requested confirmation that the contract clearly reads, “per site” not “per agency”. Mr. Beasley explained that each center has a separate contract. He additionally noted that the placements must be assigned by the originated center.

There was continued discussion.

Ms. Garza asked whether if there are recommendations in addition to the four that were discussed. Mr. Beasley provided further details and current data.

Chairman Bridges inquired about the job orders and Mr. Beasley provided details on ensuring consistency validating the full time jobs available.

She asked whether if this was a company-wide process with regards to placements and Mr. Beasley provided details.

They inquired about the amount of hours and noted a total of 12.

Chairman Bridges inquired about job orders and Mr. Beasley provided further details.

Ms. Garza inquired about any follow-ups.

Ms. Ferradaz inquired about an updated response. Mr. Beasley provided details.

Vice-Chairman Perez asked whether if Youth Co-Op, Inc. has made any personnel changes since the release of the audit report. Mr. Beasley provided further details on Youth Co-Op, Inc.’s efforts.

He later asked whether if anyone had been terminated. Mr. Beasley responded, “No”.

Ms. Garza inquired about the number of contracts Arbor E & T, ResCare currently has with CSSF. Mr. Beasley provided details. He additionally shared that the State of Florida has no issues with CSSF’s current data. He provided further details.

Mr. Beasley continued with his discussion and presentation.

Ms. Ferradaz inquired about the standard processes and Mr. Beasley provided further details.

Ms. Garza inquired about the year Florida Regions officially transitioned from performance based to cost reimbursement and Mr. Beasley responded in 2014/2015 program year. Ms. Garza shared her concern as to whether proper training had been conducted internally.

Ms. Garza shared her additional concerns regarding the audit report. Mr. Beasley shared that the State of Florida has no issues with the outcome of the current data.

There was continued discussion regarding the possibility of “cleaning house”.

Mr. Beasley noted it's a lot easier to provide assistance to contractors that humble themselves and admit to their mistakes. He briefed the Committee on his recent meeting with Youth Co-Op, Inc.'s board chairman.

Ms. Garza noted into record that contractors are welcome to share their concerns to the Board. Vice-Chairman Perez noted the process of requesting to speak before the Board. Mr. Beasley explained the restrictions.

Chairman Bridges shared his view regarding the process of adapting to changes in life. He continued to share his concerns regarding the many challenges CSSF contractors face with transitioning their business processes from cost reimbursement to performance based.

Mr. Beasley also shared his feedback regarding the current challenges at the centers. He gave examples of the various challenges and how staff has been offering assistance.

Chairman Bridges suggested a better way for an overhaul process. He also advised seeking alternatives.

Mr. Smith presented information on sustainable wages.

Mr. Beasley continued with his presentation.

Ms. Garza shared her view of traditional jobs versus the newly trended careers that job seekers are currently seeking.

4. **Information – TechHire Summer Boot Camps Program Update**
5. **Information – Miami-Dade County Summer Youth Internship Program Update**

Chairman Bridges introduced the item and Mr. Beasley further presented. Youth Programs Manager Tomara Graham provided further details on current data and status of youth participants.

Mr. Beasley briefed the Committee on changes to current nepotism policies.

Vice-Chairman Perez requested data on current industries that partnered with CSSF to provide employment opportunities to youth participants. Mr. Beasley gave information on stipends. Ms. Graham provided details on the amounts of each stipend.

Vice-Chairman Perez inquired about how Miami-Dade County Public Schools (M-DCPS) gets paid. Mr. Beasley explained. Ms. Graham provided further details on training and dual enrollments.

Chairman Bridges inquired the process for validating hours worked. Both Mr. Beasley and Ms. Graham explained via time sheets.

Vice-Chairman Perez inquired about CSSF's sponsorship amount. Mr. Beasley responded a total of \$1.5 million.

Ms. Garza inquired about Children's Trust involvement. Mr. Beasley responded that Children's Trust also contributed \$1.5 million. He further noted Miami-Dade County contributed \$1 million and other smaller entities contributed to this effort.

There was continued discussion.

Chairman Bridges asked whether if youth participants received direct payments from M-DCPS. Mr. Beasley responded that the participants were paid directly. Chairman Bridges requested information on stipends. Mr. Beasley responded a total of three installments were paid(\$100, \$638 and \$638).

Chairman Bridges questioned the term "internships" and "earned income".

Mr. Gibson requested information on sign-in sheets

Vice-Chairman Perez reiterated his request for a report showing industries that partnered with CSSF to provide employment to youth participants.

