



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Executive Committee Meeting

THURSDAY, November 19, 2020

8:15 A.M.

View Live on the Web: https://us02web.zoom.us/webinar/register/WN_7VKaithGRHy_96PIDCOTZw

(Registration Required)

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. October 8, 2020
3. Information – USDOL Targeted Program Compliance and Assistance Review (TPCAR)
4. Information – COVID-19 Layoff Aversion Fund Update
5. Recommendation as to Approval of Amendments to the By-Laws of the SFWIB
6. Recommendation as to Approval of Revisions to the Occupational Training Supply/Demand Policy
7. Recommendation as to Approval of Revisions to the Targeted Occupations List Policy

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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: November 12, 2020

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

October 8 , 2020 at 8:15 A.M

CareerSource South Florida Headquarters

VIA ZOOM

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE	AUDIENCE:
<ol style="list-style-type: none"> 1. Perez, Andy, <i>Chairman</i> 2. Gibson, Charles, <i>Vice-Chairman</i> 3. del Valle, Juan Carlos 4. Ferradaz, Gilda 5. Garza, Maria 	<p>SFWIB STAFF</p> <p>Beasley, Rick Ford, Odell Gilbert, David Jean-Baptiste, Antoinette Kavehersi, Cheri Kelly, Travis Perrin, Yian Smith, Robert</p>	

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Andy Perez called the meeting to order at 8:17am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

2. Approval of Meeting Minutes of September 10, 2020

Mr. del Valle moved the approval of meeting minutes of September 10, 2020. Motion seconded by Ms. Maria Garza; **Motioned Passed Unanimously**

(All in Favor with No Opposition)

3. Information – WIOA Grantee – Sub Grantee Agreement

Chairman Perez introduced the item. Mr. Beasley further presented.

4. Information – COVID-19 Layoff Aversion Fund Update

Mr. Beasley presented the item.

Chairman Perez shared his feedback.

Mr. Beasley updated the Committee on a potential initiative.

5. Recommendation as to Approval of the Contract Renewal of Existing Refugee Providers

Mr. Beasley presented the item.

Mr. Juan Carlos del Valle moved the approval of the contract renewal of existing refugee providers. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

(All in favor with no opposition)

6. Recommendation as to Approval to Reallocate National Disaster Grant Funds

Mr. Beasley presented the item.

Mr. Juan Carlos del Valle moved the approval to reallocate national disaster grant funds. Motion seconded by Charles Gibson; **Motion Passed Unanimously**

(All in favor with no opposition)

New Businesses and Updates on Current Businesses:

- Mr. Beasley provided updates on a recent request from Career Team for a cost reimbursement contract.

There being no further business to come before the Committee, meeting adjourned at 8:57am.



SFWIB EXECUTIVE COMMITTEE

DATE: 11/19/2020

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: USDOL FLORIDA ENHANCED DESK MONITORING REVIEW

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On October 16, 2020, the Florida Department of Economic Opportunity received a letter confirms arrangements between the U.S. Department of Labor (USDOL), Employment and Training Administration (ETA) Region 3 Office, Enhanced Desk Monitoring Review (EDMR) of your Workforce Innovation and Opportunity Act Formula (AA-32210-18-55-A-12, AA-33223-19-55-A-12) and Wagner-Peyser (ES-31841-18-55-A-12, ES-33387-19-55-A-12) Grants. The review will be from November 16-20, 2020. The review will assess compliance with the programmatic and fiscal requirements of the grant. The EDMR process involves an exchange of documents (via e-mail or drop box), and interviews with key grant personnel.

The EDMR will follow the review process outlined in the ETA Core Monitoring Guide (https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/2018_Core_Monitoring_Guide.pdf). Due to the remote nature of the EDMR, the scope is limited to examining the framework that is in place to manage, administer, and operate the grant in accordance with applicable Federal Statute, regulations, and ETA guidance.

The Federal Project Officer (FPO) will send a separate request for the documents that are needed to conduct the review. The review will begin with a conference call on Monday, November 16, 2020, at 9:00 am EST. Julian Hardy, the Federal Project Officer assigned to the grant, will conduct the review. The exit conference will be conducted by telephone with the date and time to be determined.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

U.S. Department of Labor

Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 – 61 Forsyth Street S.W.
Atlanta, Georgia 30303



November 16, 2020

Mr. Dane Eagle
Executive Director
Florida Department of Economic Opportunity
107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399

Dear Mr. Eagle:

This letter confirms arrangements made between you and Julian Hardy, Federal Project Officer (FPO), regarding the U.S. Department of Labor (USDOL), Employment and Training Administration (ETA) Region 3 Office, Enhanced Desk Monitoring Review (EDMR) of your Workforce Innovation and Opportunity Act Formula (AA-32210-18-55-A-12, AA-33223-19-55-A-12) and Wagner-Peyser (ES-31841-18-55-A-12, ES-33387-19-55-A-12) Grants. The review will be from November 16-20, 2020. The review will assess compliance with the programmatic and fiscal requirements of the grant. The EDMR process involves an exchange of documents (via e-mail or drop box), and interviews with key grant personnel. Interviews may be scheduled by phone or video conferencing.

The EDMR will follow the review process outlined in the ETA Core Monitoring Guide (https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/2018_Core_Monitoring_Guide.pdf). Due to the remote nature of the EDMR, the scope is limited to examining the framework that is in place to manage, administer, and operate the grant in accordance with applicable Federal Statute, regulations, and ETA guidance. The Federal Project Officer (FPO) will send a separate request for the documents that are needed to conduct the review.

The review will begin with a conference call on Monday, November 16, 2020, at 9:00 am EST. Julian Hardy, the Federal Project Officer assigned to the grant, will conduct the review. The exit conference will be conducted by telephone with the date and time to be determined.

ETA appreciates your cooperation in planning for this review. If you have any questions, please do not hesitate to contact Mr. Hardy at (404) 302-5376 or by email at hardy.julian@dol.gov.

Sincerely,

Sonja Baisden Shell

Sonja Baisden Shell
Chief, Division of Workforce Investment

cc: Rick Beasley, Executive Director, Local Workforce Area 23

Enclosures

Florida DEO, Career Source Florida, Career Source South Florida, LWDA 23

WIOA Formula/Wagner-Peyser

(ES-31841-18-55-A-12, ES-33387-19-55-A-12, AA-32210-18-55-A-12, AA-33223-19-55-A-12)

Enhanced Desk Monitoring Review Agenda November 16-20, 2020

USDOL-ETA, Federal Project Officer: Julian Hardy, Susan Tesone

Florida DEO Workforce Director: Casey Penn

Local Workforce Area 23: Rick Beasley, Executive Director

Date	Activity
Monday November 16, 2020	
9:00 a.m. – 10:00 a.m.	Entrance Meeting
10:00 a.m. – 5:00 p.m.	Core Activity 1: Service Design and Delivery Planning and Program Design, Implementation Products and Deliverables, Business Services and Employer Engagement, Participant Services Board Chair and selected members interviews
Tuesday November 17, 2020	
9:00 a.m. – 4:00 p.m.	Core Activity 2: Grant Operations Sub-recipient Management and Oversight, Records Management, Personnel, Civil Rights, Complaints, Grievances & Incident Reporting Ongoing Interviews with Management and Staff File Review

Wednesday
November 18, 2020
8:00 a.m. – 4:00 p.m.

Core Activity 2: Grant Operations

Sub-recipient Management and Oversight, Records Management, Personnel, Civil Rights, Complaints, Grievances & Incident Reporting
File Review

Thursday

November 19, 2020
8:00 a.m. – 4:00 p.m.

Core Activity 3: Financial Management

Internal Controls, Accounting System and Financial Reporting, Payment and Cash Management, Match and Leveraged Resources – Part I

Participant Interviews

Friday

November 20, 2020
8:00 a.m. – 4:00 p.m.

WRAP UP

REVIEW PROCESS FOR:

Mr. Rick Beasley
Executive Director
CareerSource South Florida
7300 Corporate Center Dr. Suite 500
Miami, FL 33126
rick.beasley@careersourcesfl.com

November 16-20, 2020

The review process will be accomplished through a desk review, document sharing and phone interviews. The reviewer will gather available, up-to-date, written policies, procedures, or other guidance governing the systems under topic. The act of identifying an issue results in little improvement without accompanying technical assistance in the creation and implementation of corrective action.

Please provide all policies and procedures available including but not limited to the following: (**No Originals and No Personal Identifiable Information**).