Both Chairman Bridges and Mr. Gibson inquired about the work curriculum. Ms. Graham provided details. She noted the participants start off in a classroom setting then transition into a job within the various industries. Ms. Garza briefly shared her concerns as well.

Mr. Beasley assured the Committee that a report on the various industries would be provided at a later date.

There being no further business to come before the Committee, the meeting adjourned at 9:59am



SFWIB EXECUTIVE COMMITTEE

DATE: 9/13/2018

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) HOUSING REPAIR PROGRAM

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) announced that the State of Florida would receive \$616 million in funding through the Community Development Block Grant Disaster Recovery (CDBG-DR) Program, to support long-term recovery efforts following Hurricane Irma.

In June 2018, HUD approved Florida's state action plan, which details how the Florida Department of Economic Opportunity (DEO) will administer these funds. The funding will be used to replace and repair damaged homes, build new affordable housing and provide grants to impacted businesses. Together, with Florida's hardest-hit communities, the state will allocate the majority of CDBG-DR funding to address housing needs through programs that:

- Construct new affordable rental housing units;
- Purchase land for the development of affordable housing; and
- Provide assistance through grants to support impacted businesses.

The DEO has worked diligently since Hurricane Irma made landfall to understand and address the recovery needs of families, businesses and communities across the state. Nine locations were chosen to collaborate with DEO to establish Housing Repair Program Application Intake Centers. The locations are Brevard, Broward, Collier, Duval, Lee, Miami-Dade, Monroe, Orange and Polk counties.

CareerSource South Florida's (CSSF) Northside Career Center, located at 7900 NW 27th Avenue, Suite 200, Miami, Florida, has been identified as the DEO Housing Repair Program Application Intake Center Miami-Dade and Monroe Counties. In addition, the CSSF Mobile Unit will also be utilized to provide services.

The DEO will provide additional staff at the Northside Career Center to assist individuals with completing program registration, discuss and review steps to move forward, and complete the application.

The program will begin on September 19, 2018, for a period of three to six months.

CareerSource South Florida will be reimbursed for all cost associated with establishing and operating the DEO Housing Repair Program Application Intake Center. The DEO will issue a Notice of Funds Available (NFA) to cover their portion of the facility cost, the Mobile Unit and driver.

FUNDING: N/A

PERFORMANCE: BN/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 9/13/2018

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: EXPANDING AND STRENGTHENING COMMUNITY PARTNERSHIPS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

On August 14, 2018, SFWIB staff met with various community partners in Monroe County to discuss expanding community partnership by strengthening efforts between community partners and the workforce board. This meeting was held with education, law-enforcement, and community based organizations. The goal is to leverage resources, ideas and increase the number of youth referrals to our youth programs, in order for youth in Monroe County to receive our services and fill the employment gaps in the area.

Monroe County has a great need for our services, 80% of the county receives free and or reduced lunch. There are youth that are faced with barriers such as, English Language Learners, Section 8 recipients, youth offenders, homeless, foster youth, and youth who are members of the military family.

The following are the organizations SFWIB staff met to improve youth employment services in Monroe County:

- Monroe County Public Schools
- Department of Juvenile Justice
- Florida Keys Outreach Coalition for the Homeless
- Samuel House

As the local workforce board, our goal is to create economic opportunity and upward mobility through creating various career pathway programs, specifically focusing on at-risk youth. Through this partnership, more youth will be served lead to self-sufficiency. The expansion of these partnerships will inspire and develop youth interests and build future talent pipelines by exposing youth to workforce opportunities. There is a follow-up planning meeting that is being scheduled for mid-October 2018.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 9/13/2018

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: WORK REGISTRATION, JOB REFERRAL, AND JOB PLACEMENT REQUIREMENTS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

As a part of the effort to continuously improve the Regional service delivery system, SFWIB staff developed administrative requirements that clearly define a complete job seeker work registration, job referral, and job placement in Local Workforce Development Area (LWDA) 23. The requirements will enhance the job seekers work registration profile and will help ensure that Career center staff provide quality services and job referrals to increase LWDA 23 employment outcomes.