Local Level - Documentation Request:

- Applicable program and WIOA Local Area policies and procedures;
- WIOA Local Area organizational chart or charts;
- List of current local workforce board members and affiliations
- Current Local, approved plan
- Procurement policy
- Local Sunshine Policy
- WIOA Local Areas customer flow;
- Completed monitoring schedule in PY 2018, 2019 done by service providers in WIOA Local Area, including any monitoring reports issued and all associated correspondence for PY 2018
- Exiters list in PY 2018, 2019 for WIOA Dislocated Worker, WIOA Adult for LWDA 23;
- ETA chooses a sample for review on-site, and WIOA Local Areas should be prepared to supply access to the participant files;
- WIOA Local Areas complaint logs;
- Complaint policy and procedures;
- Workshops schedules available at WIOA Local Areas in for applicable weeks of the review;
- Establishing WIOA eligibility procedures; and
- Participant data entry procedures.

State Level Documentation Request for Wagner-Peyser:

- Applicable State and WIOA Local Area policies and procedures;
- Monitoring reports for PY 2018, PY 2019
- MOU with partners for services at the WIOA Local Areas;
- Assessment tools; and
- Relevant State management reports (performance).



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 11/19/2020

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: WIOA LAYOFF AVERSION FUND UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **BUILD DEMAND-DRIVEN SYSTEM W/ EMPLOYER ENGAGEMENT**

STRATEGIC PROJECT: **Develop integrated Business Service teams**

BACKGROUND:

On June 18, 2020, the South Florida Workforce Investment Board (SFWIB) approved the implementation of the COVID-19 Layoff Aversion Fund initiative. The program was launched in an effort to support small businesses and/or community based organizations (CBOs) facing financial impacts and potential layoffs from Coronavirus Disease 2019 (COVID-19). The fund provides grants to small businesses and/or CBOs experiencing economic distress. The goal of the fund is to prevent potential layoffs or minimize the duration of pandemic-related unemployment.

As of October 26, 2020, the fund has received 1,077 applications requesting nearly \$6 million dollars in assistance. A total of 12,525 employees have been affected within the 1,074 businesses. The estimated number of jobs saved is 9,865 which equates to a \$369,345,600 impact on the community. That would give the overall program a \$61.07 return on investment.

The current number of applications being reviewed for approval is 283 effecting 3,579 employees and potentially saving 2,964 jobs. If all applications undergoing the second reviewed are approved, it will result in a \$116,520,768 economic impact to the community giving the program a \$112.87 return on investment. The applications must be reviewed to ensure approved expenses are allowable.

In Miami-Dade County, a total of 1,039 businesses have submitted applications. A total of 12,060 employees have been affected. The average hourly wage of the impacted worker is \$18.06. The estimated number of jobs saved in Miami-Dade County is 9,467 which equates to a \$349,592,973 impact on the community.

In Monroe County, a total of 38 businesses have submitted applications. A total of 529 employees have been affected. The average hourly wage of the impacted worker is \$19.09. The estimated number of jobs saved in Monroe County is 445, which equates to a \$17,438,416 impact on the community.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

LAYOFF AVERSION FUND SUMMARY REPORT

Overall Program Totals

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	1,077	284	170
Total Number of employees	12,652	3,606	1,720
Average Hourly Wage per Employee	\$ 19.00	\$ 18.59	\$ 19.33
Avg. Salary Annual	\$ 39,520.00	\$ 38,670.67	\$ 40,206.40
Estimated Number of Jobs Saved	9,912	\$ 2,999.00	1441
Estimated Amount of Annual Wages Saved	\$ 391,722,240.00	\$ 115,973,329.33	\$ 57,937,422.40
Layoff Aversion Assistance Requested	\$ 6,210,419.12	\$ 1,154,504.06	\$ 538,692.52
Avg Assistance Amount per Jobs Saved	\$ 626.56	\$ 384.96	\$ 373.83
Net Economic Benefit	\$ 38,893.44	\$ 38,285.70	\$ 39,832.57
Economic Impact to the Community	\$ 385,511,820.88	\$ 114,818,825.27	\$ 57,398,729.88
ROI	\$ 62.08	\$ 99.45	\$ 106.55

The Beacon Council

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	513	106	66
Total Number of employees	5,468	1,179	740
Average Hourly Wage per Employee	\$ 18.69	\$ 19.79	\$ 20.94
Avg. Salary Annual	\$ 38,875.20	\$ 41,163.20	\$ 43,555.20
Estimated Number of Jobs Saved	4,364	997	641
Estimated Amount of Annual Wages Saved	\$ 169,651,372.80	\$ 41,039,710.40	\$ 27,918,883.20
Layoff Aversion Assistance Requested	\$ 2,887,588.67	\$ 368,782.87	\$ 189,086.06
Avg Assistance Amount per Jobs Saved	\$ 661.68	\$ 369.89	\$ 294.99
Net Economic Benefit	\$ 38,213.52	\$ 40,793.31	\$ 43,260.21
Economic Impact to the Community	\$ 166,763,784.13	\$ 40,670,927.53	\$ 27,729,797.14
ROI	\$ 57.75	\$ 110.28	\$ 146.65

The Latin American Chamber

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	105	25	9
Total Number of employees	1,253	265	96
Average Hourly Wage per Employee	\$ 17.55	\$ 15.12	\$ 15.95
Avg. Salary Annual	\$ 36,504.00	\$ 31,449.60	\$ 33,176.00
Estimated Number of Jobs Saved	1,029	238	92
Estimated Amount of Annual Wages Saved	\$ 37,562,616.00	\$ 7,485,004.80	\$ 3,052,192.00
Layoff Aversion Assistance Requested	\$ 555,495.86	\$ 71,174.34	\$ 19,198.42
Avg Assistance Amount per Jobs Saved	\$ 539.84	\$ 299.05	\$ 208.68
Net Economic Benefit	\$ 35,964.16	\$ 31,150.55	\$ 32,967.32
Economic Impact to the Community	\$ 37,007,120.14	\$ 7,413,830.46	\$ 3,032,993.58
ROI	\$ 66.62	\$ 104.16	\$ 157.98

The Key West Chamber

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	21	14	10
Total Number of employees	351	296	164
Average Hourly Wage per Employee	\$ 19.60	\$ 19.12	\$ 17.87
Avg. Salary Annual	\$ 40,768.00	\$ 39,769.60	\$ 37,169.60
Estimated Number of Jobs Saved	334	292	170
Estimated Amount of Annual Wages Saved	\$ 13,616,512.00	\$ 11,612,723.20	\$ 6,318,832.00
Layoff Aversion Assistance Requested	\$ 147,056.24	\$ 81,763.33	\$ 41,201.79
Avg Assistance Amount per Jobs Saved	\$ 440.29	\$ 280.01	\$ 242.36
Net Economic Benefit	\$ 40,327.71	\$ 39,489.59	\$ 36,927.24
Economic Impact to the Community	\$ 13,469,455.76	\$ 11,530,959.87	\$ 6,277,630.21
ROI	\$ 91.59	\$ 141.03	\$ 152.36

The Greater Marathon Chamber

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	17	8	5
Total Number of employees	178	61	30
Average Hourly Wage per Employee	\$ 18.57	\$ 21.71	\$ 22.80
Avg. Salary Annual	\$ 38,625.60	\$ 45,156.80	\$ 47,424.00
Estimated Number of Jobs Saved	111	50	30
Estimated Amount of Annual Wages Saved	\$ 4,287,441.60	\$ 2,257,840.00	\$ 1,422,720.00
Layoff Aversion Assistance Requested	\$ 79,603.02	\$ 32,186.66	\$ 13,879.23
Avg Assistance Amount per Jobs Saved	\$ 717.14	\$ 643.73	\$ 462.64
Net Economic Benefit	\$ 37,908.46	\$ 44,513.07	\$ 46,961.36
Economic Impact to the Community	\$ 4,207,838.58	\$ 2,225,653.34	\$ 1,408,840.77
ROI	\$ 52.86	\$ 69.15	\$ 101.51

The Greater Miami Chamber

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	329	110	73
Total Number of employees	4,410	1,549	867
Average Hourly Wage per Employee	\$ 18.70	\$ 19.09	\$ 20.32
Avg. Salary Annual	\$ 38,896.00	\$ 39,707.20	\$ 42,265.60
Estimated Number of Jobs Saved	3,304	1,223	684
Estimated Amount of Annual Wages Saved	\$ 128,512,384.00	\$ 48,561,905.60	\$ 28,909,670.40
Layoff Aversion Assistance Requested	\$ 2,019,956.88	\$ 508,690.54	\$ 244,483.38
Avg Assistance Amount per Jobs Saved	\$ 611.37	\$ 415.94	\$ 357.43
Net Economic Benefit	\$ 38,284.63	\$ 39,291.26	\$ 41,908.17
Economic Impact to the Community	\$ 126,492,427.12	\$ 48,053,215.06	\$ 28,665,187.02
ROI	\$ 62.62	\$ 94.46	\$ 117.25

Tools for Change

ROI Performance Calculations Layoff Aversion	Requested	Reviewed	Paid
Total Number of Applications	92	21	7
Total Number of employees	929	256	141
Average Hourly Wage per Employee	\$ 17.29	\$ 16.72	\$ 17.19
Avg. Salary Annual	\$ 35,963.20	\$ 34,777.60	\$ 35,755.20
Estimated Number of Jobs Saved	770	199	105
Estimated Amount of Annual Wages Saved	\$ 27,691,664.00	\$ 6,920,742.40	\$ 3,754,296.00
Layoff Aversion Assistance Requested	\$ 520,718.45	\$ 91,906.32	\$ 30,843.64
Avg Assistance Amount per Jobs Saved	\$ 676.26	\$ 461.84	\$ 293.75
Net Economic Benefit	\$ 35,286.94	\$ 34,315.76	\$ 35,461.45
Economic Impact to the Community	\$ 27,170,945.55	\$ 6,828,836.08	\$ 3,723,452.36
ROI	\$ 52.18	\$ 74.30	\$ 120.72



SFWIB EXECUTIVE COMMITTEE

DATE: 11/19/2020

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: AMENDMENTS TO THE BY-LAWS OF THE SFWIB

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of amendments to the By-Laws of the SFWIB, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On January 5, 2012, the South Florida Workforce Investment Board (SFWIB) approved amendments to the SFWIB By-Laws which amended several items including empowering the Executive Committee to approve SFWIB agenda items when the full board lacks a quorum.

SFWIB staff and the County Attorney's office drafted amendments for the composition, vacancies, attendance, reappointments and other requirements as it relates to the SFWIB.

The following is a detailed list of the proposed revisions/amendments to the By-Laws:

1. WIOA requirements for composition of board members;
2. Vacancies on the board;
3. Nominations of board members;
4. Communications media technology and telecommunications;
5. Duties and responsibilities of the board;
6. Attendance, reappointment and removal of board members;
7. Minutes and reasonable opportunity for the public to speak at meetings;
8. Cancellation and rescheduling meetings; and
9. Technical revisions.

A draft of the amended By-Laws with tracked changes, as well as, the SFWIB membership requirements, process and application packet is attached for review of the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

~~[[BY LAWS]]~~¹ >>BYLAWS<< OF THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Article I - Authority and General Powers

~~[[A]]~~ Pursuant to Paragraph 1.f. of the Interlocal Agreement Creating The South Florida Workforce Investment Board For Region 23 of the ~~[[State]]~~ >>state<< of Florida >>as may be amended or renewed from time to time (hereinafter the “Interlocal Agreement”), << ~~[[Chapter]]~~ >>chapter<< 445, Florida Statutes, and applicable ~~[[State]]~~ >>state<< and federal law, the South Florida Workforce Investment Board (hereinafter the “SFWIB”>> or “Board”<<) hereby creates and establishes ~~[[SFWIB By-Laws]]~~ >>bylaws<< for the governance of the ~~[[South Florida Workforce Investment Board]]~~ >>SFWIB<<. ~~[[The composition of the SFWIB and the appointment, terms, and removal of members of the SFWIB are set forth in Paragraph 1.k. of the Interlocal Agreement Creating the South Florida Workforce Investment Board for Region 23 of the State of Florida]].~~

Article II - Adoption and Amendment

~~[[A]]~~ >>(a) Adoption – <<The SFWIB shall adopt these ~~[[By-Laws]]~~ >>bylaws<< at any meeting of the ~~[[SFWIB]]~~ >>Board<< upon the affirmative vote of a majority of the then appointed membership of the SFWIB **who are empowered to vote.**

~~[[B]]~~ >>(b) Amendment – <<Amendment of these ~~[[By-Laws]]~~ >>bylaws<< may occur at any meeting of the ~~[[SFWIB]]~~ >>Board<< upon ~~[[fourteen]]~~ >>14<< calendar ~~[[days prior]]~~ >>days’<< notice to the members of the SFWIB >>by placement of such

Comment [GS(1): Pursuant to 20 C.F.R. § 679.310, the following must be included in the bylaws.

(1) how the term appointments will be staggered to ensure only a portion of membership expire in a given year. Please advise how this is done.

(2) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at 20 C.F.R. § 679.110(d)(4). I have never seen this done. Please advise whether there is a process for same. If so, please provide specifics. If not, we should discuss establishing.

(3) The process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities. Please explain how this is done.

Comment [GS(2): The Mayor is authorized to appoint non-voting members. Are there any non-voting members?

¹ Words stricken through and/or ~~[[double bracketed]]~~ shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

amendment(s)<< ~~[[that amendment of these By-Laws shall be]]~~ on ~~[[a particular]]~~
>>an<< agenda of the ~~[[SFWIB]]~~ >>Board<< and upon the affirmative vote of two-thirds of the then appointed members of the SFWIB who are empowered to vote.

Article III - >> Board Membership

(a) Composition – The SFWIB shall consist of members that represent government, business, education, labor, and economic development among other sectors of the communities in Miami-Dade and Monroe Counties.

Comment [GS(3): The requirements included herein are taken from WIOA sec. 107 and 20 C.F.R. § 679.320.

(1) Business Representatives – A majority of the SFWIB’s membership must be representatives of business in the local area.

A. At a minimum, two Board members must represent small businesses as defined by the U.S. Small Business Administration.

B. Each business representative must meet the following criteria:

1. Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and

Comment [GS(4): Add definition.

2. Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in section 3(23) of the Workforce Innovation Opportunity Act (“WIOA”).

(2) Workforce Representatives – At least 20 percent of Board members must be workforce representatives as follows:

A. At a minimum two Board members must represent labor organizations. In the event there are no labor organizations in the area, Board members must be selected from other employee representatives.

B. At a minimum one Board member must represent a joint labor-management, or union affiliated, registered apprenticeship program within the area and must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

C. One or more members may represent community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities.

D. One or more members may represent organizations that have demonstrated experience and expertise in addressing the employment, training, or educational needs of eligible youth, including representatives of organizations that serve out-of-school youth.

(3) Education, Government, and Economic and Community Development

Representatives – In addition to the above, membership on the Board must include:

A. At least one eligible training provider administering adult education and literacy activities under title II of WIOA;

B. At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and

C. At least one representative from each of the following governmental and economic and community development entities:

1. Economic and community development entities;
2. The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and
3. The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.

(4) Other Representatives – In addition to the above, membership on the Board may include individuals or representatives of other appropriate entities in the local area, including:

- A. Entities administering training and educational activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the training or educational needs for individuals with barriers to employment;
- B. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
- C. Philanthropic organizations serving the local area;
- D. Agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
- E. Other appropriate individuals as determined by the chief elected official.

(b) Vacancies – Upon being notified of a vacancy on the Board, the Chair, subject to Board approval, shall establish a Nominating Task Force to solicit potential members to fill such vacancy. The Task Force shall solicit nominations from the business, education, labor, or economic and community(?) development sectors for seats vacated by members representing each respective sector as provided more fully in the South Florida Workforce Investment Board

Comment [GS(5): Consider replacing with Nominating Task Force with Nominating Committee here and in other applicable provisions throughout the document.

Comment [GS(6): How are governmental seats filled?

d/b/a CareerSource South Florida Board Membership Process (“Membership Process”) & New Member Nomination and Reappointment Form (“Member Nomination and Reappointment Form”).

(c) Nominations – The Nominating Task Force shall refer to the Executive Director all candidates nominated to fill each vacancy on the Board. Upon the Executive Director’s determination that the Task Force’s nominations are consistent with membership requirements, the SFWIB’s Agenda Clerk will provide the nominees with a Membership Nomination and Reappointment Form and Recruitment Brochure and request that the nominees return the form and a resume to the Agenda Clerk. Thereafter, and in compliance with Membership Process, the Executive Director shall submit the nominees’ information to the Executive Committee for consideration. Upon approval, a memorandum and supporting documentation shall be transmitted to the Mayors of Miami-Dade County and Monroe County recommending the nominees’ appointment to the Board.

(d) Communications Media Technology – Members may attend a meeting by means of communications media technology, defined in section 28-109.002 of the Florida Administrative Code to mean the electronic transmission of printed matter, audio, full-motion video, freeze frame video, compressed video, and digital video by any method available and shall include, but not be limited to, telephone conference, video conference or similar communications equipment. Members using communications media technology to attend meetings must be: (i) allowed to participate in Board discussions; (ii) able to be heard by other Board members; and (iii) able to be heard by the public. Although SFWIB members are permitted to use communications media technology to attend meetings, physical attendance at all Board and committee meetings is expected. If a member is unavailable to be physically present and would like to participate in the

meeting using communications media technology, said member shall notify the Chair and Executive Director no later than 48 hours prior to the start of said meeting so that such communications media technology may be established for said meeting. These bylaws shall not be construed to authorize any proceeding otherwise subject to the provisions of section 286.011, Florida Statutes, to be held exclusively by means of communications media technology without making provision for the attendance of any member of the public who desires to attend unless expressly authorized by law. SFWIB meetings conducted using communications media technology shall comply fully with section 120.54, Florida Statutes, and Chapter 28-109, Florida Administrative Code, as may be amended from time to time.

Comment [GS(7): Is this acceptable?

(e) Attendance – In the event that any member of the SFWIB, without acceptable excuse, fails to attend, either physically or through communications media technology, or more SFWIB meetings, excluding committee and task force meetings, occurring during any 12-month period, the Executive Director shall send a letter to the SFWIB member and, if applicable, to the appointing entity notifying the member and the appointing entity of said member’s absences and that their status as a member on the SFWIB is in jeopardy, encouraging the member to attend meetings, and reminding him or her of SFWIB’s attendance policy. In the event that any SFWIB member, without acceptable excuse, fails to be physically present at or more SFWIB meetings, excluding committee and task force meetings, occurring during any 12-month period, the Executive Director shall notify the chief elected official who appointed the member and recommend on behalf of the SFWIB that the member be removed from the SFWIB. “Acceptable Excuse” is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason that the SFWIB, by majority vote, deems appropriate.

Comment [GS(8): Should there be language pertaining to providing notification of absences? If so, when should members provide notice and should there be any specifics included about the absence?

Comment [GS(9): Alternative and stronger language could be also be considered for inclusion. For instance, something along the lines of:

Members must attend ____ meetings in a fiscal year, July 1-June 30. Any member who is absent from ____ SFWIB meetings within a fiscal year, shall be deemed to have voluntarily resigned from the SFWIB unless said member’s absences are excused by the Chair for cause.

Comment [GS(10): Include the number or meetings.

Comment [GS(11): Include the number.

(f) Reappointments – A member shall not serve on the Board for more than two years unless said member is reappointed to serve on the Board in the manner set forth in Membership Process.

(g) Removal of Members – Pursuant to section 445.007, Florida Statutes, the Governor may remove a member of the Board, the Executive Director of the Board, or the designated person responsible for the operational and administrative functions of the Board for cause as defined therein.

Article IV -<< Officers of the Board

~~[(A)]~~ >>(a) Chairperson – A member representing the business sector shall be elected the<<

Comment [GS(12): This is pursuant to section 20 C.F.R. § 679.330.

~~[[The]]~~ Chair of the SFWIB ~~[[shall be elected by the SFWIB at a meeting of the SFWIB]]~~ in accordance with ~~[[Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i)]]~~ >>all applicable state and federal laws and regulations<<. The Chair may be removed from office as Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

(1) The Chair of the SFWIB shall be the presiding officer at all meetings of the SFWIB.

(2) The term of the Chair of the SFWIB shall not exceed two years and >>the Chair<< shall serve no more than two terms in office or four years, whichever is less.

(3) The Chair of the SFWIB shall appoint ~~[[all of the chairs of committees and task forces]]~~² >>committee chairs and members<< of the SFWIB ~~[[and all members of all committees and task forces of the SFWIB]]~~, subject to the approval or ratification of the SFWIB. All such committee and task force chairs and members of committees and task

Comment [GS(13): I suggest deleting references to task forces. Instead of task force, the references should be to committees or councils, which are currently used. If this edit is accepted, delete all references to task forces and replace them with committees or councils.

² As used herein, committees include references to SFWIB councils.

forces of the SFWIB shall serve at the pleasure of the Chair of the SFWIB and the Chair of the SFWIB may remove the chair of any such committee or task force and any and all such committee members or task force members, without cause at any time.

(4) The Chair of the SFWIB shall serve as a nonvoting, *ex officio* member of all committees of the SFWIB and task forces of the SFWIB and the presence of the Chair of the SFWIB shall not count for the purposes of determining the existence of a quorum at any meeting of a SFWIB committee or SFWIB task force.

~~[(B)]~~ >>(b) Vice-Chairperson – <<The Vice-Chair of the SFWIB shall be elected by the Board at a meeting of the SFWIB. The Vice-Chair shall be elected from among the ~~[[representatives described]]~~ >>eligible members of the SFWIB and<< in ~~[[Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i)]]~~ >>accordance with all applicable state and federal laws and regulations<<. The Vice-Chair may be removed from office as Vice-Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

(1) The Vice-Chair of the SFWIB shall be the presiding officer at any meeting of the SFWIB when the Chair of the SFWIB is absent >>or unable to proceed<<.

(2) The term of the Vice-Chair of the SFWIB shall not exceed two years and >>the Vice-Chair<< shall serve no more than two terms in office or four years, whichever is less.

(3) In the event that the office of the Chair of the SFWIB is vacant, the Vice-Chair shall assume the duties and powers set forth in >>subsections (a)(1), (3) and (4) herein<< ~~[[(A)(1), (3) and (4) hereinabove]]~~ until such time as the office of the Chair of the SFWIB is no longer vacant.

[[~~(C)~~]] >> (c) Secretary – <<The Executive Director of the SFWIB shall serve *ex officio* as the Secretary of the SFWIB.

(1) The Secretary is hereby empowered to authenticate and certify documents of the SFWIB and to utilize the official seal of the SFWIB to authenticate and certify documents of the SFWIB.

(2) The Secretary shall seek to ~~insure~~ >>ensure<< that the proceedings of all SFWIB meetings, SFWIB committee meetings, and SFWIB task force meetings and any other meetings of the SFWIB are noticed and recorded in accordance with >>Florida's Government in the Sunshine Law, chapter 286, Florida Statutes, as may be amended from time to time, and other applicable laws<< ~~[[the Public Meetings Law of the State of Florida]]~~.

(3) In the absence or unavailability of the Secretary of the SFWIB, the Secretary shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro ~~Tem~~ >>Tem<< for any such meeting. The Chair of the SFWIB shall be notified of such appointment, or, in the event of a vacancy in the office of the Chair, the Vice-Chair shall be notified of such appointment.

(4) In the event that the office of the Secretary is vacant, the Chair, or in the event of a vacancy in the office of the Chair, the Vice-Chair, shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro Tem of the SFWIB until such time as the office of the Secretary of the SFWIB is no longer vacant.

>>**Article V - Duties and Responsibilities**

The SFWIB's responsibilities shall include, but not be limited to the following:

Comment [GS(14): These responsibilities are summaries of some, not all, of the responsibilities provided in section 445.007. Please include others that are not statutorily required but should be noted herein.

- (a) Develop, submit, ratify, or amend the local plan pursuant to applicable state and federal laws and regulations, as may be amended from time to time;
- (b) Cooperate and comply with CareerSource Florida, Inc, the Department of Economic Opportunity and any successor or other entities that have oversight or statutory authority related to the operation and administration of the SFWIB;
- (c) Oversee the one-stop delivery system in Region 23;
- (d) Develop a budget for the purpose of carrying out the mandates of section 445.007, Florida Statutes; and
- (e) Act consistently with the terms provided in the Third Amendment to Interlocal Agreement Creating the South Florida Workforce Investment Board for Workforce Area 23 of the State of Florida and any amendments, extensions, or renewals thereto.

~~[[Article IV]]~~ **Article VI** << - **Committees and Task Forces**

~~[[A]]~~ >>(a) Audit Committee – << The Audit Committee shall be a standing committee of the SFWIB and shall meet with respect to those matters assigned to said Committee by the Chair or, in the event there is a vacancy in the office of the Chair, by the Vice-Chair. The Audit Committee shall make recommendations to the SFWIB on ~~[[the]]~~ matters ~~[[so]]~~ assigned to it << ~~[[the Audit Committee]]~~.

~~[[B]]~~ >>(b) Executive Committee – << The Executive Committee shall be a standing committee of the SFWIB and is empowered to act on behalf of the SFWIB on matters relating solely to contracts if the SFWIB is unable to reach a quorum at a particular meeting, except that the Executive Committee shall not approve contracts with an organization or individual represented on the SFWIB. This authority only extends to those contractual matters which were on the SFWIB agenda where a quorum was not

Comment [GS(15): Is the audit committee still current? Are there any task forces? Councils should also be added.

Comment [GS(16): Please see below and note, the requirements of 20 C.F.R. § 679.360 as they relate to standing committees. Do the standing committees comply with the regulation?
20 C.F.R. § 679.360 (a) Standing committees may be established by the Local WDB to provide information and assist the Local WDB in carrying out its responsibilities under WIOA sec. 107. Standing committees must be chaired by a member of the Local WDB, may include other members of the Local WDB, and must include other individuals appointed by the Local WDB who are not members of the Local WDB and who have demonstrated experience and expertise in accordance with § 20 C.F.R. § 679.340(b) and as determined by the Local WDB. Standing committees may include each of the following:

- (1) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners.
- (2) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which must include community-based organizations with a demonstrated record of success in serving eligible youth.
- (3) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to...

Comment [GS(17): Include the number of members on the audit committee and how the membership of the committee is determined.

Comment [GS(18): Include who assigns the matters to the committee

Comment [GS(19): Include the number of members on the executive committee and how the membership of the committee is determined

met. The Executive Committee shall report to all members of the SFWIB of any actions it has taken on behalf of the SFWIB by distributing meeting minutes >>and all actions taken by the Executive Committee shall be ratified at the next meeting of the SFWIB where a quorum is present.<< The Executive Committee shall also meet with respect to those matters assigned to said Committee by the Chair or, in the event there is a vacancy in the office of the Chair, by the Vice-Chair. The Executive Committee shall make recommendations to the SFWIB on the matters so assigned to >>it<<~~[[the Executive Committee]].~~

~~[[C]]~~ >>(c) Ad Hoc Committees – << All other committees ~~[[of the SFWIB]]~~ and task forces of the SFWIB shall be established in accordance with >>applicable<< federal and ~~[[State law]]~~ >>state laws<< by the Chair, or in the event of a vacancy in the office of the Chair, by the Vice-Chair, subject to the approval or ratification of the SFWIB. All committees and task forces shall be consistent with federal and ~~[[State law]]~~ >>state laws<<. All committees and task forces shall have the power to make recommendations to the SFWIB on the matters assigned to the committee or task force ~~[[by the Chair, or in the event there is a vacancy in the office of the Chair, by the Vice-Chair]].~~

>>Article VII - Meetings<< ~~[[Article V – Procedure~~

~~[[A]]~~ >>(a) Procedure – <<All meetings of the SFWIB, committees of the SFWIB and task forces of the SFWIB shall be >>held in such places to comply with Florida’s Government in the Sunshine Law, chapter 286, Florida Statutes, as may be amended from time to time and<< conducted in accordance with Robert’s Rules of Order, 10th Edition, First Printing October 2000, ISBN-0-7382-0384-X (hardback)/ 0-7382-0307-6 (paperback), except that the

Comment [GS(20): Should a provision be added for special or emergency meetings?

Comment [GS(21): Should this remain the 10th edition or be revised to the most current edition of Robert’s Rules?

SFWIB [~~By-Laws~~] >>Bylaws<< shall prevail in the event of a conflict with the aforesaid Robert's Rules of Order, 10th Edition.

(b) Quorum – <<Except as provided in [~~Section 445.07~~] >>section 445.007<<, [~~Fla. Stat.~~] >>Florida Statutes<< or as otherwise provided [~~in the SFWIB By Laws~~] >>herein<<, an affirmative vote of a majority of the voting members of the >>SFWIB<< [~~quorum~~] present shall >>constitute a quorum and<<be required for the SFWIB [~~to take any action and for~~] >>or any of its<< committees and task forces [~~of the SFWIB~~] to take any action.

>> (1) Telecommunications – Pursuant to section 445.007, Florida Statutes, and as otherwise permitted by law, meetings may be conducted using any method of telecommunications, including establishing a quorum through telecommunications. In the event a quorum of the Board or Executive Committee is not present at a meeting, Board members present may indicate their approval of a matter through a consensus vote. Any matter approved by a consensus vote must be voted on at the next meeting of the Board or Executive Committee where a quorum is present.

~~[(B)]~~ >>(c) Conflict of Interest – <<Any member of the SFWIB or any member of any committee or task force of the SFWIB with a conflict of interest on a matter shall refrain from voting or otherwise participating in the proceedings related to that matter and shall leave the public meeting room or other place of the public meeting until the consideration of that matter is concluded. Any such person who does not leave the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose. >>Members of the Board shall comply with all state and local laws relating to conflict of interest.<<

[[~~(C)~~]] >>(d) Meetings Per Calendar Year<< The SFWIB shall meet not less than four times per calendar year.

>>(e) Special Meetings<< Special meetings of the SFWIB may be called by the Chair, or in the event of a vacancy in the office of the Chair, by the Vice-Chair or by a request in writing signed by not less than a majority of the then appointed members of the SFWIB who are empowered to vote and said written, executed request is filed with the Secretary of the SFWIB.

[[~~(D)~~]] >>(f) Contracts with individuals or organizations on the SFWIB<< In accordance with [[~~Chapter~~]] >>chapter<< 445, Florida Statutes, if the SFWIB enters into a contract with an organization or individual represented on the SFWIB, the contract must be approved by a two-thirds vote of the Board, a quorum having been established. >>Additionally, prior to contract with a member of the Board or a relative, as defined in section 112.3134(1)(c), Florida Statutes, of a Board member or of an employee of the Board, the SFWIB must comply with the requirements of section 445.007(11), Florida Statutes.<< The Board member who could benefit financially from the transaction must abstain from voting on the contract. Regardless of whether or not a particular member or members of the SFWIB will be attending the meeting of the SFWIB when such contract may be discussed or approved by the SFWIB at a public meeting of the SFWIB, it shall be the duty of all members of the SFWIB, regardless of the member's intention or plan to attend or not to attend such meeting, to contact and advise the Secretary of the SFWIB of any such contract as soon as possible and prior to any such contract being considered by the SFWIB for discussion or action or vote.

>>(g) Minutes – Minutes will be taken at all duly noticed meetings.

Comment [GS(22): Please include how minutes are taken.

(h) Notice – Written notice shall be provided to the public at least seven days prior to all regularly scheduled meetings of the SFWIB and any of its committees including those conducted using telecommunications. All such meetings shall be conducted in accordance with section 286.011, Florida Statutes.

(i) Members of the Public – Members of the public must be provided reasonable access to observe and, when appropriate, participate in all meetings of the SFWIB and any of its committees or councils including those conducted using telecommunications in a manner consistent with section 286.0114, Florida Statutes. Each member of the public who desires to address the Board at a meeting, including those conducted using telecommunications, shall register with the Clerk of the Board and request an opportunity to speak about any specific item. The speaker shall state his or her name, address, if he or she is speaking on their own behalf or representing an entity and said entity's view. Unless the Chair of the Board grants further time, each individual shall be limited to three minutes. All remarks shall be addressed to the Board as a whole and not simply to individual Board members or staff.

(j) Cancellation/Rescheduling – Meetings may only be cancelled or rescheduled by the Chair of the Board or a majority vote of the Board members present at a regularly scheduled meeting. However, in the event that the Executive Director is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting, such meeting may be canceled or rescheduled by the Chair of the Board. All Board members shall be notified of such cancellation or rescheduling with as much notice as possible.<<

~~[(E) In the event that any member of the SFWIB, without acceptable excuse fails to be physically present at two (2) or more of the meetings of the SFWIB, excluding committee and task force meetings of the SFWIB, occurring during any twelve (12) month period, the Executive Director of the SFWIB shall send a letter to the SFWIB member notifying the member of his or her absences. In the event that any SFWIB member, without acceptable excuse, fails to be physically present at three (3) or more of the meetings of the SFWIB, excluding committee and task force meetings of the SFWIB, occurring during any twelve (12) month period, then the Executive Director shall notify the Chief Elected Official who appointed the member and recommend on behalf of the SFWIB that the member be removed from the SFWIB. "Acceptable Excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason that the SFWIB, by majority vote, deems appropriate.]]~~

The Local WDB

The Local WDB:

- Represents a wide variety of individuals, businesses, and organizations in the local area
- Serves as a strategic convener to promote and broker effective relationships between the CEOs and economic, education, and workforce partners.
- Must develop a strategy for continuous improvement and strengthening of the workforce system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Local WDB members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations.
- § 679.310(g)(7) is changed to say the local elected officials select not elect local board members
- § 679.310(g)(7) now refers to membership on the Local WDB, rather than the State WDB when referring to the conditions of appointment to the local board.
- DOL: WIOA reduced the required local WDB membership in an effort to streamline the Boards and provide Chief Elected Officials the flexibility to establish Local WDBs that best reflect the diversity of job seeker and employer communities.
- § 679.320 (e)(4) gives the CLEO flexibility to appoint "other appropriate individuals DOL did not add any other required members
- Local WDBs must follow State guidelines to document lack of a member type in the area.
- Local WDB must follow state policy on membership criteria
- This includes criteria for selecting the representative of a title II eligible provider of adult education and literacy activities
- 107(b)(2)(C)(i), § 679.320(d)(1) They must follow WIOA on soliciting nominations when there is multiple entities

20% Organized Labor - § 679.320(c)(4)

- In filling the 20% organized labor after the mandatory 3 members DOL does not specify the type of organization that meets the 'organizations with experience serving youth'
- This is to be determined first by Governor policy/criteria if any
- By the CLEO(s)

Adult Literacy Members

- WIOA §107 and § 679.320 requires a nomination process if there are multiple eligible providers of title II adult education and literacy

Business Members

- § 679.320(b) WIOA §107(b)(2)(A)(ii), describes Local WDB membership criteria
- Small businesses representatives means more than one
- If the following meet the membership criteria in § 679.320(b)(1)&(2)[Note: if they are not considered to be business members they can fill the CLEO category]
 - large non-profit organizations
 - trade associations
 - chambers of commerce
 - aspirational industries.”
- The terms “high-quality, work-relevant training” as it applies to business representatives is left to be defined at the local level



South Florida Workforce Investment Board
dba/ CareerSource South Florida

Board Membership Process

&

New Member Nomination and Reappointment Form

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
dba/ CareerSource South Florida

TITLE: BOARD MEMBERSHIP PROCESS
DATE: January 3, 2013
PURPOSE: To provide a coherent, formal process for the recruitment of Board Members

BACKGROUND:

The Workforce Investment Act of 1998 requires each local area of the State to establish a regional workforce investment board to set policy for the local workforce investment system within the local area.

The South Florida Workforce Investment Board (SFWIB) of Region 23 (Miami-Dade and Monroe Counties) is one of 24 regional workforce boards in the State of Florida. Through its Career Centers located across the region, SFWIB serves businesses, job seekers, adults, youth, dislocated workers, refugees and individuals transitioning from welfare to work.

The SFWIB is a governmental agency and instrumentality of both Miami-Dade and Monroe Counties. The Board is composed of volunteers who represent local private sector businesses, educational institutions, economic development agencies, labor organizations, veterans interests, community-based organizations, state and local government agencies. The Board conducts its business in accord with federal and state laws, regulations, the Interlocal Agreement Creating the SFWIB for Region 23 of the State of Florida, the By-Laws of the SFWIB and SFWIB approved policies and procedures.

Where there is a vacancy on the SFWIB, Board members will identify the appropriate individual to fill the vacancy. The target individual shall fall within a required membership category (i.e., business, education, labor, CBO, economic development, military installations and One-stop partner). Following identification of the potential member, staff will distribute "New Member Recruitment" materials to the potential member if he/she expresses interest in participating in the recruitment process.

Outlined below is the procedure for soliciting Board nominations and selecting Board members. The importance of minority and gender representation shall be considered when making appointments to the Board.

RECRUITMENT:

I. Board Vacancies

When a SFWIB vacancy exists, the Executive Director will notify the Board, as well as, Committees of the Board of the vacancy. The Board Chair will establish, subject to Board approval, a Task Force to solicit potential members to fill the vacancy. Members of the Task Force will be appointed by the Chair subject to Board approval.

The Task Force will refer all candidates to fill the vacancy to the Executive Director. Once the Executive Director has determined that the Task Force's nomination is consistent with the membership requirements of federal and state laws, as well as, local board requirements, the nominee will be referred to the Agenda Clerk. The Agenda Clerk will provide the nominee a Membership Nomination and Reappointment Form and Recruitment Brochure (i.e., Become a Leader for the South Florida Workforce Investment Board).

If the Task Force is filling a vacancy from the business, education, labor or economic development Board membership categories, the following process shall be followed:

- a. Business – local business members must be nominated by business organizations and or business trade associations and then submitted to the Task Force for review.
- b. Education – members must be nominated by local educational agencies, institutions or organizations representing such local educational entities and then submitted to the Task Force for review.
- c. Labor – the Task Force will solicit nominations for labor representatives from local labor federations.
- d. Economic Development – the Task Force shall solicit nominations from both public and private local economic development agencies.

II. Appointment Process Instructions:

Once the Task Force refers a potential Board member to the Executive Director and that member satisfies legal, regulatory and local requirements, the following activities commence:

1. Nominated individual completes a Membership Nomination and Reappointment Form, including a career biography/resume.
2. Nominee submits the Membership Nomination and Reappointment Form and career biography/resume to the SFWIB Executive Director.
3. The Executive Director forwards submitted documents to Agenda Clerk.
4. For private sector nominees, the Agenda Clerk will verify the nominee's status in the business community (i.e., whether the nominee is in good standing with a Chamber of Commerce and/or economic development organizations).
5. The Agenda Clerk will scan and file the submitted documents. The original hard copy is placed in folder labeled Pending Nomination.
 - a. The Agenda Clerk will e-mail scanned documents to the Executive Director for the director to submit to the Executive Committee. The Executive Committee will review and consider the nominee. If the nominee is not approved, the Agenda Clerk prepares a notification letter to the nominee for the Executive Director's signature
 - b. Where the Executive Committee approves the nomination, the nomination is included on the SFWIB Agenda for the Board to consider. If not approved, the Agenda Clerk prepares a notification letter to the nominee for the Executive Director's signature.
 - c. Where the SFWIB approves the nominee, the Agenda Clerk prepares a memo to the Miami-Dade County Mayor or Monroe County Mayor recommending the review and approval for board appointment. The Membership Nomination and Reappointment Form, including the career biography/resume is included with the memo.

6. If the mayor appoints the Board's approved nominee, the following activities commence:
 - a. The new Board member is registered for new member online training.
 - b. The new member receives a congratulatory email from the Executive Director, instructions for online training, and a Board Member Orientation conducted by the Executive Director.
 - c. Agenda Clerk completes bottom portion of Membership Nomination and Reappointment Form, indicating date of mayoral appointment/reappointment, adds the member to the Board Member Directory and Board Member Distribution List, and ensures that the new member's name is included in appropriate section of the website.
 - d. Once the new member receives a committee assignment, the Agenda Clerk will add the member to the appropriate committee distribution list.

III. Reappointments

After serving two years, a member must be reappointed in order to remain on the Board. The same process used for appointment is followed (see Section II).

IV. Resignations

When a board member resigns, the SFWIB Executive Director takes the following measures:

1. Remove board member's information from the Board Membership Directory, distribution list and website.
2. File resignation letter

V. Related Reports

At the beginning of the third quarter of the Program Year (January), the SFWIB Agenda Clerk will provide the SFWIB Executive Director with the following reports:

1. An Attendance Report which indicates Board members' compliance as per Bylaws "*if member misses one-half of the regularly scheduled Board or Board Committee/Council meetings in a twelve (12) month period*". SFWIB Executive Director will contact Board member (phone or letter) to inquire about attendance and, if needed, a recommendation letter to the Chief Elected Official who appointed the member for automatic removal.
2. A Board Member Analysis showing the Board's compliance regarding membership representation in the different areas, i.e. industry, geographical area, sex, race, etc.
3. A list of Board members whose term expires at the end of the Program Year.

New Member Nomination and Reappointment Data Form

Complete the following information for each individual being nominated for membership. Private sector business members shall be owners of business concerns, chief executive or chief operating officers or non-governmental employers of other private sector executives who have substantial policy or management responsibility.

Name of Nominee:		Date	
Title:			
Company:			
Address:			
Phone Number:		Fax Number:	
Email address:			

Required for reporting to the Secretary of State; Florida Statutes, Section 760.80, Part IV Minority Representation in Certain Bodies					
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Physically Disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Race:	<input type="checkbox"/> African American	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other	

If private sector business nominee, check one:		
<input type="checkbox"/> Private not for Profit	<input type="checkbox"/> Private for profit	<input type="checkbox"/> Owner
<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Operating Officer	<input type="checkbox"/> Management or Policy Responsibility

Industry: (Please check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Arts, Entertainment & Recreation | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mining, Oil/Gas Extraction | <input type="checkbox"/> Transp/Warehousing |
| <input type="checkbox"/> Finance & Insurance | <input type="checkbox"/> Other Services | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Healthcare & Social Services | <input type="checkbox"/> Public Administration | |
| <input type="checkbox"/> Information | <input type="checkbox"/> Professional, Scientific/Tech Services | |

If non-private sector nominee, check one of the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> Organized Labor |
| <input type="checkbox"/> School Board | <input type="checkbox"/> Community College | <input type="checkbox"/> Public Assistance |
| <input type="checkbox"/> Employment Service | <input type="checkbox"/> Economic Development | <input type="checkbox"/> Local Elected Official |
| <input type="checkbox"/> Degree Granting Institution | | |

Number of Terms completed:

- Zero (0) First term Second term Other _____ (Number of terms)

Note: Attach a brief biography listing the nominee's education, and professional accomplishments and affiliations.

Name and Title of Person Making Nomination (Representing Organization):

Signature: _____

Address/Phone # _____

RETURN COMPLETED FORM TO:

Rick Beasley, Executive Director
 South Florida Workforce Investment Board
 dba/ CareerSource South Florida
 7300 Corporate Center Drive, Suite 500, Miami, FL 33126
 FAX (305) 470-5523

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SFWIB EXECUTIVE COMMITTEE

DATE: 11/19/2020

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: OCCUPATIONAL SUPPLY/DEMAND POLICY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval revisions to the Occupational Training Supply/Demand Policy, as set forth below.

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

STRATEGIC PROJECT: **Use LMI data for policy development**

BACKGROUND:

At the February 18, 2010 meeting, the South Florida Workforce Investment Board (SFWIB) approved an Occupational Supply/Demand Policy. The purpose of the Supply/Demand Policy is to limit the number of training programs in occupations with a surplus of workers in the marketplace. Although an occupation may appear on the Workforce Development Area (WDA) 23 Targeted Occupations List (TOL), an oversupply of individuals with qualifications may exceed the actual number of jobs available for an occupation. As a result, a participant who completes an occupational training may not readily find employment in the career for which they were trained.

Accordingly, Individual Training Account (ITA) vouchers must be issued based on occupational demand, thereby improving the completion rate and placement after training performance measures. The policy further stipulates, each occupation on the WDA 23 (TOL) must be analyzed, at a minimum, annually to determine the short- and long-term supply/demand rate, annual growth and whether the occupations have a surplus of workers.

The criteria utilized for the analysis is:

- Regional Median Short-Term Supply/Demand Rate
- Regional Median Long-Term Supply/Demand Rate
- Annual Growth Percentage Change Rate

Based on the outcome of the analysis, staff is prompted to take the following actions:

- Occupations that fail to meet all three criteria are placed in a training moratorium for one year. An ITA voucher will not be issued for new participants to enroll in training programs linked to failing occupational

titles. However, participants that were enrolled in a training program for the occupation prior to the moratorium will continue to have their training honored.

- Occupations that fail to meet two of the three criteria are placed on a watch list for six months. The status of the occupation is reviewed at the appointed time to determine if further action is required.

Occupational titles linked to SFWIB Targeted Industries – Aviation; Creative Design; Hospitality & Tourism; Information Technology; International Banking & Finance; Life Sciences & Health Care; and Trade & Logistics are exempt from the aforementioned Supply/Demand Policy criteria.

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SFWIB staff recommends to the Executive Committee the following main Occupational Supply and Demand Policy revisions:

1. Added statutory authority references for Workforce Innovation and Opportunity Act (WIOA) of 2014, Florida Statutes, CareerSource Florida Administrative Policy 82, and CareerSource Florida Strategic Policy.
2. Definitions – added this section which includes, Classification of Instructional Program (CIP), Individual Training Account (ITA), Labor Market Information (LMI), National Center for Education Statistics, Occupation Training Area, Occupational Information Network (O*NET), and Standard Occupational Classification (SOC) Code.
3. Occupational Supply Demand Analysis – updated state agency names, updated the seven targeted industries and made general edits.
4. Targeted Occupations List – updated the name of the region and made general edits.
5. Exceptions – added this section for uniformity across all SFWIB policies.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



POLICY TRANSMITTAL

SUBJECT:	SFWIB OCCUPATIONAL SUPPLY AND DEMAND POLICY	Policy/Guidance No.: 2 PY2020-21
APPLIES TO:	Workforce Development Area (WDA) 23 Career Center contractors, Training Vendors and WDA 23 jobseekers	Effective Date:
		Expiration Date:
REFERENCES:	<ul style="list-style-type: none"> • Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 Sections 3(23)(B) and 134(c)(3)(G)(iii) • Florida Statutes, 1003.492 (2)(b); and Section 445.004(6) • CareerSource Florida Administrative Policy 82, Local Targeted Occupations List Requirements • CareerSource Florida Strategic Policy, 2013.11.01.A.1, Local Area Targeted Occupations List Process Policy 	

I. OF INTEREST TO

The Occupational Supply and Demand Policy is of interest to members of the South Florida Workforce Investment Board (SFWIB), Region 23 Career Center contractors, training vendors, Region 23 jobseekers, and SFWIB staff.

II. SUBJECT

Occupational supply and demand for approved training occupations.

III. PURPOSE

The purpose of the Occupational Supply and Demand Policy is to provide all SFWIB stakeholders with guidance regarding the identification of training occupations that, due to the current state of the job market, do not lead to job placement.

IV. BACKGROUND

~~Currently, o~~Occupational skills training may be provided in any occupation that appears on the ~~Region-WDA 23's~~ Targeted Occupations List (TOL), including occupations ~~having at that may have a~~ low job demand. ~~The~~ SFWIB expends the majority of its training funds through ~~use of Individual Training Accounts (ITA)s,~~ which are used to cover the cost of training ~~in~~ programs linked to occupations on ~~Region-WDA 23's~~ TOL.

Empirical data shows that although an occupation appears on the TOL, the supply of individuals with qualifications may exceed the actual job availability for the occupation.

Accordingly, it is often the case that program participants complete occupational training and do not readily find employment.

V. DEFINITIONS

1. Classification of Instructional Program (CIP) – designed by the U.S. Department of Education's National Center for Education Statistics (NCES), the 10-digit CIP code provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity. It is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
2. Individual Training Account (ITA) - is a scholarship in the form of a voucher that covers training costs (i.e., tuition, fees, books, required materials and supplies) for eligible adult or dislocated workers in need of training services in order to secure employment. The scholarship pays for enrollment in an SFWIB approved training program.
3. Labor Market Information (LMI) - the Florida Department of Economic Opportunity's (DEO) Labor Market Statistics Center produces, analyzes, and delivers timely and reliable labor statistics information to improve economic decision-making. Information regarding economic indicators, salaries, high and low demand occupations, occupational and demographic data, and more on Florida and more specifically local areas may be obtained. Additional information may be accessed through the U.S. Bureau of Labor Statistics.
4. National Center for Education Statistics - collects, analyzes and makes available data related to education in the U.S. and other nations.
5. Occupation Training Area - program titles linked to occupational titles below Bachelor's degree level listed on the Standard Occupational Classification (SOC) to Classification of Instructional Program (CIP) Crosswalk.
6. Occupational Information Network (O*NET) - is a Standard Occupational Classification (SOC) based system, accessed as a free online database that contains hundreds of occupational definitions to help students, job seekers, workforce development and human resources professionals, researchers, and others to understand today's world of work in the United States.
7. Standard Occupational Classification (SOC) Code – a system used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. This system of occupational code assignments assists users of the information, relate a job title or occupational specialty to a six-digit Occupational Information Network (O*NET) SOC occupation. The SOC is a listing of all occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

~~V~~.VI. **OCCUPATIONAL SUPPLY DEMAND ANALYSIS**

1. Occupational Supply Demand Analysis

The ~~Region's WDA 23~~ TOL ~~will~~ shall be reviewed, at a minimum, ~~of~~ once per year. The following information will be analyzed in developing the ~~Region's WDA 23~~ Occupational Supply/Demand rate:

- a. Standard Occupational Code (SOC) with ~~the O~~ Occupational Ttitle;
- b. Number of Persons in ~~Employ Florida (EF)M~~ with ~~Qualifications-qualifications~~ for the occupation;
- c. Number of Persons in Training in the occupation for the program year;
- d. Number of jobs in the occupation in ~~E F~~ Employ Florida Marketplace (EFM) for the program year;
- e. Annual Growth Percentage Change based on Labor Market Information (LMI) data.

The above data will be analyzed to determine the following:

- i. Short-term Demand/Supply rate – this rate is determined by adding the number of individuals in ~~EFM~~ with the qualifications and the number of individuals in training in the occupation divided by the number of job openings in ~~EFM~~.
- ~~ii.~~ Long-term Demand Supply rate – this rate is determined by adding the number of in

- i. ~~individuals~~individuals in EF~~M~~ with the qualifications and the number of individuals in training in the occupation divided by the number of ~~LMI~~ projected Annual Openings Annual Growth Percentage Change which is determined by using the Department of Economic Opportunity (Agency for Workforce Innovation/DEO) Employment Projections. The demand/supply rates will be calculated annually.

2. Use of the Analysis

Every occupation on the Region's WDA 23 TOL will be analyzed to determine its short-and long-term supply/demand rate and annual growth. Based on ~~that the~~ analysis, the following actions ~~will~~shall be taken:

- a. Occupations failing to meet the Region's WDA 23 short-term demand/supply rate average, the long-term demand supply rate average, and the Annual Growth-growth Percentage-percentage Change-change average, will be placed in a training moratorium for one year;

Participants that were enrolled in a training program for the occupation prior to the moratorium will continue to have their training honored; ~~New~~ participants will not be enrolled in training for the occupation;

- b. Occupations failing to meet two of ~~the~~ three criteria (short/long-term supply/demand rate or the Annual Growth-growth Percentage-percentage Change-change average will be placed on a watch list for six months; ~~At~~ the end of the six month period, the occupation will be reviewed to determine ~~its~~the status.

3. Exceptions

Occupations ~~that are currently~~ linked to the SFWIB Targeted Industries, (i.e., -currently Aviation, Health Care Services/Creative Design, Hospitality and Tourism, Life Sciences/Bio-Tech & Healthcare, Green Jobs/Trade and Logistics, Information Technology, and Waste Water Management/Banking and Finance) are exempt from this Policy.

~~VI.~~VII. TARGETED OCCUPATIONS LIST

1. Upon receipt of the preliminary TOL from the State, Region WDA 23 calculates each occupation's supply/demand rate to determine whether the occupation will remain on the list of occupations or is requested to be deleted from ~~the list~~. The SFWIB ~~will~~shall conduct the review~~is~~ process annually.
2. All requests to add occupations ~~that are being requested to be added~~ to the Region's WDA 23 TOL ~~will~~are subject to the also have its supply/demand rate calculation~~ed~~. If the Requested occupation(s) requesting occupations failing to meet the supply/demand rate criteria set forth in Section VII. (a-eB), ~~it will~~shall not be added to the submitted TOL.

VIII. EXCEPTIONS

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



SFWIB EXECUTIVE COMMITTEE

DATE: 11/19/2020

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: TARGETED OCCUPATIONS LIST POLICY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval revisions to the Targeted Occupation List Policy, as set forth below.

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

STRATEGIC PROJECT: **Use LMI data for policy development**

BACKGROUND:

The purpose of the Targeted Occupation List (TOL) Policy is to provide guidelines for the identification and selection of occupations relevant to Workforce Development Area (WDA) 23. The TOL is used to identify and assess whether occupations on the list meet the needs of the local area. Occupations included on the list are identified as High Growth/High Wage as well as other target and emerging occupations that are vital to the local economy.

The following is required in the development of the local TOL:

- Use the statewide and regional Demand Occupations Lists published by LMS as a starting point.
- Solicit the input of business and industry representatives in their area regarding the need to add occupations to or remove occupations from these lists.
- Use additional labor market resources available to assist with developing local TOLs.
- Add additional occupations to the lists beyond what is on the LMS list, as needed, based on local demand.

The identification process promotes collaboration with business and industry, targets training funds for workers in need of better employment and earning opportunities, and better serves employers in industry sectors lacking skilled workers. Occupations on the WDA 23 TOL must be analyzed annually.

SFWIB staff recommends to the Executive Committee the following main TOL Policy revisions:

1. Background – added language regarding the annual review process and made minor edits.
2. Definitions – made minor edits for clarification to Classification of Instructional Program (CIP) Code and Standard Occupational Classification (SOC) Code.

3. Minimum Standards – made minor edits for clarity.
4. Process to Request the Addition or Deletion of an Occupation – added language regarding the number of permanent openings and average wage, and made minor edits.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



POLICY TRANSMITTAL

SUBJECT:	SFWIB TARGETED OCCUPATION LIST POLICY	Policy/Guidance No.: 2 PY2020-21
APPLIES TO:	Workforce Development Area (WDA) 23 Career Center contractors, Training Vendors and WDA 23 jobseekers	Effective Date:
		Expiration Date:
REFERENCE:	<ul style="list-style-type: none"> • Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 Sections 3(23)(B) and 134(c)(3)(G)(iii) • Florida Statutes, 1003.492 (2)(b); and Section 445.004(6) • CareerSource Florida Administrative Policy 82, Local Targeted Occupations List Requirements • CareerSource Florida Strategic Policy, 2013.11.01.A.1, Local Area Targeted Occupations List Process Policy 	

I. OF INTEREST TO

The Targeted Occupations List Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), SFWIB staff, Workforce Development Area (WDA) 23 (Miami-Dade and Monroe counties) SFWIB CareerSource center cContractors (i.e. Service Providers), Training Providers, Bbusinesses, eEconomic Ddevelopment organizations, WDA 23 Jjob Sseekers, and Eemployees in Workforce Development Area 23 (Miami-Dade and Monroe counties).

II. SUBJECT

Targeted Occupations List (TOL)

III. PURPOSE

The purpose of the TOL Policy is to provide all SFWIB stakeholders with uniform guidelines and parameters regarding the development and use of the local TOL.

IV. BACKGROUND

The WDA 23 TOL is used to identify occupations that are high-growth, emerging occupations that are in-demand. The TOL to ensures skills training programs funded with Workforce Innovation Opportunity Act (WIOA) and other workforce dollars funding meets the needs of the

area's employers and industry sectors, and provides the best opportunity for job placement for the participants being served. Local Workforce Development Area (LWDA) 23's TOL seeks to promote alignment, economic growth and efficiency in Miami-Dade and Monroe counties.

A review process to ~~review and~~ update the local TOL ~~is shall be~~ conducted, at minimum, on an annual basis to ensure public investments keep pace with rapidly changing technology and local labor market demands. The annual review process of the TOL helps ensure funds are allocated for in-demand occupations to afford job seekers and workers better employment and higher-earning opportunities.

V. **DEFINITIONS**

1. Classification of Instructional Program (CIP) Code – designed by the U.S. Department of Education's National Center for Education Statistics (NCES), the 10-digit CIP code provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. It is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
2. Individual Training Account (ITA) - is a scholarship in the form of a voucher that covers training costs (i.e., tuition, fees, books, required materials and supplies) for eligible adult or dislocated workers in need of training services in order to secure employment. The scholarship pays for enrollment in an SFWIB approved training program.
3. Labor Market Information (LMI) - the Florida Department of Economic Opportunity's Labor Market Statistics Center produces, analyzes, and delivers timely and reliable labor statistics information to improve economic decision-making. Information regarding economic indicators, salaries, high and low demand occupations, occupational and demographic data, and more on Florida and more specifically local areas may be obtained. Additional information may be accessed through the U.S. Bureau of Labor Statistics.
4. National Center for Education Statistics - collects, analyzes and makes available data related to education in the U.S. and other nations.
5. Occupation Training Area - program titles linked to occupational titles below Bachelor's degree level listed on the Standard Occupational Classification (SOC) to Classification of Instructional Program (CIP) Crosswalk.
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occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

VI. **MINIMUM STANDARDS**

— This policy establishes minimum standards that shall be applied ~~to~~for the inclusion or deletion of ~~an~~ occupation from the ~~L~~WDA 23 TOL. The minimum standards include the following:

- ~~S~~Statewide and regional Demand Occupations Lists of high growth/high wage occupations published by the Florida Department of Economic Opportunity (DEO) and the Bureau of Labor Market Statistics (LMS) shall be used to assist in the development of the local TOL.
- ~~Actively Solicit pursue~~ input from business and industry representatives regarding occupations that should need to be added or deleted from the list.
- The list shall be in alignment with targeted ~~ed or and~~ infrastructure industries and local economic development training priorities y training needs, as identified by the number of trainees and job openings for businesses in the targeted categories.
- ~~Other~~Additional available labor market resources shall be used to assist in the development of the local TOL.
- Occupations other than those listed on the LMS list may be may be added, as needed, based on local demand.

VII. **PROCESS TO REQUEST THE ADDITION OR DELETION OF AN OCCUPATION**

The process for the addition or deletion of an occupation(s), at minimum, shall be conducted on an annual basis. If an occupation is listed on the current WDA 23 TOL, no additional action is required. However, ~~;~~ if an occupation is not on the current list, an approved training provider, local education partner, area business, economic development organization, business association, staffing agency, or other interested party that has local data to support the addition of the occupation may make the request to the SFWIB.

The request must be made in writing with the supporting documentation included.

The correspondence, at a minimum, must include the following:

- The contact information of the company representative.
- The title of the specific occupation the organization or business is requesting to be added or deleted. When requesting the addition of an occupation, the organization or business must use the Standard Occupational Classification (SOC) titles and codes to identify the occupation. The SOC titles s and codes that identify the occupation must be included.
 - The occupational title and corresponding SOC code may be obtained using the Classification of Instructional Program (CIP) to SOC crosswalk. The SOC code is assigned based on the program and occupational titles as reflected in the crosswalk.
- Businesses and organizations wanting to add an occupation may be from any in the tri-county area (Miami-Dade/Monroe, Broward and Palm Beach). The inclusion of surveys

and/or data from companies that cross county lines such as Broward and Palm Beach assist the SFWIB in deriving a clear picture of occupational growth opportunities.

- The number of projected full-time, permanent openings for the requested occupation and the projected average entry wage for the new employees must be included. Minimum number of full permanent openings is 10 with an average wage rate of \$12 hour.
 - If any organization other than a local business is submitting the request, the projected data must be supported by letters from at least three local employers written on the company's letterhead.
 - If a business is making the request, the data must be supported by the projection specific to the company and, if necessary, additional employer projections supported by letters from the other companies.
- If the supplied projections can be supported by the addition of formal labor market information, it ~~should~~shall also be provided to further substantiate the request.

If sufficient documentation is received, the request meets the minimum standards shown above and if no conflicting information is identified, a recommendation ~~will~~shall be made for the review and approval of the Board.

VIII. EXCEPTIONS

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