The development of these requirements will create a standard for LWDA 23 to ensure compliance with all federal and state policies and guidelines. It will also improve the quality of services that are provided in LWDA 23 centers to both businesses and job seekers. The requirements will be implemented through an Administrative Order.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



ADMINISTRATIVE ORDER

SUBJECT:	Work Registration, Job Referral and Placement Requirements	Administrative Order No.
APPLIES TO:	All SFWIB Staff, Center Staff, Workforce Contracted Staff and Youth Contracted Staff	Effective Date: Immediate
		Revised Date:
		Expiration Date: Indefinite
REFERENCE	Job Order and Placement: DEO Administrative Policy 099	

A. PURPOSE

The purpose of implementing these requirements is to provide guidance on the minimum for documenting and completing a jobseekers work registration, job referral and the recording of placements in Employ Miami Dade (EMD) or Employ Monroe (EM) for Local Workforce Development Board (LWDB) 23.

B. BACKGROUND

The purpose of the EMD and EM employment service system is to bring together qualified jobseekers and employers. Additionally, each LWDB must administer a labor exchange system that can:

- Assist jobseekers in finding employment, including promoting their familiarity with EMD or EM;
- Assist employers in filling vacancies;
- Facilitate the match between jobseekers and employers;
- Participate in a system for clearing labor among the states, including the use of a standardized classification system;
- Meet the work test requirements of the Reemployment Assistance program; and
- Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

Approved By: Rick Beasley, Executive Director	Update to	Issued by: David Gilbert
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C. POLICIES AND PROCEDURES

1. Complete Work Registration

A complete EMD or EM registration must include all of the following components; a complete and current General Information section containing a verified residential and mailing address, a valid telephone number, and e-mail address. The jobseekers must also have been assigned an occupation title and occupation code (O*NET code). Additionally, staff must complete the Background Wizard section to include the Education Profile, the Employment History with previous hourly wages, O*NET code. To complete the registration, the jobseekers must have an active/online résumé that is viewable to employers, with a valid telephone number and e-mail address.

2. Job Referrals

A job referral is the act of facilitating the match between qualified jobseekers and employers with job openings; and the recording of such referral in EMD or EM. Prior to referring a jobseeker to a job opening, staff must ensure the jobseeker's qualifications match the minimum requirements listed in the job order by ensuring that the General Information section, Background Wizard section, and the résumé on their personal profile includes all the jobseekers skills, abilities, prior work experience, education and training, certifications and licensure. These items should be consistent with the requirements of the job order. Staff must ensure that job referrals are only provided to jobseekers that have completed work registration and who meet the minimum requirements as stated in the job order. **At no time should a staff member alter the minimum requirements of a job order to increase a jobseekers skills match.** Additionally, staff must obtain the consent of the jobseeker prior to making any job referral. Staff must enter a case note in EMD or EM to document the consent of the jobseeker.

3. Job Placements

A job placement is the hiring by a public or private employer of an individual referred by staff, for a job or an interview, and where the staff completed each of the following steps:

- Prepared a job order form for a job previously approved by an employer and submitted it to the Job Bank for approval and entry prior to the referral or prior to the position being filled, except in the case of a job development contact on behalf of a specific individual;
- Made prior arrangements with the employer for the referral of an individual or individuals;
- Obtained the individual's consent to be referred to the job order;
- Referred an individual who had not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;
- Verified from a reliable source, preferably the employer, the individual was hired and started work; and
- Properly recorded the placement.

Staff must verify the jobseeker began working prior to recording the appropriate placement code. Verification information must be documented and must include a case note identifying:

Approved By: Rick Beasley, Executive Director	Update to	Issued by: David Gilbert
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- The jobseeker's name;
- The name of the employer;
- The job title of the position and starting wage;
- The source of verification; and
- The date the customer started working at the designated jobsite.

Notification of an upcoming start or hire date is not acceptable for recording a placement. For all placements with a staffing agency or other similar type of employers that provides contracted or temporary labor; staff must also obtain documentation (i.e. pay stub or payroll register) that authenticates the jobseeker was assigned to a worksite and has earned wages. The first paystub after start date is preferred.

Note: Pursuant to 20 CFR 652.3, staff must ensure the O*NET code used for a specific job opening matches the job description. If no match can be found, staff must use the title the employer or third-party agent provided. Only one O*NET code may be used per job order. Placement into job openings that do not match the description in the job order or O*NET code is not permissible.

D. AUTHORITY

[Wagner-Peyser Act of 1933, as amended by the Workforce Innovation and Opportunity Act of 2014](#)

[Workforce Innovation and Opportunity Act of 2014](#)

[20 CFR 651.10, 652, 653.501](#)

[29 CFR 1604, 1606, 1625](#)

[42 U.S.C. 2000](#)

[Fair Labor Standards Act](#)

[ETA 9002 and VETS 200 Data Preparation Handbook; ETA Handbook No. 406](#)

[Vietnam Era Veterans' Readjustment Act of 1972](#)

[Chapter 760 Florida Statutes](#)

Approved By: Rick Beasley, Executive Director	Update to	Issued by: David Gilbert
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SFWIB EXECUTIVE COMMITTEE

DATE: 9/13/2018

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: REQUEST OF AN EXTENSION FOR THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD TO CONTINUE PROVIDING EMPLOYMENT & TRAINING SERVICES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to submit an extension request to CareerSource Florida for CSSF to continue providing employment and training services for Program Year 2018-2019, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Conduct an analysis of Career Centers**

BACKGROUND:

In December 2017, CareerSource Florida approved South Florida Workforce Investment Board (SFWIB) staff to temporarily provide employment and training services in Local Workforce Development Area (LWDA) 23 CareerSource centers until 30 June, 2018. The SFWIB released Workforce Services Request for Proposals (RFP) on March 14, 2018 and April 10, 2018 to solicit organizations capable of providing employment and training services.

Due to a lack of respondents by the applicable deadlines, at its June 21, 2018 meeting the SFWIB approved a recommendation for SFWIB staff to continue to provide employment and training services at Carol City, Opa-Locka, North Miami Beach, Miami Beach, Northside, South Miami, Key Largo and Key West CareerSource centers.

Accordingly, the SFWIB assumed daily operations of the aforementioned CareerSource center locations on July 1, 2018. Thereafter, the South Miami Center was closed and the facilities returned to the City of South Miami.

In accordance with CareerSource Florida Administrative Policy 83, the SFWIB must formally request an extension to the previous approval that was granted to temporarily provide direct services through June 30, 2018. The extension will give the SFWIB staff authorization to provide direct services for a period not to exceed three years from the effective date in December 2017, when the extension began. Approval of the requested extension will allow SFWIB staff to release a Workforce Services RFP for program year 2019-2020, and in the future if needed.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

REQUEST FOR EXTENSION

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area: Miami Dade and Monroe County	
LWDB Number: 23	
Date of Submission: 28 June, 2018	
Contact Person Name: Rick Beasley, Executive Director	Phone: 305-929-1501 Email Address: rick.beasley@careersourcesfl.com

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period 1 July, 2018 through 30 June, 2019.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: Mr. Jeff Bridges	Title: Chairman, SFWIB
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Honorable Mayor Carlos A. Gimenez	County: Miami-Dade County
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

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LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:



SFWIB EXECUTIVE COMMITTEE

DATE: 9/13/2018

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: CONTRACT EXTENSION FOR REFUGEE EMPLOYMENT AND TRAINING SERVICES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to extend the current Refugee Employment and Training Providers 2017-2018 program year contract for up to 60 additional days, as set forth below.

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At its August 16, 2018 meeting, the SFWIB approved the Global Talent and Competitiveness Council's recommendation to release the Refugee Employment and Training Services Request for Proposal (RFP) for program year 2018-2019.

SFWIB staff released the Refugee Employment and Training Services RFP; however, the solicitation timetable requires an extension of up to an additional 60-days of the current RET service provider contracts. The additional time will allow for the completion of the RFP solicitation and review process in order that the Board may approve the results at its October 18, 2018 meeting.

The Refugee Employment and Training RFP timetable is as follows:

RFP Events	Completion Dates
RFP Released	August 29, 2018
Proposal Submission Deadline	September 21, 2018
Public Review Forum	October 5, 2018
Recommendations for Approval at Board Meeting	October 18, 2018
Program Year 2018-19 Contract Start Date	November 1, 2018

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 9/13/2018

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: TEMPORARY CONTRACT OF ONE-STOP CAREER CENTER OPERATOR

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to temporarily contract with Arbor E&T, LLC to operate two (2) additional centers, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

SFWIB was previously granted authorization to provide direct services on a temporary bases as a result of two failed Request for Proposal (RFP) processes. As a result of which, the board now has the ability to temporarily contract with an agency of its choosing to provide services on its behalf for the remainder of the program year or until SFWIB conducts another RFP process.

SFWIB staff has identified Arbor E&T LLC as a current organization that indicated an interest to operate additional centers and meets the current performance standards required by SFWIB to provide workforce services. Therefore, SFWIB staff recommends to the board to temporarily contract with Arbor E&T LLC to operate the Northside and North Miami Beach Centers. Additionally, with the board's approval SFWIB staff will release an RFP for Workforce Services for program year 2019-2020.

Arbor E&T, LLC is poised to assume operations on October 1, 2018 and SFWIB staff stands ready to make the transition.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT