



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
Thursday, April 24, 2014
9:30 A.M.

Doubletree Hotel – Convention Center
711 NW 72nd Avenue, 2nd Floor
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
 - a. February 27, 2014
3. Chairman's Report
4. Executive Directors' Report
5. Executive Committee
 - a. Information – Financial Reports
 - i. February 2014
 - b. Information – Cash Reconciliations
 - i. March 2014
 - c. Recommendation as to Approval to Accept \$2,363 in Emergency Unemployment Program Supplemental Funds
 - d. Recommendation as to Approval to Accept \$51,666 in Wagner Peyser program funds.
 - e. Recommendation as to Approval to Accept \$20,000 in TAA Program funds for administration costs.
 - f. Recommendation as to Approval to Accept \$35,024.39 in State Funds.
 - g. Recommendation as to Approval to Reallocate Support Services funds among Youth Coop, Inc. career centers
6. Audit Committee
 - a. Information – Operational Audit – State of Florida Auditor General
 - b. Information – DEO Monitoring Reports
7. Youth Council
 - a. Information – Youth Service Providers and Region Performance

8. Workforce System Improvement Committee
 - a. Recommendation as to Approval of the Re-Allocation of Refugee Employment and Training Program Funds
 - b. Recommendation as to Approval of the Re-Allocation of WIA Training Funds
9. Economic Development & Industry Sector Committee
 - a. Information – Consumer Report Card Update
 - b. Information – Occupational Supply/Demand Matrix Update
10. Department of Economic Opportunity Annual Performance Presentation
11. Community Partnership – United Way of Miami-Dade Strategic Plan Presentation



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2A

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: February 27, 2014 at 9:30AM
 Doubletree by Hilton Miami Airport Hotel –
 Convention Center, 2nd floor
 711 NW 72nd Avenue
 Miami, Florida 33126

SFWIB MEMBERS IN ATTENDANCE	SFWIB MEMBERS NOT IN ATTENDANCE	
<ol style="list-style-type: none"> 1. West, Alvin, <i>Chairperson</i> 2. Piedra, Obdulio, <i>Vice-Chairperson</i> 3. Brown, Clarence 4. Chi, Joe 5. Datorre, Roberto 6. Diggs, Bill 7. DuBois, Victoria (non-voting) 8. Ferradaz, Gilda 9. Fils-Aime, Sr., Daniel 10. Garza, Maria 11. Gibson, Charles 12. Huston, Albert Jr. 13. Marinelli, Frederick 14. Montoya, Rolando 15. Perez, Andre 16. Rod, Denis 17. Roth, Thomas 18. Scott, Kenneth 19. Socorro, Ivonne 20. Regueiro, Maria C 21. Talbert, Gregg 22. Walker, Wanda 23. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 24. Adrover, Bernardo 25. Arboleda, Carlos J. 26. Brecheisen, Bruce 27. Bridges, Jeff 28. Carpenter, Willie 29. Clayton, Lovey 30. del Valle, Juan-Carlos 31. Gazitua, Luis 32. Jordan, Barbara 33. Ludwig, Philipp 34. Manning, Anne 35. Manrique, Carlos 36. Russo, Monica 	<p>SFW STAFF</p> <p>Beasley, Rick Almagro, Olivia Almonte, Ivan Alonso, Gus Butkowski, Dennis Garcia, Christine Gomez, Maria Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Santis, Elizabeth Smith, Marian</p> <p>Assistant County Attorney</p> <p>Joni Mosley Miami-Dade County Attorney’s office – SFWIB’s Legal Counsel</p>

ATHER ATTENDEES	
Andrade, Leslie – Future Tech Institute, Inc.	Lopez, Sonia – <i>Cuban National Council, Inc.</i>
Barroso, Lupe – <i>Cuban National Council, Inc.</i>	Malony, Arnold – <i>Arbor E&T, Rescare</i>
Colena, Carol – <i>CBT College</i>	Mendez, Mendez – <i>Community Coalition, Inc.</i>
Cooper, James – <i>New Horizons</i>	Michelle, Mendez – <i>Life Line Med Training</i>
Diaz, Maria – <i>Metropolitan</i>	Moncada, Ana G – <i>Future-Tech Institute, Inc.</i>
Farinas, Irene – <i>Adult Mankind Organization</i>	Moncada, Eduardo – <i>Future Tech Institute, Inc.</i>
Faughaner, Maria – <i>New Professions Technical Institute (NPTA)</i>	Moncada, Ivy – <i>Future Tech Institute, Inc.</i>
Flores, Oscar – <i>American Advance Technology Institute</i>	Perez, Chris - <i>The Academy</i>
Fraga. Monica – <i>Community Coalition, Inc.</i>	Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>
Frances, Marcos – <i>Transition, Inc.</i>	Rams, Marilyn – <i>AARP Foundation</i>
Garcia, C – (Unknown)	Raymond, Adrian – <i>UNIDAD of Miami Beach</i>
Garcia, Pedro – <i>UNIDAD of Miami Beach</i>	Rodances, Carlos – <i>New Horizons, Inc.</i>
Gavira- Lopez, Beatriz – <i>SER Jobs for Progress, Inc.</i>	Rodriguez, Tania – <i>Academy South Florida</i>
Gilbert, David – <i>City of Miami</i>	Scott, Don – <i>KRC Corporation</i>
Gonzalez, Ana – <i>City of Hialeah</i>	Someillan, Ana – <i>Adult Mankind Organization, Inc.</i>
Gonzalez, Mike – <i>Community Technological Institute of Miami</i>	St. Fleur, Betina– <i>The Academy of South Florida</i>
Hernandez, Florida – <i>Lifeline Med Training</i>	St. Jean, Donard – <i>Dade Institute Technology</i>
Herbecy, K – <i>KRA Corporation</i>	Velez, Paulina – <i>Youth Co-Op, Inc.</i>
Lieburn, Ray – <i>Cuban National Council</i>	Vincent, Yanithe – <i>Hebron Technical Institute</i>

Agenda items are displayed in the order in which they were discussed.

1. Call to Order and Introductions

SFWIB Chairman, Alvin West called the meeting to order at 9:21am, asked all those present introduce themselves and noted that all approval items would first be discussed. Quorum had been achieved.

[Mr. Bill Diggs arrived]

2.a. Approval of SFWIB Meeting Minutes December 19, 2014

Dr. Denis Rod moved the approval of December 19, 2014 meeting minutes. Motion seconded by Ms. Gilda Ferradaz; **Motion Passed Unanimously**

5. Executive Committee

5.c. Recommendation as to Approval to Accept Local Veteran Employment Program Supplemental Funds

Chairman West introduced the item and Executive Director Rick Beasley further discussed, noting the Executive Committee's recommendation for the Board's approval to accept \$18,701 in local veteran employment program supplemental funds.

Vice Chairman Obdulio Piedra moved the approval to accept local veteran employment program supplemental funds. Motion seconded by Dr. Denis Rod: **Motion Passed Unanimously**

Mr. West wanted to ensure that all items brought before the Board for approval at today's meeting, had been reviewed and recommended by appropriate committees. Mr. Beasley confirmed.

5.d. Recommendation as to Approval to Accept Emergency Unemployment Compensation Program Supplemental Funds

Chairman West introduced the item. Mr. Beasley further discussed, noting the Executive Committee's recommendation for the Board's approval to accept \$46,794 in emergency unemployment program supplemental funds.

Mr. Andy Perez moved the approval to accept emergency unemployment compensation program supplemental funds. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

5.e. Recommendation as to Approval to Adjust the 2013-14 Budget for the Actual Carry-Forward Dollars and Allocate Carry-forward Funds

Chairman West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to adjust the 2013-14 Budget for the Actual Carry Forward Dollars and Allocate Carry-forward Funds.

Dr. Rolando Montoya moved the approval to adjust the 2013-14 budget for the actual carry-forward dollars and allocate carry-forward funds. Motion seconded by Mr. Albert Huston; **Further discussion(s):**

Prior to Mr. Marinelli stepping out the meeting room, he'd asked whether this is a reallocation of funds and questioned whether there had been a quorum to approve this item. Mr. Beasley clarified the quorum procedure into record.

Item tabled until a quorum reestablished

5.f. Recommendation as to Approval to the Authorization for staff to release an RFP for the Selection of Workforce Services Providers

Chairman West introduced the item and Mr. Beasley further presented, noting the Executive Committee's request for the Board's approval to release a RFP to provide Workforce Services for Program Year (PY) 2014-15.

[Gregg Talbert arrived]

[Dr. Maria Regueiro arrived]

Ms. Maria Garza moved the approval to authorize staff to release an RFP for the selection of workforce service providers. Motion seconded by Mr. Charles Gibson; **Further Discussion(s):**

Mr. Diggs asked whether the request to release an RFP is to replace current contractors and Mr. Beasley further explained. Mr. Diggs further asked whether staff would reach out to small businesses to encourage them to submit proposals. Mr. Beasley responded and noted that currently, there are a total of six (6) CareerSource South Florida contractors that provide employment services. Mr. Diggs asked whether they are local contractors and Mr. Beasley further explained. Mr. Perez asked whether the location and population details are included in the terms of the RFP and Mr. Beasley explained.

Mr. Perez asked whether the RFP is linked to specific locations within Miami-Dade and Monroe Counties. Mr. Beasley further explained.

Motion Passed Unanimously

[The Board resumed to the discussion and approval of item 5e]

[Mr. Marinelli stepped out of the meeting room]

5.e. Recommendation as to Approval to Adjust the 2013-14 Budget for the Actual Carry-Forward Dollars and Allocate Carry-forward Funds

Mr. Perez inquired about the funding process and Mr. Beasley explained that this agency uses a first in, first out method.

[Mr. Joe Chi arrived]

Motion Passed Unanimously

[Mr. Marinelli returned]

5.g. Recommendation as to Approval to Authorize staff to Release an RFP for the Selection of Youth Services Providers

Chairman West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to authorize staff to release an RFP for the Selection of Youth Service Providers.

Mr. Kenneth Scott moved the approval to authorize staff to release an RFP for the selection of Youth Service Providers. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

5.h. Recommendation as to Approval to Accept Unemployment Compensation Program Supplemental Funds

Chairman West introduced the item and Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to accept \$14,000.00 in Emergency Unemployment Supplemental Funds.

Dr. Rolando Montoya moved the approval to accept unemployment compensation program supplemental funds. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

5.i. Recommendation as to Approval to Accept DEO Project Connect Supplemental Funds

Chairman West introduced the item. Mr. Beasley further discussed, noting the Committee's recommendation for the Board's approval to accept \$14,474.00 in emergency employment and re-employment services supplemental funds.

Ms. Gilda Ferradaz moved the approval to accept \$14,474.00 in emergency employment and re-employment services supplemental funds. Motion seconded by Mr. Albert Huston; **Further Discussion (s):**

Mr. Gibson requested staff further explain the Project Connect program and Mr. Beasley provided additional details.

Motion Passed with Unanimous Consent

[Dr. Rolando Montoya stepped out the meeting room]

6. Youth Council

6.a. Recommendation as to Approval of the Allocation of Youth Funds to the Future Bankers Training Program

Chairman West introduced the item and Youth Council Chairman, Clarence Brown further presented noting the Council's recommendation for the Board's approval to allocate additional youth funding in an amount not to exceed \$10,000.00 to support the Miami-Dade College Future Bankers Training Program. He additionally noted that the Council approved to waive the competitive procurement process.

Mr. Joe Chi moved the approval of the allocation of youth funds to the future bankers training program. Motion seconded by Dr. Denis Rod; **Further Discussion(s):**

Mr. Talbert requested this program be implemented in Monroe County. Vice-Chairman Piedra concurred, moreover requesting staff confirm the budgeted amount for the training program. Both Mr. Beasley and Chairman West responded that the total amount is \$67,800, which includes matching funds from the following sponsors:

- City National Bank
- Community Bank of Florida
- Intercredit Bank
- Mercantil Commerce Bank
- Popular Community Bank

- Professional Bank

[Mr. Roberto Datorre arrived]

Vice-Chairman Piedra shared a testimonial speech regarding a student that participated in the program, and encouraged board members to participate in the next graduation session.

Chairman West inquired about the number of placements.

Mr. Chi commended staff, Miami Dade College and Board for implementing this program, as he announced that Miami Florida has the second largest international banking sector.

Mr. Roth briefly commented on the program, and then requested Mr. Beasley explain the purpose for waiving the competitive procurement process.

[Mr. Montoya returned]

7. Workforce Services Improvement Committee

7.a. Recommendation as to Approval of an Allocate \$75,984 in National Emergency Grant OJT Funds

Chairman West introduced that item. WSI Committee Chairman Daniel Fils-Aime, Sr. further discussed the Committee's recommendation for the Board's approval to allocate \$75,984 in NEG OJT funds.

Mr. Daniel Fils-Aime moved the approval to allocate \$75,984 in NEG OJT funds. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

[Mr. Frederick Marinelli stepped out of the meeting room]

7.b. Recommendation as to Approval of an Acceptance and Allocate Refugee Employment and Training Funds.

Chairman West introduced item. Mr. Fils-Aime further discussed noting the Committee's recommendation for the Board's approval to accept and allocate fund to refugee employment service providers.

Mr. Bill Diggs moved the approval to accept and allocate funds to Refugee Employment Service Providers. Motion seconded by Mr. Daniel Fils-Aime; **Further Discussion(s):**

Mr. Diggs asked whether the centers are strategically located in the various areas throughout Miami-Dade County to assist the varied groups of refugees, specifically mentioning the Haitian community. He wanted to ensure this agency is not solely focused on providing refugee services to one particular group, but all refugees that qualify. Both Mr. Beasley and SFWIB Programs Manager, Juan Hernandez responded to his concerns. Mr. Diggs requested a report showing a breakdown of the refugees served. However, staff responded that this information was not readily available. Mr. Diggs subsequently requested a detailed report be provided to the Board at a later date. Mr. Fils-Aime explained to the Board that this concern had also been discussed at the Workforces Services Committee meeting.

Mr. Piedra shared with the Board his recent experience visiting one of the centers that provides refugee services and he was amazed at the diverse ethnic groups that migrate in the U.S. Mr. Beasley added that Miami has the largest population of refugees.

Ms. Garza recommended including the definition of the term, “refugee” in the refugee services report. Ms. Ferradaz also recommended including information regarding refugee status.

Mr. Datorre asked whether there are any career centers located in the Little Haiti area. Mr. Beasley responded. Mr. Datorre recommended having more “presence” in that area so that residents are aware of the various services provided by CareerSource South Florida. He also recommended this agency work with the local agencies within that particular area. Mr. Fils-Aime explained that there are several Community Based Organizations (CBOs) within the Little Haiti Area that CSSF could partner with.

Dr. Montoya concurred with both Ms. Garza and Ms. Ferradaz’s recommendations emphasizing the importance of providing accurate comparisons, specifically requesting that the report include information regarding current refugees that are qualified and served in comparison to those that are qualified, but have not been served.

Vice- Chairman Piedra called a question.

Motion passed with one (1) opposition.

[Mr. Frederick Marinelli returned to the meeting room]

8. Economic Development & Industry Sector Committee

8.a. Recommendation as to Approval of New Training Vendors and Programs

Chairman West introduced the item. EDIS Committee Chairman further discussed, first noting that a quorum had not been achieved at today’s Committee meeting. For this reason, he recommended the Committee be restructured.

Subsequently, he noted that the consensus of the Committee recommended the approval of this item for the following training vendors and programs:

Community Technology Institute of Miami

- Message Therapy, Diploma
- Mental Health Technician, Diploma

Future-Tech Institute, Inc.

- Computer Business Applications, Diploma
- Medical Assistant, Diploma

Hebro Technical Institute, Inc.

- Medical Assisting Diploma
- Medical Coding & Billing, Diploma
- EKG Monitor Technicians, Diploma

Mr. Andy Perez moved the approval of training vendors and programs. Motion seconded by Dr. Denis Rod; **Further Discussion(s):**

Mr. Manrique inquired about the actual budget for the branding changes. Chairman West responded that this information would be explained more in detail during the discussion of the next item.

Motion Passed with Unanimous Consent

The Board briefly discussed the transition of the new name to CareerSource South Florida. Mr. Beasley explained to the Board that although this agency's name has changed to CareerSource South Florida, the legal name still remains as South Florida Workforce Investment Board.

[Mr. Bill Diggs stepped out of the meeting room]

Mr. Piedra requested staff provide additional information on the Consumer Report Card. Mr. Beasley recognized American Advance Technical Institute, The Academy and New Horizons for meeting placement and/or exceeding placement standards.

Mr. Perez briefly presented the consumer report card and recommended that the refugee report be similar, showing return on investments. Mr. Beasley explained that the same report is presented in the same manner for refugee services, which is called the balanced scorecard.

5.a. Information – Financial Reports

5a.i November 2013

Chairman West introduced the item and Mr. Beasley further discussed the accompanying notes to the financial report (unaudited) for the period of July 1, 2013 through November 30, 2013:

[Mr. Diggs returned to the meeting room]

November 2013

Revenues:

- WIA - \$961,099 increase
- DEO Pass-through - \$77,500 increase

Expenses:

Adult Services - \$100 transfer

Refugee Services - \$53,721 increase

Unallocated Funds - \$984,878 increase

Training and Support Services - \$100,000 transfer

Other Programs & Contracts - \$200,000 increase

Mr. Roth requested additional information regarding Gulf Coast and Mr. Beasley provided details.

5a.ii. December 2013

Mr. Beasley also reviewed the following accompanying notes to the financial report for the period of July 1, 2013 through December 31, 2013

Budget Adjustments

- \$2,494,909 accrued

Explanation of Significant Variances

1. Training and Support Services – low 15.3% vs 50%
2. Other Programs & Contracts – low 10.3% vs. 50%

Mr. Perez requested additional information regarding obligated dollars for ITAs.

5.b. Information – Cash Reconciliations

5b.i December 2013

5b.ii. January 2014

Mr. West presented the item.

No further questions or discussions.

3. Chairman's Report

Mr. West briefly presented his report regarding the branding changes, moreover presenting a video. He thanked Mr. Beasley and staff for a successful CareerSource South Florida branding launch event held on February 10th at CSSF's North Miami Beach Career Center.

Vice-Chairman Piedra applauded this region for having six (6) consecutive years of clean audits. Mr. Datorre also acknowledged CSSF's service and training partners as well. Mr. Chi also commended Mr. Beasley and staff for their great work.

Mr. Beasley extended his thanks and gratitude to Assistant Director, Marian Smith and IT Manager, Liz Santis.

Dr. Montoya requested staff confirm whether the members of this Board are called CareerSource South Florida Board or South Florida Workforce Investment Board. Mr. Beasley explained that this agency's legal name is South Florida Workforce Investment Board. However, the brand of this agency is CareerSource South Florida. Dr. Montoya asked whether there are any plans to change the legal name and Mr. Beasley responded. Chairman West added that the members of this Board are called members of CareerSource South Florida. He moreover requested the Assistant County Attorney, Joni Mosely to verify whether this agency can solely carry the new name moving forward.

Chairman West moreover discussed the 2014 National Flight Academy, noting that this year's participants will be provided internships. Mr. Beasley also presented and requested the Board's assistance with finding internship opportunities. Subsequently, he challenged each board member to identify five (5) internships for this year's National Flight Academy students.

Mr. Talbert asked whether the students would be encouraged to participate in the field of aviation and he inquired about the various career opportunities within the aviation field.

Ms. Zewadski-Bricker had asked additional information regarding the internships.

[Ms. Gilda Ferradaz left the meeting room]

Mr. Huston inquired about the age groups and both Mr. Beasley and Mr. Hernandez responded grades 9th, 10th, and 11th.

Mr. Piedra shared with the Board his experience when he toured the National Flight Academy.

[Mr. Al Huston left the meeting room]

Mr. West requested staff provide a report detailing internship requirements, duration, and cost for paid and unpaid internships.

Mr. Chi asked whether staff reached out to Miami International Airport for potential internships. Mr. Beasley responded, "Yes". He also noted that staff contacted representatives of Baker Aviation School for potential partnership.

Prior to meeting adjournment, Mr. Fils-Aime invited all to the Haitian Historical Museum and Archives Grand Opening Reception of GENESIS: The Idea of Origin in Haitian History on Thursday, February 27, 2014 at 6:30pm.

Deferred item(s):

4. Executive Director's Report

There being no further business to come before the Board, the meeting adjourned at 11:55am.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: CHAIRMAN'S REPORT

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: EXECUTIVE DIRECTOR'S REPORT

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5A

AGENDA ITEM SUBJECT: FEBRUARY FINANCIAL STATEMENTS

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

Per the amended SFWIB By-Laws approved at the Board's January 5, 2012 meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the attached un-audited financial report for the month of February 2014 was presented to the Executive Committee on April 10, 2014.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5B

AGENDA ITEM SUBJECT: MARCH BANK RECONCILIATION

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

Based on the Internal Control Procedures recommended by the State, the Finance Committee at its April 2, 2009, meeting requested a monthly cash reconciliation report be provided to it. Per the amended SFWIB By-Laws approved at the Board's January 5, 2012, meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the reconciliation report for March 2014 was presented to the Executive Committee on April 10, 2014.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**South Florida Workforce
Reconcile Cash Accounts**

Reconciliation Date: 2/28/14

Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,348,924.82	
Less Checks Drawn	(3,966,757.41)	203
Plus Deposits		
Checks Voided	0.00	0
Deposits	3,696,757.74	54
Plus Other Items	(413.15)	4
Unreconciled Items:		
Ending Book Balance	1,078,512.00	
Bank Balance	2,957,225.57	
Less Checks Outstanding	(1,878,713.57)	92
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	1,078,512.00	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 3/6/14
Odell J. Ford Jr.

Approved by: [Signature] 3/6/14



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5C

AGENDA ITEM SUBJECT: EMERGENCY UNEMPLOYMENT COMPENSATION PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Executive Committee recommends to the Board the approval to accept \$2,363.00 in Emergency Unemployment Program Supplemental Funds

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

On February 28, 2014, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) for \$2,363 in Emergency Unemployment Program Supplemental Funds, increasing the total award amount for fiscal year 2013/14 to \$109,951.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5D

AGENDA ITEM SUBJECT: CAREER SOURCE SOUTH FLORIDA BRANDING

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Executive Committee recommends to the Board the approval to accept \$51,666 in Wagner Peyser program funds.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

On February 21, 2014, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$51,666 in Wagner Peyser Program Funds. These funds are being provided to assist with branding transition-related costs such as new signage, business stationary, and website updates to reflect the new universal brand.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5E

AGENDA ITEM SUBJECT: TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM - ADMINISTRATIVE COSTS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Executive Committee recommends to the Board the approval to accept \$20,000 in TAA Program funds for administration costs.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

On February 27, 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$20,000 in TAA Program Funds. These funds may be used to pay for those non-merit based supervisory/management and general administrative overhead costs associated with the general management and administration of the TAA program.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5F

AGENDA ITEM SUBJECT: STATE FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Executive Committee recommends to the Board the approval to accept and allocate \$35,024.39 in State funds to ResCare, Inc.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

On February 27, 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$31,289.83 in State Funds, and on March 21, 2014 SFWIB received another NFA for an additional \$3,734.56 in State Funds. The purpose of these awards is to provide funding for allowable, unreimbursed expenditures incurred in the Welfare Transition and SNAP programs.

In Fiscal Year 2011-12, the DEO monitors suggested that SFWIB discontinue the practice of allowing for-profit entities (ResCare, Inc.) to bill for a reasonable amount of profits, pending a formal review by the DEO legal staff of the allowability of such payments with TANF and SNAP funds. Accordingly, SFWIB did not pay profits during fiscal year 2012-13. In February of 2014, the DEO completed their review and determined that profit payments are in fact allowed under the TANF and SNAP programs.

Res Care, Inc. (Arbor) has requested retroactive payment of profits for fiscal year 2012/13. Since the 2012-13 TANF and SNAP program had already been closed out, DEO issued this award to enable SFWIB to pay the profits without impacting the current 2013-14 funding.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 5G

AGENDA ITEM SUBJECT: REALLOCATION OF TRANSPORTATION FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Executive Committee recommends to the Board the approval to reallocate support services funds from among Youth Coop, Inc. career centers, as set forth below.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

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

BACKGROUND:

On February 27, 2013, the SFWIB received a request from Youth Coop, Inc. to transfer TANF support services funds for transportation to the Northside career center from the following career centers:

Little Havana	\$ 5,000.00
Perrine	\$ 6,000.00
Homestead	\$ 2,000.00
Total	\$ 13,000.00

Northside's allocation of support services has been used and there is still a need for additional transportation funding to meet the needs of customers.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 6A

AGENDA ITEM SUBJECT: OPERATIONAL AUDIT -- STATE OF FLORIDA AUDITOR GENERAL

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar One-Stop Performance & Consistency

BACKGROUND:

In March 2014 the Auditor General (AG) of the State of Florida released a report on the results of an operation audit performed on SFWIB for the fiscal year 2012-13. These services were performed in response to a request by Senator Anitere Florez and with the stated objective of ensuring that SFWIB was in full compliance with all the applicable provisions of Section 445 of the Florida Statutes.

The AG Operational Audit identified four findings. Additionally, the report did indicate the SFWIB was in full compliance with all applicable provisions of section 445 of the Florida Statutes.

There were three (4) findings:

- Finding No. 1: The SFWIB needed to enhance its procedures to ensure the timely execution of contractual agreements with its training vendors.
- Finding No. 2: The insurance coverage maintained by private contractors and training vendors did not always comply with the requirements of the contract agreements.
- Finding No. 3: The SFWIB overstated program expenditures reported to the Florida Department of Economic Opportunity.
- Finding No. 4: The SFWIB procedures did not always ensure that minutes for meetings were available for public inspection and approved timely.

Please find attached the SFWIB responses to the findings.

FUNDING: NA

PERFORMANCE: NA

ATTACHMENT

**SOUTH FLORIDA
WORKFORCE INVESTMENT BOARD**

Operational Audit



BOARD MEMBERS AND EXECUTIVE DIRECTOR

Members of the South Florida Workforce Investment Board and the Executive Director who served from July 2011 through June 2013 are listed below:

Mr. Alvin West, Chairman	Mr. Albert Huston, Jr.
Mr. Obdulio Piedra, Vice-Chairman	Mr. Ramiro Inguanzo to October 2012
Mr. Bernardo Adrover	Dr. Donna Jennings to May 2013
Mr. Carlos J. Arboleda	Hon. Barbara J. Jordan
Mr. Bruce Brecheisen	Mr. Donald Lanman from August 2012
Mr. Jeff Bridges	Mr. Philipp N. Ludwig
Mr. Clarence Brown	Ms. Anne Manning
Mr. Willie J. Brown to December 2012	Mr. Carlos A. Manrique
Mr. Willie Carpenter	Mr. Frederick H. Marinelli
Mr. Joe L. Chi	Dr. Rolando Montoya from May 2013
Mr. Lovey Clayton	Mr. Andre “Andy” M. Perez
Mr. Roberto Datorre	Ms. Maria C. Regueiro
Mr. Juan-Carlos del Valle from June 2013	Mr. Alvin W. Roberts to December 2011
Mr. Bill Diggs	Dr. Denis Rod from April 2013
Ms. Victoria DuBois (non-voting)	Mr. Pedro Rodriguez to January 2012
Ms. Gilda P. Ferradaz	Mr. Thomas R. Roth
Mr. Daniel Fils-Aime, Sr.	Ms. Monica Russo
Ms. Cynthia Gaber to February 2013	Mr. Kenneth E. Scott, Jr.
Ms. Maria Garza from May 2013	Ms. Ivonne Socorro
Mr. Luis A. Gazitua	Mr. Thomas “Gregg” Talbert
Mr. Charles A. Gibson	Ms. Wanda Walker
Ms. Jackie Harder to August 2011	Ms. Holly Wiedman to November 2012
	Ms. Edith Zewadski-Bricker

Mr. Rick Beasley, Executive Director

The audit team leader was Agustin Silva, CPA, and the audit was supervised by Ramon A. Gonzalez, CPA. Please address inquiries regarding this report to Marilyn D. Rosetti, CPA, Audit Manager, by e-mail at marilynrosetti@aud.state.fl.us or by telephone at (850) 412-2881.

This report and other reports prepared by the Auditor General can be obtained on our Web site at www.myflorida.com/audgen; by telephone at (850) 412-2722; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

EXECUTIVE SUMMARY

Our operational audit of the South Florida Workforce Investment Board (SFWIB) disclosed the following:

CONTRACTUAL SERVICES

Finding No. 1: The SFWIB needed to enhance its procedures to ensure the timely execution of contractual agreements with its training vendors.

Finding No. 2: The insurance coverage maintained by private contractors and training vendors did not always comply with the requirements of the contract agreements.

PROGRAM COMPLIANCE

Finding No. 3: The SFWIB overstated program expenditures reported to the Florida Department of Economic Opportunity.

ADMINISTRATIVE MANAGEMENT

Finding No. 4: The SFWIB procedures did not always ensure that minutes for meetings were available for public inspection and approved timely.

BACKGROUND

Section 445.007(1), Florida Statutes, states that "One regional workforce board shall be appointed in each designated service delivery area and shall serve as the local workforce investment board pursuant to Pub. L. No. 105-220, Workforce Investment Act of 1998." The South Florida Workforce Investment Board (SFWIB) was chartered by the State and is 1 of 24 regional workforce boards in Florida. Workforce Florida, Inc., and the Florida Department of Economic Opportunity oversee all regional workforce boards in Florida. The SFWIB has local control and the accountability for overseeing Federal and State-funded workforce development programs in Miami-Dade and Monroe counties.

Prior to 2006, the SFWIB was known as the South Florida Employment and Training Consortium (Consortium) d/b/a the South Florida Workforce. The Consortium was made up of five member governments, Miami-Dade and Monroe counties and the Cities of Hialeah, Miami, and Miami Beach. The Consortium governments appointed the members of the Consortium's Board of Directors, who were responsible for approving the annual plan, operating budget and selected One-Stop Career Center Operators, while the administrative staff of the Consortium handled the administrative and program functions.

In March 2006, the Miami-Dade Board of County Commissioners adopted Resolution R-315-06, which approved an interlocal agreement between the two chief elected officials of Miami-Dade and Monroe Counties. This interlocal agreement created the SFWIB and its current administrative structure. Key elements of the interlocal agreement include, but are not limited to: the roles and responsibility of the SFWIB and its Executive Director, and provisions for the election of a Chairperson and members of the SFWIB's governing board, as required by the Workforce Investment Act of 1998.

Functionally, the SFWIB connects human resource managers to qualified workers through a network of One-Stop Career Centers and Youth Opportunity Centers. Centers provide services at no cost to employers and job seekers. Employer services include employee recruiting and screening and career advancement programs for existing staff. Centers also provide job search assistance for all career levels, information on training opportunities, and employment

assistance for economically disadvantaged adults, youth, dislocated workers, individuals transitioning from welfare to work, and refugees.

The SFWIB receives Federal funding passed through the Florida Department of Economic Opportunity for the Title I Adult and Dislocated Worker programs. Funds are allocated annually and the SFWIB has two years to expend the funds. Combined expenditures reported on the SFWIB’s Schedule of Expenditures of Federal Awards for the Title I Adult and Dislocated Worker programs for the 2011-12 and 2012-13 fiscal years totaled \$16.5 million and \$19.1 million, respectively.

FINDINGS AND RECOMMENDATIONS

Contractual Services

Finding No. 1: Contractual Agreements

The SFWIB’s procurement policies, *Procurement of Service Partners*, provide that specific contract terms, conditions, and method of payment are a component of the contract negotiation process. In addition, a permanent contract file is to be maintained for each contract containing documentation of all actions relating to the administration of the contract, including at a minimum, the following documentation: 1) original signed and executed copy of the contractual agreement, to include statement of work or scope of services and all attachments, and 2) original signed and executed copy of all approved contract modifications, if applicable. The SFWIB’s Executive Director is the only individual authorized to sign and execute contractual agreements and modifications.

The SFWIB enters into contracts with public and private contractors and training vendors to provide training for economically disadvantaged adults, youth, dislocated workers, individuals transitioning from welfare to work, and refugees. The contractor manages the career centers and is solely responsible for determining eligibility for services and oversees the activities of approved partners in the career center and coordinates all specialized programs designed to deliver services in the most efficient and cost-effective manner. Eligible individuals receive training services for an approved training program at an approved training vendor location of their choice.

SFWIB records indicated that combined contractor and training vendor expenditures for the Title I Adults and Dislocated Workers programs for the 2011-12 and 2012-13 fiscal years totaled \$14,389,122 and \$15,559,567, respectively. We tested the contract payments for two contractors and seven training vendors with total expenditures of \$10,545,227 during the above two fiscal years. Our review disclosed that \$4,780,190, or 45 percent of the expenditures tested, were paid without the benefit of a contract, as follows:

- Two public training vendors were paid a total of \$856,495 during the 2011-12 fiscal year without contractual agreements. During the 2012-13 fiscal year, payments totaling \$733,774 to these two vendors were made 299 and 359 days before the contractual agreements were signed.
- A private training vendor was paid \$528,623 during the 2011-12 fiscal year, 312 days before a contractual agreement was signed. During the 2012-13 fiscal year, a contractual agreement was not signed with this vendor; however, payments to this vendor totaled \$1,032,585 (Note: This is the same vendor with insurance deficiencies noted in bullet No. 1 of finding No. 2). Four other private training vendors were paid \$301,188 during the 2011-12 fiscal year, between 73 and 364 days before the contractual agreements were signed, and \$1,327,525 during the 2012-13 fiscal year, between 242 and 358 days before the contractual agreements were signed.

SFWIB personnel indicated that the untimely execution of contracts may have been caused by delays in the vendors obtaining proper insurance coverage (see further discussion in finding No. 2). Untimely execution of contractual agreements increases the risk that services provided, and method of payment may not be consistent with the SFWIB's intent and may limit the SFWIB's ability to take recourse against training vendors who do not provide satisfactory services.

Recommendation: To ensure that contractual responsibilities are communicated and agreed to of record, the SFWIB should ensure that contractual agreements are executed before paying training vendors for services provided.

Finding No. 2: Monitoring of Insurance for Contractors and Training Vendors

The contractual agreements between the SFWIB and its contractors and training vendors require that these agencies meet certain minimum insurance requirements prior to the execution of a contract. The contracts stipulate that certificates of insurance or written verification (binders), or letters confirming insurance coverage in the case of entities that are self-insured, should be approved by the SFWIB, and that funds will not be disbursed until the necessary insurance requirements are met. For entities that are not self-insured, modifications and changes to the insurance policy must be submitted in writing to the SFWIB by the insurance company no later than ten (10) days prior to the effective date of the changes.

We selected two contractors and eight training vendors for the period July 2011 through June 2013 to determine compliance with contract insurance requirements. Our review of the insurance certificates disclosed the following instances in which the insurance coverage maintained by private contractors and training vendors did not comply with the requirements of the contractual agreements:

- A training vendor did not carry professional liability insurance during the period July 2011 through June 2013, although the vendor provided services during this period. Also, workers' compensation insurance was not in effect for 290 days and commercial general liability insurance was not in effect for 62 days. In addition, although the insurance certificates included written cancellation notices, the certificates did not indicate that the SFWIB would be notified within 10 days prior to the effective date of the change.
- A training vendor did not carry professional liability insurance from January 16, 2012, through June 20, 2013, although the training vendor provided services during this period. Also, workers' compensation insurance was not in effect for 86 days and commercial general liability insurance was not in effect for 149 days. In addition, although the insurance certificates included written cancellation notices, the certificates did not indicate that the SFWIB would be notified within 10 days prior to the effective date of the change.
- A training vendor did not carry professional liability insurance from July 1, 2011, through April 4, 2013, although the training vendor provided services during this period. Also, workers' compensation insurance was not in effect for 199 days and commercial general liability insurance was not in effect for 366 days.
- For two contractors and three training vendors, the insurance certificates provided for written cancellation notices; however, the certificates did not indicate that the SFWIB would be notified within 10 days prior to the effective date of the change.

Although the SFWIB's contract manager is responsible for maintaining records to evidence compliance with contractual insurance provisions, procedures were not in place to ensure that the SFWIB was actively monitoring insurance coverage. Without adequate procedures to monitor the contractors' and training vendors' insurance coverage, there is an increased risk that such coverage may not exist or is insufficient, subjecting the SFWIB to potential losses. In addition, any funds disbursed without having the necessary insurance requirements provided and approved may be contrary to contract terms.

Recommendation: The SFWIB should enhance its monitoring procedures to ensure that each contractor and vendor maintains the insurance coverage, including the cancellation notification provision, required by the contracts.

Program Compliance

Finding No. 3: Overstatement of Reported ITA Expenditures

Section 445.003, Florida Statutes, requires that at least 50 percent of Title I funds for the Adults and Dislocated Workers programs passed through to regional workforce boards be allocated and expended on Individual Training Accounts (ITAs) unless a regional workforce board obtains a waiver from Workforce Florida, Inc. Tuition, books, and fees of training providers and other training services prescribed and authorized by the Workforce Investment Act of 1998 qualify as ITA expenditures. On June 29, 2012, the Florida Department of Economic Opportunity (DEO) provided the regional workforce boards with final guidance (DEO FG-074) regarding the costs allowable for the 50 percent expenditure requirement. In accordance with DEO FG-074, the SFWIB reported expenditures to the DEO in the One-Stop Management Information System (OSMIS) on a monthly basis. Expenditure information reported in OSMIS was used by DEO to determine compliance with the 50 percent ITA requirement. For purposes of determining compliance, the DEO provides that the program expenditures for adults and dislocated workers can be combined. Compliance was monitored on a quarterly basis with an annual determination made at the end of the fiscal year.

Our review and tests of the SFWIB’s accounting records supporting the ITA expenditure amounts for the Title I Adult and Dislocated Worker programs during the 2011-12 and 2012-13 fiscal years, disclosed that the amounts reported for the 2012-13 fiscal year included incorrect accruals totaling \$1,454,714, and \$859,851, respectively. Consequently, the ITA expenditure amounts reported to DEO for the 2012-13 fiscal year for these programs were overstated by these amounts. Subsequent to our inquiry, on December 12, 2013, the SFWIB reversed these accruals and reported revised expenditures in OSMIS to the DEO. As a result of these reversals, the SFWIB’s compliance with the 50 percent ITA requirement was reduced from 55.1 percent to 50.2 percent.

Recommendation: The SFWIB should enhance procedures to ensure the accuracy of ITA expenditure amounts reported to DEO.

Administrative Management

Finding No. 4: Sunshine Law Compliance

Section 445.007(1), Florida Statutes, provides that the SFWIB is subject to Chapter 286, Florida Statutes. Section 286.011, Florida Statutes, commonly referred to as the Sunshine Law, requires that the minutes of a meeting of a board or commission of a state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The Attorney General’s publication *Government-in-the-Sunshine Manual (Manual)*, 2012 Edition, states that advisory boards and fact finding committees whose powers are limited to making recommendations to a public agency and that possess no authority to bind that agency are subject to the Sunshine Law. The *Manual* also provides that when a committee possesses or exercises not only the authority to conduct fact finding but also to make recommendations, the committee is participating in the decision-making process and is subject to the Sunshine Law.

The SFWIB holds regular meetings throughout the year to discuss and approve necessary actions related to its responsibility for overseeing State and Federally-funded workforce development programs in Miami-Dade and Monroe Counties. In addition, the SFWIB established various committees responsible for making policy recommendations to the SFWIB on various matters. The committees include the Economic Development and Industry Sector Committee and the Audit Committee, which also hold regular meetings throughout the year. The Economic Development and Industry Sector Committee develops policy recommendations related to the improvements to the responsiveness of training with respect to business and economic development opportunities; integration of Federal and State workforce funding to improve training and job placements within the business community; and identification of occupations that are critical to business retention, expansion, and recruitment activities. The Audit Committee develops policy recommendations with respect to the financial and budgetary oversight and monitoring.

The SFWIB maintains its meeting minutes on its Web site, which facilitates public access to decisions made by the SFWIB and recommendations made by the Economic Development and Industry Sector and Audit Committees. Our review of public meetings held during the period July 2011 through June 2013 disclosed as of December 4, 2013, the following instances in which meeting minutes had not been posted to the permanent location on the SFWIB's Web site:

- The SFWIB held and prepared minutes for 22 public meetings, of which the minutes for 4 meetings had not been posted.
- The Economic Development and Industry Sector Committee held and prepared minutes for 14 public meetings, of which the minutes for 1 meeting had not been posted.
- The Audit Committee held and prepared minutes for 8 public meetings, of which the minutes for 2 meetings had not been posted.

Upon audit inquiry, SFWIB personnel provided the above minutes for our review. SFWIB personnel indicated that the meetings noted above were not regularly scheduled, and that the minutes were not posted to the Web site because there was no follow-up meeting scheduled to approve them. As a good business practice, to ensure that minutes accurately reflect all action and proceedings of the Board or advisory committees, the minutes of each meeting should be reviewed, corrected if necessary, and approved timely at a subsequent meeting.

When minutes are not timely approved and posted to the permanent location on the SFWIB's Web site, public access to official actions taken at such meetings may be limited.

Recommendation: The SFWIB should enhance its procedures to ensure that minutes of the SFWIB and committee meetings are timely approved and promptly posted to its Web site.

OBJECTIVES, SCOPE, AND METHODOLOGY

The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations. Pursuant to Section 11.45(3)(a), Florida Statutes, the Legislative Auditing Committee, at its February 18, 2013, meeting, directed us to conduct this audit.

We conducted this operational audit from September 2013 to December 2013 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objectives of this operational audit were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and the safeguarding of assets, and identify weaknesses in those controls.

This audit was designed to identify, for those programs, activities, or functions included within the scope of the audit, deficiencies in management's internal controls, instances of noncompliance with applicable laws, rules, regulations, contracts, grant agreements and other guidelines, and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

For those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; exercising professional judgment in considering significance and audit risk in the design and execution of research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

The scope and methodology of this performance audit are described in Exhibit A. Our audit included selection and examinations of various records and transactions from July 2011 through June 2013. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of agency management, staff, and vendors, and as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

AUTHORITY

Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.



David W. Martin, CPA
Auditor General

MANAGEMENT'S RESPONSE

Management's response is included as Exhibit B.

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EXHIBIT A
AUDIT SCOPE AND METHODOLOGY

Scope (Topic)	Methodology
Organizational Issues and Minutes	Reviewed organizational structure of the SFWIB and assessed the functional responsibilities within the organizational structure to determine whether they were adequately separated to provide for effective internal controls. Examined and reviewed documentation such as the organizational chart, SFWIB by-laws, and SFWIB minutes with an emphasis on actions taken for the Title I Adult and Dislocated Worker programs. Determined whether SFWIB and relevant committee meetings were held in compliance with Chapter 286, Florida Statutes, and that the minutes of such meetings were available for public inspection.
Fraud and Ethics Controls	Verified that the SFWIB had developed fraud policies and procedures to provide guidance to employees for communicating known or suspected fraud to appropriate individuals. Performed searches on the Florida Department of State, Division of Corporations' online records to identify potential conflicts of interest. Obtained statements of financial interest for applicable SFWIB personnel from the appropriate County Supervisor of Elections to ensure compliance with Section 112.3145(2)(b), Florida Statutes. For Title I Adult and Dislocated Worker program service providers, determined whether contracts with members of the SFWIB complied with the conflicts of interest, transparency, and accountability provisions of Sections 445.007(1) and (11), Florida Statutes.
Written Policies and Procedures	Determined whether the SFWIB had written policies and procedures in place for major functions, including those that are significant to the operation of the Title I Adult and Dislocated Worker programs.
Strategic Plan and Performance Measures	Reviewed the SFWIB's strategic plan for short and long-term operations. Determined whether performance measures had been adopted. Reviewed selected records to ensure that performance measures were implemented and that appropriate action was taken by the SFWIB in instances where Title I Adult and Dislocated Worker program contractors and vendors failed to meet the established performance measures.
Amounts Reported to the DEO	Determined whether Title I Adult and Dislocated Worker programs funds from the 2011-12 and 2012-13 fiscal years were properly reported, supported by the accounting records, and adequately carried forward, if applicable.

EXHIBIT A (CONTINUED)
AUDIT SCOPE AND METHODOLOGY

Scope (Topic)	Methodology
Expenditure of Restricted Resources	Reviewed the SFWIB’s policies and procedures, Florida Department of Economic Opportunity (DEO) guidance (DEO FG-074), and Section 445.003(3)(a)1., Florida Statutes. Tested Title I Adult and Dislocated Worker programs funds expended during the 2011-12 and 2012-13 fiscal years to determine whether the amounts expended on Individual Training Accounts (ITA) for these programs were in accordance with applicable policies and procedures, DEO guidance, and Section 445.003(3)(a)1., Florida Statutes.
Contractual Agreements	Reviewed contractual agreements between the SFWIB and contractors and training vendors that provided services to eligible participants under the Title I Adult and Dislocated Worker programs to determine, on a test basis, whether payments were made in accordance with contract provisions, and to determine compliance with insurance coverage requirements.

**EXHIBIT B
MANAGEMENT'S RESPONSE**



careersourcesfl.com

March 4, 2014

Mr. David W. Martin
Auditor General
State of Florida
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Dear Mr. Martin:

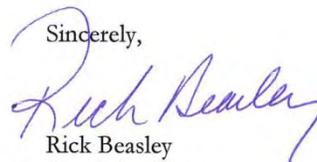
Thank you for your February 5, 2014 preliminary report on the audit findings and recommendations identified during the audit of the South Florida Workforce Investment Board (SFWIB). As we pointed out at the start of the audit, the SFWIB welcomed the audit, especially in view of the numerous changes and complexities embodied in the amendments to Section 445 of the Florida Statutes that became effective July 1, 2012.

We are indeed very pleased that the audit report confirmed that the SFWIB is in full compliance with all the applicable provisions of Section 445 of the Florida Statutes.

As requested, we have prepared the attached written statement of explanation concerning all of the findings noted in the report. We have included corrective actions that address all issues and recommendations.

We appreciate the time you devoted to this audit, and we thank you and your staff for the effort and professionalism demonstrated during the audit.

Please feel free to contact me at (305) 594-7615, extension 369, should you have any questions.

Sincerely,


Rick Beasley
Executive Director
South Florida Workforce Investment Board

Attachment

Pc: SFWIB Board Members

info@careersourcesfl.com
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126
p: 305-594-7615 | f: 305-470-5629



EXHIBIT B (CONTINUED)
MANAGEMENT'S RESPONSE

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
MANAGEMENT RESPONSES TO PRELIMINARY AND TENTATIVE AUDIT FINDINGS AND
RECOMMENDATIONS TO THE OPERATIONAL AUDIT OF THE SOUTH FLORIDA WORKFORCE
INVESTMENT BOARD FOR PROGRAM YEARS FROM JULY 1, 2011 THROUGH JUNE 30, 2013

Finding No. 1- Contractual Agreements

The SFWIB needed to enhance its procedures to ensure for the timely execution of contractual agreements with its training vendors.

Management Response: Management is in agreement with the recommendation of enhance procedures to ensure contracts are executed in a timely manner. At the beginning of program year 2013-2014 (July 1, 2014), the SFWIB had already implemented a fiscal procedure to not pay Training Vendors until a contract has been executed.

Finding No. 2 –Monitoring of Insurance for Contracts and Training Vendors

The insurance coverage maintained by private contractors and training vendors did not always comply with the requirements of the contract agreements.

Management Response: Management agrees with the Auditor General recommendation to establish procedures to ensure that contractors maintain insurance coverage during the term of the contract. The SFWIB has developed and implemented procedures to ensure proper insurance coverage. A copy of the new and enhanced procedures is attached.

Finding No. 3- Overstatement of Reported ITA Expenditures

The SFWIB overstated program expenditures reported to the Florida Department of Economic Opportunity.

Management Response: Although SFWIB management agrees that the reported ITA expenditures were originally reported incorrectly, it must be pointed out that the overstatement was a result of an expenditure accrual that was recommended by the Audit Committee of the SFWIB and initially agreed to by the SFWIB fiscal auditors. The expenditure accrual was booked in order to account for expenditure obligations for training services that had been procured and started prior to the end of the fiscal year 2012-13 on June 30, 2013.

Upon their arrival, SFWIB provided the external auditors with all the supporting documentation and analysis used to calculate the expenditure accrual. Following an Initial review, the auditors stated they were in agreement with the accrual and thus SFWIB reported ITA expenditures to the State as such.

EXHIBIT B (CONTINUED)
MANAGEMENT'S RESPONSE

Later and upon further in depth analysis of the entry, the external auditors determined that the accrual should only have included a portion of the obligations. The auditors reasoned that since SFWIB's policy states that the second and final payment for training services only becomes due and payable after the training participant has completed 14 training sessions. Accordingly, only those expenditure obligations for participant completing 14 or more sessions should have been accrued.

Due to time constraints for issuing the final audit report, SFWIB found it in its best interest to reverse the entire accrual entry and inform the Department of Economic Opportunity of the State of Florida of the decision and re-report expenditures based on the reversal.

Finding No. 4- Sunshine Law Compliance

The SFWIB procedures did not always ensure that minutes for meetings were available for public inspection and approved timely.

Management Response: Management agrees with the recommendation. As explained in the body of the report, SFWIB current procedure is to post meeting minutes after formal approval at follow-up meetings. The minutes that had not been posted at the time of the audit were mostly for meetings for which no follow-up meeting had been held, however, the minutes were available upon request. As recommended by the Auditor General, SFWIB has enhanced its procedures to require that meeting minutes be posted within 45 days following the meeting, regardless of whether or not the minutes have been approved. In those situations where un-approved meeting minutes are posted, they will be clearly marked as "Draft Pending Approval".

EXHIBIT B (CONTINUED)
MANAGEMENT'S RESPONSE



CONTRACTORS AND TRAINING VENDORS INSURANCE PROCEDURES

- Identify all Contractors and Training Vendors
- Prepare insurance file folder
- Input insurance information into the Insurance Liability Database:
 - a. Name of Contractor and Training Vendor
 - b. General Liability Policy numbers, effective date and expiration date
 - c. Professional Liability Policy numbers, effective date and expiration date
 - d. Fidelity Bond Policy numbers, effective date and expiration date
 - e. Workers Compensation Policy numbers, effective dates and expiration date
- System will track on a daily basis all insurance coverage dates
 - a. All dates will have two (2) month prior alerts of expiration dates
 - b. Notification e-mails will be generated automatically by the system to each Contractor and Training Vendor. [Exhibit A]
 - c. System will generate alert notification e-mail to Administration Division
 - d. System will generate alert notification e-mail to Finance division (Assistant Director and Assistant Controller) immediately if any Contractor or Training Vendor insurance has already expired or cancelled. [Exhibit B]
- Receipt of renewed Certificate of Liability Insurance (ACORD)
 - a. Input insurance information (i.e. Policy Numbers, etc.)
 - b. Make comments/notes in database and also insurance file folder
- Non receipt of renewed Certificate of Liability Insurance (ACORD)
 - e. System will e-mail the Finance division (Assistant Director of Finance and Assistant Controller) immediately if any Contractor or Training Vendor insurance has already expired or cancelled.
 - a. No payment will be disbursed to Contractor or Training Vendor by Finance division.

[Note: Automated Process was implemented on 02.26.2014]

EXHIBIT B (CONTINUED)
MANAGEMENT’S RESPONSE



EXHIBIT A

E-Mail Notification (Contractors and Training Vendors)

Dear: _____

This is notification regarding your **Certificate of Liability Insurance**. Please review your coverage(s) listed below and submit your renewed Certificate.

Please note: The Contract/Agreement stipulates that “in the event that your insurance policy is cancelled or expired during the effective period of this Contract/Agreement, all payments will be withheld from the Contractor/Vendor until a new Certificate of Insurance is submitted and approved. If the Contractor/Vendor fails to secure the required insurance as a result of cancellation or expiration within **ten (10)** calendar days **after** the effective date of expiration or cancellation, South Florida Workforce Investment Board may forthwith terminate this Contract/Agreement. The new insurance policy shall cover the time period commencing from the date of cancellation or expiration of the prior insurance policy.”

Please submit your renewed Certificate of Liability Insurance via e-mail to dianne.mills@careersourcesfl.com and mail your original Certificate of Liability Insurance to:

South Florida Workforce Investment Board d/b/a CareerSource South Florida
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126
ATTN: Dianne Mills, AOII

<u>Coverage Type</u>	<u>Expiration Date</u>
General Liability	04/02/14
Professional Liability	04/02/14
Workers Comp	04/02/14
Fidelity Bond	04/02/14

EXHIBIT B (CONTINUED)
MANAGEMENT’S RESPONSE



EXHIBIT B

E-Mail Notification (Finance Division)

This is notification regarding the Contractor/Training Vendor Certificate of Liability Insurance. Please be aware that an e-mail has already been sent to the Service Partner/Training Vendor to submit their renewed Certificate prior to the expiration date.

Please note: The Contract/Agreement stipulates that “in the event that your insurance policy is cancelled or expired during the effective period of this Contract/Agreement, all payments will be withheld from the Contract/Vendor until a new Certificate of Insurance is submitted and approved. If the Contractor/Vendor fails to secure the required insurance as a result of cancellation or expiration within **ten (10)** calendar days **after** the effective date of expiration or cancellation, South Florida Workforce Investment Board may forthwith terminate this Contract/Agreement. The new insurance policy shall cover the time period commencing from the date of expiration or cancellation of the prior insurance policy.”

<u>Coverage Type</u>	<u>Expiration</u>
General Liability	04/02/14
Professional Liability	04/02/14
Workers Comp	04/02/14
Fidelity Bond	04/02/14



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 6B

AGENDA ITEM SUBJECT: FINANCIAL COMPLIANCE MONITORING REPORTS

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar One-Stop Performance & Consistency

BACKGROUND:

On January 8, 2014 the Department of Economic Opportunity (DEO) of the State of Florida released a report on the results of the financial monitoring services performed on SFWIB for the first quarter of fiscal year 2013-14. On February 28, 2014 DEO released another report on the results of the financial monitoring services performed for the second quarter of fiscal year 2013-14.

The monitoring procedures that DEO performed included tests of transaction details, file inspection and inquiries to determine if appropriate internal control procedures were in place.

Either DEO Quarterly reports indicated no findings.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

2013-14 Financial Compliance Monitoring Report
CareerSource South Florida
Regional Workforce Board No. 23

Bureau of Financial Monitoring and Accountability
Florida Department of Economic Opportunity

February 28, 2014

107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399
www.floridajobs.org



2013-14 Financial Compliance Monitoring Report
CareerSource South Florida
Regional Workforce Board No. 23
Period Reviewed: July 1, 2013 – November 30, 2013

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I. MONITORING RESULTS

The Bureau of Financial Monitoring and Accountability (FMA) performed financial monitoring procedures based on the DEO 2013-14 RWB Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support current year findings, other non-compliance issues and observations. Detailed information for these items is disclosed in the following section of this report.

Summarized below are the results of testing by category as detailed in the DEO 2013-14 RWB Financial Monitoring Tool for the 1st Quarter Desk Review and 2nd Quarter Desk Review:

2013-14 Monitoring Results			
Category	Current Year Findings	Current Year Other Non-Compliance Issues	Current Year Observations
1.0 – Preventive / Corrective Action Plan Implementation	-	-	-
2.0 – Financial Management Systems	-	-	-
3.0 – Internal Control Environment	-	-	-
4.0 – Cash Management and Revenue Recognition	-	-	-
5.0 – OSMIS Reporting and Reconciliation	-	-	-
6.0 – Prepaid Program Items	-	-	-
7.0 – Cost Allocation and Disbursement Testing	-	-	-
8.0 – Payroll and Personnel Activity Report (PAR) Testing	-	-	-
9.0 – ETA Salary and Bonus Cap	-	-	-
10.0 – Individual Training Accounts (ITAs)	-	-	-
11.0 – Purchasing	-	-	-
12.0 – Contracting	-	-	-
13.0 – Subrecipient Monitoring	-	-	-
14.0 – Property Management	-	-	-
TOTAL	-	-	-

II. FINDINGS

1st Quarter Review

There were no 1st quarter findings.

2nd Quarter Review

There were no current quarter findings.

III. OTHER NON-COMPLIANCE ISSUES

1st Quarter Review

There were no 1st quarter other non-compliance issues.

2nd Quarter Review

There were no current quarter other non-compliance issues.

IV. OBSERVATIONS

1st Quarter Review

There were no 1st quarter observations.

2nd Quarter Review

There were no current quarter observations.



SFWIB AUDIT COMMITTEE

DATE: 10/24/2014

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: ACTIVITY REPORT -- FISCAL MONITORING

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar One-Stop Performance & Consistency

BACKGROUND:

At the December 2013 Audit Committee meeting, the committee members passed a resolution requesting SFWIB staff to present monitoring activity reports at subsequent Audit Committee meetings.

In response to said request, SFWIB staff have prepared the attached activity reports. The first report is a summary of the findings resulting from CSSF Fiscal Monitoring activities, while the second report summarizes the status of the Quality Assurance Program monitorings reports to date.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Workforce Investment Act (WIA) PY13-14 Quality Assurance Review Results

Provider	Center	Error Rate	Repeat Findings	Disallowances	POCA Received	POCA Accepted
Arbor E&T, LLC	Carol City	6.40%	10 of 16	No	Yes	Yes
Arbor E&T, LLC	Hialeah Gardens	2.62%	3 of 11	No	Yes	Yes
City of Hialeah	Hialeah Downtown	3.59%	8 of 14	No	Yes	Yes
City of Miami	City of Miami	21.88%	25 <i>(1st Yr. Reviewed)</i>	No	Yes	Yes
SER Jobs for Progress, Inc.	North Miami Beach	2.63%	6 of 11	No	Yes	Yes
UNIDAD of Miami Beach, Inc.	Miami Beach	4.81%	11 of 19	No	Yes	Yes
Youth Co-Op, Inc.	Florida Keys	2.44%	6 of 9	No	Yes	Yes
Youth Co-Op, Inc.	Homestead	1.21%	2 of 6	No	Yes	Yes
Youth Co-Op, Inc.	Little Havana	3.91%	4 of 13	No	Yes	Yes
Youth Co-Op, Inc.	Northside	1.71%	2 of 6	No	Yes	Yes
Youth Co-Op, Inc.	Perrine	1.52%	1 of 6	No	Yes	Yes
Youth Co-Op, Inc.	West Dade	1.20%	2 of 8	No	Yes	Yes
Transition, Inc.	Offender Service Center	2.85%	5 of 8	Yes: \$504.00 OJT	Yes	Yes

**Supplemental Nutrition Assistance Program (SNAP)
PY13-14 Quality Assurance Review Results**

Provider	Center	Error Rate	Repeat Findings	Disallowances	POCA Received	POCA Accepted
Arbor E&T, LLC	Carol City	1.92%	1 of 3	Potential: \$64,066.92	Yes	Yes
City of Hialeah	Hialeah Downtown	2.17%	1 of 5	Potential: \$21,805.28	Yes	Yes
City of Miami	City of Miami	4.92%	11 <i>(1st Yr. Reviewed)</i>	Potential: \$32,243.21	Yes	Yes
SER Jobs for Progress, Inc.	North Miami Beach	15.32%	6 of 18*	Potential: \$19,741.75	Yes	Yes
UNIDAD of Miami Beach, Inc.	Miami Beach	3.01%	2 of 10	Potential: \$3,770.42	Yes	Yes
Youth Co-Op, Inc.	Florida Keys	4.61%	2 of 10	Potential: \$38,717.34	Yes	Yes
Youth Co-Op, Inc.	Homestead	0.00%	N/A	Potential: \$32,698.90	Yes	Yes
Youth Co-Op, Inc.	Little Havana	0.92%	1 of 6	Potential: \$43,739.35	Yes	Yes
Youth Co-Op, Inc.	Northside	3.07%	2 of 9	Potential: \$146,462.95	Yes	Yes
Youth Co-Op, Inc.	Perrine	1.32%	4 <i>(No Repeat)</i>	Yes: \$12.50 Potential: \$46,979.99	Yes	Yes
Youth Co-Op, Inc.	West Dade	3.16%	2 of 6	Potential: \$27,460.19	No	Yes

* = Altered documentation was found in sampled case files

Career Advancement Program (CAP) PY13-14 Quality Assurance Review Results						
Provider	Center	Error Rate	Repeat Findings	Disallowances	POCA Received	POCA Accepted
Arbor E&T, LLC	Carol City/Opa Locka	10.67%	10 of 17	No	Not yet due	N/A
City of Hialeah	Hialeah Downtown	10.24%	7 of 13	No	Not yet due	N/A
City of Miami	City of Miami	26.89%	22 (1st Yr. Reviewed)	No	Yes	No (Pending Revised POCA)
SER-Jobs for Progress, Inc.	North Miami Beach	10.34%	9 of 22*	No	Not yet due	N/A
UNIDAD of Miami Beach, Inc.	Miami Beach	16.19%	2 of 16	No	Yes	No (Pending Revised POCA)
Youth Co-Op, Inc.	Florida Keys	9.52%	1 of 6	No	Yes	Yes
Youth Co-Op, Inc.	Homestead	2.89%	3 of 11	No	Not yet due	N/A
Youth Co-Op, Inc.	Little Havana	5.35%	8 of 14	No	Not yet due	N/A
Youth Co-Op, Inc.	Northside	9.39%	11 of 22	No	Not yet due	N/A
Youth Co-Op, Inc.	Perrine	4.55%	4 of 15	No	Yes	Yes
Youth Co-Op, Inc.	West Dade	2.88%	2 of 7	No	Not yet due	N/A

* = Altered documentation was found in sampled case files

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

Service Provider/ Programs Monitored	Total Monitored	Original Amount Disallowed Costs	Areas of Deficiencies Noted	Type of Deficiencies	Repeat Finding	Plan of Corrective Actions (POCA) Submitted	POCA Accepted
Greater Miami Services Corp	\$1,542,961.00	None	Required elements were not included in the Cost Allocation Plan. The methodologies described in the plan were not being followed.	Non-compliance with the code of federal regulations and the requirements of the executed contract.	n/a	Yes	Yes
Out of School Youth			The agency-wide budget did not include budget narratives and the allocation of each budget line item to the funding source.	Operational deficiency.	n/a		
			Budget modifications were not timely requested for sampled budget line items with favorable variances over 15%.	Non-compliance with the code of federal regulations and requirements of the executed contract.	Yes		
			Outstanding invoices not paid to vendors timely.	Operational deficiency.	n/a		
			Sampled personnel files were incomplete at the time of the review.	Non-compliance with stipulations of the executed contract.	Yes		
			The electronic recordkeeping policies lacked required elements established by Florida Statutes.	Non-compliance with Florida Statutes and the Florida Administrative Code.	n/a		
Transition, Inc.	\$382,493.00	\$1,432.42	The Cost Allocation Plan did not clearly indicate the methodology for the allocation of indirect costs.	Non-compliance with the code of federal regulations and the requirements of the executed contract	n/a	Yes	Yes
Career Center Offender Program			Disallowed costs in the amount of \$1,432.42 was related to the over allocation of expenditures, unallowable costs and late payment fees.	Non-compliance with the code of federal regulations and the requirements of the executed contract.	Yes		
			Outstanding invoices were not paid to vendors in a timely manner.	Operational deficiency.	n/a		
			Recordkeeping issues regarding check requests forms not properly completed to indicate percentage allocations to the various funding sources; consequently, lacking adequate audit trails.	Recordkeeping deficiency.	n/a		
			Sampled travel expenditures were not adequately documented.	Non-compliance with requirements of Florida Statutes.	Yes		
			Budget modifications were not timely requested for sampled budget line items with favorable variances over 15%.	Non-compliance with the code of federal regulations and the requirements of the executed contract.	Yes		
			Bank reconciliations were not signed by the preparer and reviewer	Operational deficiency.	n/a		
			Sampled personnel files were incomplete at the time of the review.	Non-compliance with stipulations of the executed contract.	Yes		
			Salaries paid were not in accordance with the approved budget.	Operational deficiency.	n/a		
			The electronic recordkeeping policies lacked required elements established by Florida Statutes.	Non-compliance with Florida Statutes and Florida Administrative Code	n/a		
UNIDAD of Miami Beach, Inc.	\$4,666,661.80	\$15,347.36	Entered into a professional service agreement with BLN Services, Inc. (BLN) for financial consulting and human resources services without prior written approval from SFWIB.	Operational deficiency.	n/a	Yes	Partially accepted. Pending

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

							payment of \$4,943.15
Career Center, In-school Youth and Refugee			Did not perform month-end closings of its books of accounts; sampled adjusting entries were not properly documented or explained.	Non-compliance with requirements of the executed contracts.	n/a		
			Numerous non-compliance and recordkeeping issues were noted in the refugee program. Performance measures billed to SFWIB were not properly documented in clients' files, as a result, \$6,964.84 were identified as disallowed costs.	Non-compliance with federal regulations and stipulations of the executed refugee contract.	Yes		
			The Cost Allocation Plan did not include required elements, documentation to support allocation methodologies, was not submitted timely to SFWIB, established cost allocation methodologies were not being followed and expenditures were improperly allocated.	Non-compliance with the code of federal regulations, the Final Guidance on Cost Allocations for RWB and the requirements of the executed contracts.	n/a		
			UNIDAD was in breach of Article II, Section E (5) and Article IV, Section M, of the executed contracts, which stated the Contract Invoices shall reflect only expenditures incurred and paid by the Contractor for the month when services were rendered. UNIDAD routinely submitted expenditures for reimbursement for items for which the expenditure had not been incurred and/or paid.	Non-compliance with requirements of the executed contracts.	n/a		
			Did not effectively monitor budget variances Favorable budget line items over 15% were identified, but budget modifications were not timely submitted to SFWIB.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	n/a		
			Finance charges on borrowed capital were incurred and erroneously allocated to SFWIB programs; as a result \$476.625 was disallowed.	Non-compliance with the code of federal regulations.	n/a		
			SFWIB was unable to determine the accuracy of BLN total hours or percentage reported by activities, as the daily attendance sheets did not reflect the best estimate of time actually expended by activity when compared to the Personnel Activity Reports.	Operational deficiency.	n/a		
			UNIDAD submitted and received reimbursement for staff trainings prior to the successful completion of the events, but the events did not eventually materialize. As a result \$5,040.00 was disallowed.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	n/a		
			UNIDAD erroneously paid incentive bonus from the youth program funding stream to BLN. As a result, \$230.00 was disallowed.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	n/a		
			Outstanding invoices were not paid to vendors timely.	Operational deficiency.	n/a		
			Checks were not issued in strict sequential order.	Operational deficiency.	Yes		
			The operating account did not include images of cancelled checks.	Operational deficiency.	Yes		
			Sampled bank reconciliation was not prepared accurately, as adjusting entries were not deducted from the total amount of payroll checks not disbursed.	Operational deficiency.	Yes		

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

			There was no documented evidence sampled check requests forms were approved for payment by supervisory personnel.	Operational deficiency.	n/a		
			Did not provide supporting documentation or the supporting documentation was not adequate for items purchased with corporate credit cards. As a result \$1,583.97 was disallowed.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes		
			OCI was not able to trace sampled transactions to the general ledger related to charges thru the corporate credit cards; checks were generated for payments, but not remitted or posted to the corresponding general ledger expense accounts.	Operational deficiency.	n/a		
			Did not follow its own credit card policies and procedures as it did not properly maintain the credit card log to keep track of loaned credit cards.	Noncompliance with UNIDAD's existing policies and procedures.	Yes		
			Sampled personnel files were not properly documented and annual performance evaluations were not done in a timely manner.	Noncompliance with stipulations of the executed contracts.	Yes		
			Required monthly reports were not submitted to SFWIB.	Noncompliance with the reporting requirements as stipulated in the executed contracts.	Yes		
			Did not enroll as an employer in the E-Verify program within thirty (30) calendar days of contract award.	Noncompliance with federal regulations and the requirements of the executed contracts.	n/a		
			Electronic recordkeeping policies and procedures were not updated as indicated in the prior monitoring response submitted; the policies did not include requirements of the Florida Statutes and the Florida Administrative Code.	Noncompliance with the Florida Statutes and the Florida Administrative Code.	Yes		
			Did not maintain a fixed assets inventory.	Noncompliance with federal regulations and the requirements of the executed contract.	n/a		
			Did not maintain documented evidence that it had performed cost or price analysis for procured financial and human resources consulting services.	Noncompliance with the code of federal regulations.	n/a		
			UNIDAD was in breach of contract as the Financial Closeout Packages submitted to SFWIB were incomplete and inaccurate.	Noncompliance with federal regulations and requirements of the executed contract.	n/a		
Cuban American National Council, Inc. (CANC)	\$4,122,860.00	\$15,933.73	Numerous non-compliance and recordkeeping issues were noted in the refugee program. Performance measures billed to SFWIB were not properly documented in clients' files; nor could they be confirmed with the employer of record or the clients'; as a result \$15,933.73 was disallowed.	Non-compliance with federal regulations and the stipulations of the executed refugee contract.	Yes	Yes	Yes
In-School Youth, Out of School Youth and Refuge			The Cost Allocation Plan did not include required documentation to support allocation methodologies.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes		
			Sampled budget line items for the In-School and Out of School programs had favorable variances over 15%; however, budget modifications were not submitted timely as required.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes		

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

			Sampled payments to vendors were not remitted in a timely manner.	Operational deficiency.	Yes		
			Sampled invoices submitted to SFWIB for reimbursement included late fees, which are unallowable costs; in addition, the agency incurred overdrafts fees which are also unallowable costs, but these costs were not properly recorded in the general ledger.	Non-compliance with the code of federal regulations and requirements of the executed contracts.	Yes		
			The electronic recordkeeping policies lacked required elements.	Non-compliance with the Florida Statutes and the Florida Administrative Code.	n/a		
			The agency did not register nor utilized the E-verify system to verify employment eligibility.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	n/a		
Community Coalition, Inc. (CC)	\$1,671,335.00	\$9,225.39	Numerous non-compliance and recordkeeping issues were noted in the refugee program. Performance measures billed to SFWIB were not properly documented in clients' files nor could they be confirmed with the employer of record or the clients; as a result \$723.96 was disallowed.	Non-compliance with federal regulations and the stipulations of the executed refugee contract.	Yes	Yes	Yes
In-School Youth and Refugee Programs			The Cost Allocation Plan did not include certain elements as required. The expenditures were not being allocated in accordance with the approved CAP.	Non-compliance with the code of federal regulations, the Final Guidance on Cost Allocations for RWB and requirements of the executed contracts.	Yes		
			Consistently, invoices were not being submitted timely to SFWIB for program years 11-12 and 12-13; consequently, penalties in the amount of \$31,848.41 and \$39,450.66, respectively, were assessed by SFWIB's Finance Unit. This is a recurring issue which has been brought to the attention of senior manager.	Non-compliance with requirements of the executed contracts.	Yes		
			Sampled payment to vendors and credit card companies were not remitted in a timely manner; payments were not generated by original invoices. Unallowable costs (sale taxes, late fees and interest charges) were paid but not recorded to the accounting system as such; they incorrectly misclassified and posted to the general ledger instead.	Non-compliance with federal regulations and operational.	Yes		
			For program year 11-12, performance holdback payments were not distributed and expended in accordance with the requirements of the contract; as a result \$6,543.62 was disallowed.	Operational deficiency.	n/a		
			Did not maintain adequate supporting documentation for sampled expenditures, transactions were incorrectly allocated to SFWIB programs, resulting in a disallowance of \$1,597.80.	Non-compliance with the code of federal regulations, the Final Guidance on Cost Allocations for RWB and requirements of the executed contracts.	Yes		
			Actual salaries and corresponding allocations to various programs did not correspond to SFWIB's approved budgets	Non-compliance with requirements of the executed contracts.	Yes		
			CC submitted and received reimbursement for telephone expenditures under the administration budget, which was not an approved budget line item; as a result, \$360.01 disallowance.	Operational deficiency.			
			Cost reflected on the PY 12-13 agency-wide budget did not appear to have been properly forecasted to prevent shortfalls during the program year. In addition, the agency-wide budget narratives did not agree with the narratives included in SFWIB's program budgets; furthermore, the SFWIB approved budgets showed numerous errors and inconsistencies.	Operational deficiency.	n/a		
			Sampled local travel expenses were not adequately documented.	Non-compliance with the code of federal regulations, Florida Statutes and the DEO	n/a		

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

				State Travel Manual. Operational deficiency.			
			Checks were not issued in strict sequential order and in some instances, incorrect check numbers were entered into the accounting system.	Operational deficiency.	Yes		
			The percentage allocation documented on a sampled Personnel Activity Report did not agree with the approved In-School budget and payroll registers.	Operational deficiency.	n/a		
			Sampled budget line items for the In-School program had favorable variances over 15%; however, budget modifications were not submitted timely as required.	Non-compliance with the code of federal regulations requirements and the executed contracts.	n/a		
			There was no documented evidence general ledger accounts were reviewed for reasonableness on a monthly basis; in addition, sampled journal entries for allocation of expenditures to SFWIB programs were not review and approved by authorized personnel. Sampled bank reconciliations were not signed and dated by the preparer.	Operational deficiency.	Yes		
			Bank reconciliations showed state dated checks outstanding over 90 days, although the face of the checks indicated "void after 90 days".	Operational deficiency.	Yes		
			Sampled employees' files did not include all required documentation; forms were not completed in its entirety as required by federal regulations. CC did not enroll as an employer in the E-Verify program within thirty (30) calendar days of contract award.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes		
			CC did not timely submit to the contract manager or uploaded to SFWIB's Intranet required monthly reports.	Non-compliance with the terms of the executed contracts.	n/a		
			The procurement and electronic recordkeeping policies and procedures did not include required elements.	Non-compliance with the code of federal regulations, Florida Statutes and Florida Administrative Code.	Yes		
Adults Mankind Organization, Inc. (AMO)	\$5,324,753.00	\$5,593.53	Numerous non-compliance and recordkeeping issues were noted in the refugee program. Performance measures billed to SFWIB were not properly documented in clients' files nor could they be confirmed with the employer of record or the clients; as a result \$4,475.76 was disallowed.	Non-compliance with the code of federal regulations and the stipulations of the executed refugee contract.	n/a	Yes	Yes
In-School, Out of School Youth and Refugee programs			The Cost Allocation Plan was not developed in conformity with federal regulations and the Guidance for Regional Workforce Board, as it did not include required elements; AMO did not follow its established cost allocation methodology and expenditures were improperly allocated.	Non-compliance with the code of federal regulations, the requirements of the executed contracts and operational deficiency.	n/a		
			AMO submitted and received reimbursement from SFWIB for a portion of legal fees related to AMO's defense of legal actions initiated by a former employee in the amount of \$629.00. Costs associated with legal actions are unallowable costs; as a result \$629.00 was disallowed.	Non-compliance with the code of federal regulations.	n/a		
			AMO billed SFWIB a portion of an employee's salary for time worked on the OSY program; however, corresponding salary paid for hours as documented on the employee's time justification form did not agree to the amount shown on the payroll register; accordingly the amount of \$480.77 was disallowed.	Operational deficiency.	n/a		
			AMO transferred equipment from site to site, but failed to complete a fixed assets inventory transfer form.	Noncompliance with requirements of the executed contracts.	n/a		
			The Financial Closeout Packages for the OSY program for program year 12-13 was submitted late.	Non-compliance with requirements of the executed contracts.	n/a		

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

Arbor E & T, LLC (Arbor)	\$1,626,137.00	\$10,548.58	Numerous non-compliance and recordkeeping issues were noted in the refugee program. Performance measures billed to SFWIB were not properly documented in clients' files nor could they be confirmed with the employer of record or the clients; as a result \$10,548.58 was disallowed.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes	Yes	Yes
Career Centers (Carol City and Hialeah Gardens) and Refugee Program			Budget variances were not adequately monitored; budget modifications were not timely requested sampled budget line items showing favorable variances greater than fifteen (15) percent.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes		
			The Cost Allocation Plan did not include certain required elements. The expenditures were not being allocated in accordance with the approved CAP.	Non-compliance with the requirements of the Final Guidance on Cost Allocation Plans for Regional Workforce Boards, The Final Guide and the executed contracts.	n/a		
			Sampled expenditures reviewed were missing the document authorizing payment as part of the supporting documentation.	Operational deficiency.			
			Sampled bank statements and reconciliations did not show evident of review and approval by supervisory/authorized personnel in a timely manner.	Operational deficiency.	n/a		
			Sampled personnel files lacked required documentation.	Non-compliance with requirements of the executed contracts.	Yes		
			Arbor's Electronic Recordkeeping policy was not in compliance with requirements.	Non-compliance with the Florida Statutes and the Florida Administrative Code.	n/a		
City of Miami	\$2,846,329.00	\$1,873.34	City of Miami was in breach of Article II, Section E (5) and Article IV, Section M, of the executed contracts, which stated the Contract Invoices shall reflect only expenditures incurred and paid by the Contractor for the month when services were rendered. City of Miami submitted expenditures for reimbursement for items for which an expenditure had not been incurred and/or paid, resulting in a disallowance of \$1,831.30.	Non-compliance with requirements of the executed contract.	n/a	No	No
			An incorrect amount related to postage expenditures was submitted for reimbursement, resulting in a disallowance of \$42.04.	Operational deficiency.	n/a		
			Budget variances were not adequately monitored; budget modifications were not timely requested sampled budget line items showing favorable variances greater than fifteen (15) percent.	Non-compliance with the code of federal regulations and the requirements of the executed contract.	n/a		
			Sampled personnel files did not include all required documentation.	Non-compliance with the requirements of the executed contract.	n/a		
			The City of Miami Public Records Requests and Retention Policies and Procedures did not include electronic recordkeeping policies and procedures.	Non-compliance with the Florida Statutes and the Florida Administrative Code.	n/a		
Youth Co-Op, Inc.	\$34,242,432.00	\$701.11	Numerous non-compliance and recordkeeping issues were noted in the refugee program. Performance measures billed to SFWIB were not properly documented in clients' files nor could they be confirmed with the employer of record or the clients; as a result \$701.11 was disallowed.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	Yes	Yes	Yes
			The Cost Allocation Plan did not include the resource sharing section.	Non-compliance with the requirements of the Final Guidance on Cost Allocation Plans for Regional Workforce Boards, The Final Guide	n/a		

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement from 7/1/13 to 3/14/14

				and the executed contracts.			
			Budget variances were not adequately monitored; budget modifications were not timely requested as sampled budget line items showing favorable variances greater than fifteen (15) percent.	Non-compliance with the code of federal regulations and the requirements of the executed contracts.	n/a		
			The existing credit card policy did not address procedures for the return of the corporate cards upon separation or employment or upon request by management.	Operational deficiency.	Yes		
			Sampled personnel files showed quality control deficiencies whereas required documentation was not in the files at the time of the review.	Operational deficiency.	Yes		
			<i>Office of Management and Budget Management Decision Letters Issued</i>				
			Ser Jobs for Progress, Inc.				
			Transition, Inc.				
			Miami Dade College				
			Youth Co-Op, Inc.				
			Greater Miami Service Corp.				
			Adults Mankind Organization, Inc.				
			UNIDAD of Miami Beach, Inc.				
			City of Hialeah				
			Community Coalition, Inc.				
			Arbor E&T, LLC.				
			Cuban American National Council, Inc.				
			Gulf Coast Jewish Family Services, Inc.				
			Lutheran Services of Florida, Inc.				



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 7A

AGENDA ITEM SUBJECT: YOUTH SERVICE PROVIDERS AND REGION PERFORMANCE

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

Performance measures for the Youth Service Providers and Region covering the period of July 1, 2013 through April 4, 2014 as represented on the State's Monthly Management Report (MMR) Year-to-Date are as follows:

- 337 of 341 in-school and out-of-school youth exited the program with a positive outcome (obtain a credential/diploma, post-secondary education, advanced training/qualified apprenticeships, military, employment). The Region's younger youth positive outcome performance measure is 98.83 percent.
- 2108 of 2096 in-school and out-of-school youth attained an increase in their skill attainment performance measure (basic skills, work readiness skills, occupational skills). The Region's youth skill attainment performance measure is 99.40 percent.
- 276 of 279 in-school youth exited the program with a positive outcome (obtain a credential/diploma, post-secondary education, advanced training/qualified apprenticeships, military, employment). The Region's in-school youth positive outcome performance measure is 98.92.
- 141 of 142 out-of-school youth exited the program with a positive outcome (obtain a credential/diploma, post-secondary education, advanced training/qualified apprenticeships, military, employment). The Region's out-of-school youth positive outcome performance measure is 99.30percent.
- 9 of 14 out-of-school youth enrolled in the adult centers exited the program with a positive outcome (obtain a credential/diploma, post-secondary education, advanced training/qualified apprenticeships, military, employment). The Region's out-of-school youth enrolled in the adult centers positive outcome performance measure is 64.00 percent.

As a network, youth service providers and adult service centers have exceeded four out of the four State required performance measures. The attached chart displays the performance measures for which providers are held accountable, the overall year-to-date performance for the entire youth network, and details each provider's individual performance measures.

FUNDING: Workforce Investment Act (WIA)

PERFORMANCE: N/A

ATTACHMENT

WIA YOUTH SERVICE PROVIDERS PERFORMANCE - JULY 1, 2013 - APRIL 4, 2014

Service Providers	Younger Youth Positive Outcome Performance Measure (90%)			Youth Skill Attainment Performance Measure (85%) (basic education, work readiness, occupational skills)			In School Youth Positive Outcome Performance Measure (90%)			Out of School Youth Positive Outcome Performance Measure (90%)		
	# to be Met	# Met	% of Standard Met	# to be Met	# Met	% of Standard Met	# to be Met	# Met	% of Standard Met	# to be Met	# Met	% of Standard Met
IN SCHOOL PROGRAM												
Adult Mankind Organization	29	29	100.00%	335	330	98.51%	30	30	100.00%			
Community Coalition	59	57	96.61%	177	176	99.44%	69	67	97.10%			
Cuban National Council	56	56	100.00%	159	159	100.00%	57	57	100.00%			
UNIDAD of Miami Beach	38	37	97.37%	143	142	99.30%	38	37	97.37%			
Youth Co-Op Monroe	6	6	100.00%	28	28	100.00%	6	6	100.00%			
Youth Co-Op Miami-Dade	78	78	100.00%	497	495	99.60%	79	79	100.00%			
YEAR-TO-DATE PERFORMANCE	266	263	100.00%	1339	1330	99.33%	279	276	98.92%			
OUT OF SCHOOL PROGRAM												
Adult Mankind Organization	6	6	100.00%	134	134	100.00%				10	10	100.00%
Cuban National Council	5	5	100.00%	78	77	98.72%				12	12	100.00%
Greater Miami Service Corps	8	8	100.00%	80	80	100.00%				27	27	100.00%
Youth Co-Op Monroe	7	7	100.00%	43	43	100.00%				8	8	100.00%
Youth Co-Op Miami-Dade	49	48	97.96%	434	432	99.54%				85	84	98.82%
YEAR-TO-DATE PERFORMANCE	75	74	98.67%	769	766	99.61%				142	141	99.30%
CAREER CENTERS												
Carol City										1	1	100%
Hialeah										2	2	100%
Little Havana										2	2	100%
Miami Beach										1	1	100%
Northside										6	1	17%
Perrine										1	1	100%
West Dade										1	1	100%
YEAR-TO-DATE PERFORMANCE										14	9	64%
REGIONAL PERFORMANCE	341	337	98.83%	2108	2096	99.4%	279	276	98.92%	156	150	96.15%



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 8A

AGENDA ITEM SUBJECT: RE-ALLOCATION OF REFUGEE EMPLOYMENT TRAINING PROGRAM FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Workforce Systems Improvement Committee recommends to the Board the approval to re-allocate \$40,444.75 in Refugee Employment and Training Program funds to Service Providers, as set forth in the attachment.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Service.

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

BACKGROUND:

On February 27, 2014, the SFWIB approved provider allocations for the Refugee Employment and Training Program that runs from April 1, 2014 to September 30, 2014. On April 14, SFWIB staff received a request from the Miami Beach Latin Chamber of Commerce to deobligate \$40,444.75. The request stated that the funding reduction was needed due to constraints with available space and human resources.

SFWIIB staff recommend to reallocate the de-obligated funds as set forth in the attachment.

FUNDING: Refugee Employment and Training Program Funds

PERFORMANCE: N/A

ATTACHMENT

**REFUGEE EMPLOYMENT PROGRAM
PROVIDER ALLOCATIONS**
(Apr to Sept 2014)

	Allocations	
	Original	Revised
Adults Mankind Organization, Inc.	\$ 1,047,579	\$ 1,056,108
Arbor E & T, LLC	\$ 290,205	\$ 292,422
Cuban American National Council, Inc.	\$ 364,079	\$ 367,413
Community Coalition, Inc.	\$ 249,446	\$ 251,384
City of Hialeah	\$ 54,947	\$ 55,532
Lutheran Services of Florida, Inc.	\$ 989,756	\$ 998,049
Miami Beach Latin Chamber of Commerce, Inc.	\$ 139,976	\$ 99,532
UNIDAD of Miami Beach, Inc.	\$ 111,197	\$ 112,403
Youth Co-Op, Inc.	\$ 1,481,325	\$ 1,495,054
SFWIB	\$ 632,613	\$ 633,227
Region Total	\$ 5,361,125	\$ 5,361,125



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 8B

AGENDA ITEM SUBJECT: WIA TRAINING FUNDS RE-ALLOCATION

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Workforce Systems Improvement Committee recommends to the Board the approval to reallocate \$8,162 WIA training funds among the Career Center at Perrine and Northside operated by Youth Coop, Inc.

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Service.

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

BACKGROUND:

On April 18, 2014 the SFWIB received a request from Youth Coop, Inc. to transfer \$8,162 in WIA Training dollars from the Northside Career Center to the Perrine Career Center. These funds are needed for three participants to complete their training.

FUNDING: WIA Adult, DW and Rapid Response

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 9A

AGENDA ITEM SUBJECT: CONSUMER REPORT CARD UPDATE

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: Raise the Bar/One Stop Performance Consistency

BACKGROUND:

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

The attached PY13-14 Consumer Report Card table, dated April 21, 2014, indicates that the South Florida economy increased by \$6,093,416. For every dollar spent on training, SFWIB obtained a return of \$3.80. Nearly 91 percent of training services participants completed classroom training. Of those completing training, 78 percent have obtained employment with an average wage of \$15.75. Eight-seven percent of the participants were placed in a training-related occupation. The net economic benefit per placement is \$25,929.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Consumer Report Card

07/01/2013 - 06/30/2014

Training Agent	Total Outcome	Number of Completions	Number of Placements	% of Placements	# of Training Related Placements	% of Total Training Related Placements	Training Expenditures			Economic Benefit		Net Economic Benefit Per Placement	Value Added per Placement
							Avg. Cost Per Participant	Total Completion Expenditures	Total Expenditure Per Placement	Average Wage	Average Economic Benefit		
Advanced Technical Centers	3	3	3	100.00 %	3	100.00 %	\$ 2,500.00	\$ 7,500.00	\$ 2,500.00	\$ 14.00	\$ 29,120.00	\$ 26,620.00	\$ 10.65
American Advanced Technicians Institute	11	10	8	80.00 %	8	100.00 %	\$ 5,377.18	\$ 53,771.82	\$ 6,721.48	\$ 10.44	\$ 21,717.80	\$ 14,996.32	\$ 2.23
Atlantis University	7	7	5	71.43 %	5	100.00 %	\$ 8,515.07	\$ 59,605.50	\$ 11,921.10	\$ 11.99	\$ 24,930.88	\$ 13,009.78	\$ 1.09
Azure College	4	2	2	100.00 %	1	50.00 %	\$ 6,499.48	\$ 12,998.97	\$ 6,499.48	\$ 19.75	\$ 41,080.00	\$ 34,580.52	\$ 5.32
Broward College - Central Campus	2	2	2	100.00 %	1	50.00 %	\$ 2,437.98	\$ 4,875.95	\$ 2,437.98	\$ 16.25	\$ 33,800.00	\$ 31,362.03	\$ 12.86
College of Business and Technology- Flagler Campus	4	4	4	100.00 %	4	100.00 %	\$ 4,045.55	\$ 16,182.20	\$ 4,045.55	\$ 13.14	\$ 27,326.00	\$ 23,280.45	\$ 5.75
Dade Medical College - Miami Lakes Campus	3	1	1	100.00 %	1	100.00 %	\$ 7,033.25	\$ 7,033.25	\$ 7,033.25	\$ 10.00	\$ 20,800.00	\$ 13,766.75	\$ 1.96
Florida International University (RDB1003)	5	4	3	75.00 %	1	33.33 %	\$ 5,270.00	\$ 21,080.00	\$ 7,026.67	\$ 13.84	\$ 28,794.13	\$ 21,767.47	\$ 3.10
Management Resources Institute	4	4	4	100.00 %	4	100.00 %	\$ 8,973.38	\$ 35,893.50	\$ 8,973.38	\$ 18.00	\$ 37,440.00	\$ 28,466.63	\$ 3.17
MDCP SCHOOLS (ALL)	36	30	20	66.67 %	16	80.00 %	\$ 2,624.77	\$ 78,743.15	\$ 3,937.16	\$ 12.30	\$ 25,582.96	\$ 21,645.80	\$ 5.50
Metropolitan Trucking and Technical Institute	35	32	32	100.00 %	30	93.75 %	\$ 2,473.27	\$ 79,144.54	\$ 2,473.27	\$ 12.95	\$ 26,942.50	\$ 24,469.23	\$ 9.89
Miami-Dade College	87	73	34	46.58 %	25	73.53 %	\$ 3,442.15	\$ 251,276.98	\$ 7,390.50	\$ 17.85	\$ 37,134.73	\$ 29,744.23	\$ 4.02
New Horizons	40	40	40	100.00 %	37	92.50 %	\$ 9,279.18	\$ 371,167.00	\$ 9,279.18	\$ 19.37	\$ 40,298.44	\$ 31,019.27	\$ 3.34
New Professions Technical Institute	3	3	3	100.00 %	2	66.67 %	\$ 2,858.89	\$ 8,576.67	\$ 2,858.89	\$ 10.62	\$ 22,082.67	\$ 19,223.78	\$ 6.72
SABER	4	4	3	75.00 %	3	100.00 %	\$ 7,424.21	\$ 29,696.83	\$ 9,898.94	\$ 23.33	\$ 48,533.33	\$ 38,634.39	\$ 3.90
South Florida Institute of Technology, Inc.	8	8	8	100.00 %	8	100.00 %	\$ 4,217.49	\$ 33,739.92	\$ 4,217.49	\$ 11.38	\$ 23,660.00	\$ 19,442.51	\$ 4.61
Sullivan & Cogliano Training Centers, Inc. Kendall	34	33	28	84.85 %	24	85.71 %	\$ 8,168.67	\$ 269,565.97	\$ 9,627.36	\$ 14.49	\$ 30,134.00	\$ 20,506.64	\$ 2.13
Technical Career Institute dba Fortis College	1	1	1	100.00 %	-	0.00 %	\$ 9,292.55	\$ 9,292.55	\$ 9,292.55	\$ 11.54	\$ 24,003.20	\$ 14,710.65	\$ 1.58
The Academy -- Miami Campus	32	32	29	90.63 %	27	93.10 %	\$ 8,815.83	\$ 282,106.60	\$ 9,727.81	\$ 19.28	\$ 40,092.36	\$ 30,364.54	\$ 3.12
The CDL School, Inc.	8	7	5	71.43 %	5	100.00 %	\$ 2,411.17	\$ 16,878.19	\$ 3,375.64	\$ 11.05	\$ 22,975.68	\$ 19,600.04	\$ 5.81
	331	300	235	78.33 %	205	87.23 %	\$ 5,343.75	\$ 1,603,124.42	\$ 6,821.81	\$ 15.75	\$ 32,751.24	\$ 25,929.43	\$ 3.80



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 9B

AGENDA ITEM SUBJECT: OCCUPATIONAL SUPPLY/DEMAND MATRIX UPDATE

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar/One Stop Performance Consistency

BACKGROUND:

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

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

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

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

Based on the Supply/Demand policy's criteria, 6 occupational titles are subject to the one-year Moratorium and 35 occupations are subject to the six-month watch list.

Based on the matrix, the region's occupational titles fell into the following quadrants:

- Low Growth / Low Wage = 5
- Low Growth / High Wage = 42
- High Growth / Low Wage = 14
- High Growth / High Wage = 80

Note: the Supply/Demand Policy exempts occupational titles linked to SFWIB Targeted Industries – Aviation; Creative Design; Hospitality & Tourism; Information Technology; International Banking & Finance; Life Sciences & Health Care; and Trade & Logistics.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Information- Based on 2013-2014 TOL

OLD Standard Occupational Code	NEW Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 13-14 (03/31/2014)	Number of Jobs in EFM 7/1/13-6/30/14(03/31/2014)	Help Wanted Jobs	Annual Openings Base on LMI Data 2013-2021	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2013 Average Hourly Wage	Quadrant Category	
												Growth Category	Wage Category
111011	111011	Chief Executives	154	0	104	24	690	1.20	0.22	0.43	\$ 103.97	Low Growth	High Wage
111021	111021	General and Operations Managers	962	6	37	287	1,878	2.99	0.52	0.38	\$ 59.22	Low Growth	High Wage
112021	112021	Marketing Managers	408	4	58	595	290	0.63	1.42	1.52	\$ 64.67	High Growth	High Wage
112022	112022	Sales Managers	1,162	2	130	498	724	1.85	1.61	1.08	\$ 63.28	Low Growth	High Wage
113011	113011	Administrative Services Managers	1,760	11	32	19	385	34.73	4.60	1.31	\$ 52.81	High Growth	High Wage
113021	113021	Computer and Information Systems Managers	172	12	21	119	257	1.31	0.72	1.52	\$ 67.77	High Growth	High Wage
113031	113031	Financial Managers	398	0	94	497	583	0.67	0.68	0.88	\$ 68.99	Low Growth	High Wage
119021	119021	Construction Managers	312	0	26	106	704	2.36	0.44	1.59	\$ 52.28	High Growth	High Wage
119032	119032	Education Administrators, Elementary and Secondary	64	1	7	7	203	4.64	0.32	1.20	\$ 47.48	High Growth	High Wage
119041	119041	Engineering Managers	47	0	30	44	246	0.64	0.19	2.47	\$ 57.76	High Growth	High Wage
119051	119051	Food Service Managers	304	1	27	210	285	1.29	1.07	0.40	\$ 31.79	Low Growth	High Wage
119081	119081	Lodging Managers	57	2	11	37	174	1.23	0.34	0.76	NA	Low Growth	High Wage
119111	119111	Medical and Health Services Managers	202	1	18	444	487	0.44	0.42	2.22	\$ 56.89	High Growth	High Wage
119141	119141	Property, Real Estate & Community Association Managers	282	1	46	171	696	1.30	0.41	0.33	\$ 30.71	Low Growth	High Wage
131022	131022	Wholesale and Retail Buyers, Except Farm Products	64	0	6	13	325	3.37	0.20	1.06	\$ 30.74	Low Growth	High Wage
131023	131023	Purchasing Agents, Except Farm Products & Trade	96	0	6	98	737	0.92	0.13	0.97	\$ 25.16	Low Growth	High Wage
131031	131031	Claims Adjusters, Examiners, and Investigators	131	1	10	77	594	1.52	0.22	0.48	\$ 27.00	Low Growth	High Wage
131041	131041	Compliance Officers, Exc. Safety, Agri, Constr & Transp.	54	0	6	35	563	1.32	0.10	1.05	\$ 33.45	Low Growth	High Wage
131051	131051	Cost Estimators	28	0	4	29	385	0.85	0.07	3.20	\$ 32.26	High Growth	High Wage
131071	131071	Human Resources Specialists	129	0	10	127	1,112	0.94	0.12	2.11	\$ 26.00	High Growth	High Wage

Information- Based on 2013-2014 TOL

OLD Standard Occupational Code	NEW Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 13-14 (03/31/2014)	Number of Jobs in EFM 7/1/13-6/30/14(03/31/2014)	Help Wanted Jobs	Annual Openings Base on LMI Data 2013-2021	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2013 Average Hourly Wage	Quadrant Category	
												Growth Category	Wage Category
131081	131081	Logisticians	143	0	27	40	266	2.13	0.54	3.96	\$ 29.98	High Growth	High Wage
131111	131111	Management Analysts	185	0	37	238	1,425	0.67	0.13	2.10	\$ 42.29	High Growth	High Wage
131121	131121	Meeting and Convention Planners	82	1	10	34	270	1.89	0.31	2.81	\$ 24.53	High Growth	High Wage
131073	131151	Training and Development Specialists	85	0	0	84	396	N/A	0.21	2.27	\$ 29.81	High Growth	High Wage
131199	131161	Market Research Analysts and Marketing Specialists	173	30	27	92	2,677	1.71	0.08	1.42	\$ 32.65	High Growth	High Wage
131199	131199	Business Operations Specialists, All Other	173	30	27	92	2,677	1.71	0.08	1.42	\$ 32.65	High Growth	High Wage
132011	132011	Accountants and Auditors	1,252	8	124	888	3,753	1.25	0.34	1.43	\$ 33.22	High Growth	High Wage
132021	132021	Appraisers and Assessors of Real Estate	89	0	0	12	249	N/A	0.36	0.57	\$ 35.91	Low Growth	High Wage
132051	132051	Financial Analysts	139	0	49	122	491	0.81	0.28	1.65	\$ 40.43	High Growth	High Wage
132052	132052	Personal Financial Advisors	67	0	28	50	664	0.86	0.10	2.58	\$ 47.19	High Growth	High Wage
132053	132053	Insurance Underwriters	48	0	11	16	216	1.78	0.22	0.61	\$ 28.96	Low Growth	High Wage
132071	132071	Loan Counselors	40	0	1	5	N/A	6.67	N/A	N/A	N/A	High Growth	High Wage
132072	132072	Loan Officers	181	0	10	126	824	1.33	0.22	1.30	\$ 37.04	High Growth	High Wage
151051	151121	Computer Systems Analysts	126	2	15	317	777	0.39	0.16	2.05	\$ 44.18	High Growth	High Wage
151081	151122	Information Security Analysts	87	5	6	73	121	1.16	0.76	2.59	\$ 35.08	High Growth	High Wage
151021	151131	Computer Programmers	114	5	14	135	608	0.80	0.20	1.62	\$ 42.56	High Growth	High Wage
151031	151132	Software Developers, Applications	110	3	40	309	620	0.32	0.18	2.72	\$ 36.06	High Growth	High Wage
151032	151133	Software Developers, Systems Software	48	0	0	27	213	N/A	0.23	1.68	\$ 41.39	High Growth	High Wage
151081	151134	Web Developers	87	5	6	431	225	0.21	0.41	1.16	\$ 30.54	High Growth	High Wage
151061	151141	Database Administrators	62	1	6	87	266	0.68	0.24	2.45	\$ 39.74	High Growth	High Wage
151071	151142	Network and Computer Systems Architects and Administrators	220	123	23	356	615	0.91	0.56	2.77	\$ 37.96	High Growth	High Wage

Information- Based on 2013-2014 TOL

OLD Standard Occupational Code	NEW Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 13-14 (03/31/2014)	Number of Jobs in EFM 7/1/13-6/30/14(03/31/2014)	Help Wanted Jobs	Annual Openings Base on LMI Data 2013-2021	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2013 Average Hourly Wage	Quadrant Category	
												Growth Category	Wage Category
151051	151143	Computer Network Architects	126	2	15	29	450	2.91	0.28	1.93	\$ 34.23	High Growth	High Wage
151041	151151	Computer User Support Specialists	482	91	50	364	1,197	1.38	0.48	1.74	\$ 22.55	High Growth	High Wage
151081	151152	Computer Network Support Specialists	87	5	6	4	341	9.20	0.27	1.80	\$ 28.37	High Growth	High Wage
172051	172051	Civil Engineers	64	0	30	95	830	0.51	0.08	2.39	\$ 44.12	High Growth	High Wage
172112	172112	Industrial Engineers	29	0	15	223	218	0.12	0.13	0.81	\$ 31.00	Low Growth	High Wage
172141	172141	Mechanical Engineers	78	0	8	81	228	0.88	0.34	1.70	\$ 30.09	High Growth	High Wage
173031	173031	Surveying and Mapping Technicians	20	0	0	7	118	N/A	0.17	1.65	\$ 20.17	High Growth	High Wage
211015	211015	Rehabilitation Counselors	38	0	10	2	200	3.17	0.19	1.50	\$ 17.82	High Growth	Low Wage
211093	211093	Social and Human Service Assistants	230	1	57	123	685	1.28	0.34	1.26	\$ 14.96	High Growth	Low Wage
232011	232011	Paralegals and Legal Assistants	344	22	31	167	1,271	1.85	0.29	2.55	\$ 24.95	High Growth	High Wage
251011	251011	Business Teachers, Postsecondary	28	3	1	5	223	5.17	0.14	1.89	\$ 59.09	High Growth	High Wage
251194	251194	Vocational Education Teachers, Postsecondary	137	0	16	60	881	1.80	0.16	1.50	\$ 31.18	High Growth	High Wage
252012	252012	Kindergarten Teachers, Except Special Education	16	0	2	5	386	2.29	0.04	1.93	\$ 27.96	High Growth	High Wage
252021	252021	Elementary School Teachers, Except Special Education	93	3	7	24	2,181	3.10	0.04	1.88	\$ 28.45	High Growth	High Wage
252022	252022	Middle School Teachers, Exc. Special & Voc. Education	74	1	3	12	917	5.00	0.08	1.89	\$ 29.64	High Growth	High Wage
252031	252031	Secondary School Teachers, Exc. Special and Voc. Ed.	166	0	4	23	1,193	6.15	0.14	0.91	\$ 33.88	Low Growth	High Wage
252032	252032	Vocational Education Teachers, Secondary School	30	0	6	2	242	3.75	0.12	0.26	NA	Low Growth	High Wage
271024	271024	Graphic Designers	150	9	15	162	711	0.90	0.22	0.84	\$ 23.09	Low Growth	High Wage
271025	271025	Interior Designers	50	2	1	32	211	1.58	0.25	1.40	\$ 22.42	High Growth	High Wage
272012	272012	Producers and Directors	234	0	23	53	462	3.08	0.51	0.69	\$ 34.49	Low Growth	High Wage

Information- Based on 2013-2014 TOL

OLD Standard Occupational Code	NEW Standard Occupational Code	Occupational Title	Number of Persons in EF with Qualifications	Number of Persons in Training based on 13-14 (03/31/2014)	Number of Jobs in EFM 7/1/13-6/30/14(03/31/2014)	Help Wanted Jobs	Annual Openings Base on LMI Data 2013-2021	Demand/Supply Rate (Short-Term)	Demand/Supply Rate (Long-Term)	Annual Growth Percentage Change	2013 Average Hourly Wage	Quadrant Category	
												Growth Category	Wage Category
273031	273031	Public Relations Specialists	103	3	44	241	676	0.37	0.16	1.59	\$ 35.95	High Growth	High Wage
273043	273043	Writers and Authors	34	0	2	64	246	0.52	0.14	0.34	\$ 28.00	Low Growth	High Wage
273091	273091	Interpreters and Translators	56	1	4	28	N/A	1.78	N/A	N/A	N/A	High Growth	High Wage
274032	274032	Film and Video Editors	24	2	0	12	N/A	N/A	N/A	N/A	N/A	High Growth	High Wage
291071	291071	Physician Assistants	36	1	0	79	238	N/A	0.16	2.82	\$ 45.22	High Growth	High Wage
291126	291126	Respiratory Therapists	21	6	1	20	374	1.29	0.07	1.98	\$ 28.00	High Growth	High Wage
291111	291141	Registered Nurses	433	163	33	1,371	8,047	0.42	0.07	1.88	\$ 30.25	High Growth	High Wage
292011	292011	Medical and Clinical Laboratory Technologists	30	5	3	35	207	0.92	0.17	0.05	\$ 25.10	Low Growth	High Wage
292021	292021	Dental Hygienists	9	7	0	21	512	N/A	0.03	3.28	\$ 24.46	High Growth	High Wage
292031	292031	Cardiovascular Technologists and Technicians	32	0	1	39	210	0.80	0.15	1.69	\$ 21.36	High Growth	High Wage
292032	292032	Diagnostic Medical Sonographers	31	10	0	16	N/A	N/A	N/A	N/A	N/A	High Growth	High Wage
292034	292034	Radiologic Technologists	52	4	2	35	379	1.51	0.15	1.94	\$ 23.87	High Growth	High Wage
292034	292035	Magnetic Resonance Imaging Technologists	52	4	2	35	379	1.51	0.15	1.94	\$ 23.87	High Growth	High Wage
292041	292041	Emergency Medical Technicians and Paramedics	63	5	12	39	338	1.33	0.20	2.16	\$ 14.56	High Growth	Low Wage
292055	292055	Surgical Technologists	30	3	1	42	193	0.77	0.17	1.05	\$ 19.52	Low Growth	High Wage
292061	292061	Licensed Practical and Licensed Vocational Nurses	233	85	15	73	1,951	3.61	0.16	2.26	\$ 21.02	High Growth	High Wage
292071	292071	Medical Records and Health Information Technicians	217	10	13	189	464	1.12	0.49	1.58	\$ 14.90	High Growth	Low Wage
292081	292081	Opticians, Dispensing	18	0	0	19	130	N/A	0.14	0.72	\$ 19.78	Low Growth	High Wage
292099	292099	Health Technologists and Technicians, All Other	68	0	0	28	156	N/A	0.44	1.39	\$ 18.92	High Growth	High Wage
312021	312021	Physical Therapist Assistants	19	8	1	18	148	1.42	0.18	2.25	\$ 24.29	High Growth	High Wage
319011	319011	Massage Therapists	148	0	1	57	616	2.55	0.24	1.41	\$ 21.13	High Growth	High Wage
319091	319091	Dental Assistants	151	6	5	45	918	3.14	0.17	2.74	\$ 13.67	High Growth	Low Wage

Information- Based on 2013-2014 TOL

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												Growth Category	Wage Category
332011	332011	Fire Fighters	15	0	0	3	797	N/A	0.02	1.13	NA	Low Growth	High Wage
333012	333012	Correctional Officers and Jailers	200	0	1	3	524	50.00	0.38	0.16	NA	Low Growth	High Wage
333021	333021	Detectives and Criminal Investigators	57	3	0	16	224	N/A	0.27	0.48	\$ 43.71	Low Growth	High Wage
333051	333051	Police and Sheriff's Patrol Officers	89	1	33	3	1,647	2.50	0.05	1.06	NA	Low Growth	High Wage
131041	339093	Transportation Security Screeners	54	0	6	35	563	1.32	0.10	1.05	\$ 33.45	Low Growth	High Wage
351012	351012	First-Line Superv. of Food Preparation & Serving Workers	305	0	70	748	1,452	0.37	0.21	0.94	\$ 16.84	Low Growth	Low Wage
371012	371012	First-Line Superv. of Landscaping and Groundskeeping	63	2	12	11	273	2.83	0.24	1.54	\$ 18.75	High Growth	High Wage
391021	391021	First-Line Supervisors of Personal Service Workers	40	0	5	28	584	1.21	0.07	1.22	\$ 20.28	High Growth	High Wage
411011	411011	First-Line Supervisors of Retail Sales Workers	1,189	2	66	875	3,164	1.27	0.38	0.56	\$ 21.19	Low Growth	High Wage
411012	411012	First-Line Supervisors of Non-Retail Sales Workers	184	0	25	383	1,299	0.45	0.14	0.39	\$ 44.45	Low Growth	High Wage
413011	413011	Advertising Sales Agents	303	3	57	188	665	1.25	0.46	0.55	\$ 24.87	Low Growth	High Wage
413021	413021	Insurance Sales Agents	174	1	15	459	1,254	0.37	0.14	1.69	\$ 30.44	High Growth	High Wage
413031	413031	Securities and Financial Services Sales Agents	344	0	25	402	906	0.81	0.38	0.64	\$ 55.16	Low Growth	High Wage
414011	414011	Sales Representatives, Wholesale & Mfg, Tech. & Sci. Products	230	0	17	338	1,827	0.65	0.13	1.63	\$ 37.99	High Growth	High Wage
414012	414012	Sales Representatives, Wholesale and Manufacturing, Nontechnical	419	2	51	683	5,524	0.57	0.08	1.26	\$ 27.74	High Growth	High Wage
419021	419021	Real Estate Brokers	67	0	4	26	253	2.23	0.26	0.43	NA	Low Growth	High Wage
419022	419022	Real Estate Sales Agents	219	4	2	168	2,189	1.31	0.10	0.88	\$ 26.65	Low Growth	High Wage
431011	431011	First-Line Superv. of Office and Admin. Support Workers	623	8	93	630	3,636	0.87	0.17	1.25	\$ 26.11	High Growth	High Wage
433031	433031	Bookkeeping, Accounting, and Auditing Clerks	842	25	70	443	2,644	1.69	0.33	1.14	\$ 16.62	Low Growth	Low Wage

Information- Based on 2013-2014 TOL

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												Growth Category	Wage Category
434161	434161	Human Resources Assistants, Exc. Payroll	196	1	18	32	456	3.94	0.43	1.48	\$ 17.51	High Growth	Low Wage
435011	435011	Cargo and Freight Agents	196	1	12	75	1,447	2.26	0.14	2.45	\$ 19.23	High Growth	High Wage
436011	436011	Executive Secretaries and Administrative Assistants	1,093	17	63	544	1,784	1.83	0.62	1.19	\$ 21.72	High Growth	High Wage
436012	436012	Legal Secretaries	324	0	4	112	678	2.79	0.48	1.12	\$ 21.13	Low Growth	High Wage
436013	436013	Medical Secretaries	387	9	11	263	852	1.45	0.46	3.26	\$ 14.80	High Growth	Low Wage
471011	471011	First-Line Superv. of Construction and Extraction Workers	175	2	6	139	1,323	1.22	0.13	2.43	\$ 31.99	High Growth	High Wage
472021	472021	Brickmasons and Blockmasons	38	0	1	2	63	12.67	0.60	2.76	\$ 17.23	High Growth	Low Wage
472031	472031	Carpenters	656	1	93	67	1,590	4.11	0.41	1.65	\$ 17.79	High Growth	Low Wage
472051	472051	Cement Masons and Concrete Finishers	98	0	7	8	340	6.53	0.29	2.93	\$ 15.74	High Growth	Low Wage
472073	472073	Operating Engineers/Construction Equipment Operators	87	2	7	9	397	5.56	0.22	2.06	\$ 19.39	High Growth	High Wage
472081	472081	Drywall and Ceiling Tile Installers	35	0	5	8	217	2.69	0.16	2.30	\$ 16.08	High Growth	Low Wage
472111	472111	Electricians	581	10	39	50	1,290	6.64	0.46	2.23	\$ 20.39	High Growth	High Wage
472121	472121	Glaziers	36	0	3	8	287	3.27	0.13	3.41	\$ 19.12	High Growth	High Wage
472151	472151	Pipelayers	35	0	3	1	225	8.75	0.16	2.65	\$ 21.19	High Growth	High Wage
472152	472152	Plumbers, Pipefitters, and Steamfitters	243	3	13	42	530	4.47	0.46	2.32	\$ 21.51	High Growth	High Wage
472181	472181	Roofers	77	0	1	10	N/A	7.00	N/A	N/A	N/A	High Growth	High Wage
472211	472211	Sheet Metal Workers	78	0	4	12	175	4.88	0.45	1.27	\$ 16.67	High Growth	Low Wage
474011	474011	Construction and Building Inspectors	48	0	12	25	367	1.30	0.13	2.31	\$ 29.07	High Growth	High Wage
491011	491011	First-Line Superv. of Mechanics, Installers, and Repairers	136	0	11	156	721	0.81	0.19	0.96	\$ 29.86	Low Growth	High Wage

Information- Based on 2013-2014 TOL

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												Growth Category	Wage Category
492022	492022	Telecommunications Equipment Installers and Repairers	154	1	5	54	526	2.63	0.29	1.11	\$ 24.71	Low Growth	High Wage
492097	492097	Home Entertainment Electronics Installers and Repairers	42	0	5	8	325	3.23	0.13	1.79	\$ 15.05	High Growth	Low Wage
492098	492098	Security and Fire Alarm Systems Installers	34	0	10	34	356	0.77	0.10	3.21	\$ 17.74	High Growth	Low Wage
493011	493011	Aircraft Mechanics and Service Technicians	188	8	22	13	576	5.60	0.34	-0.02	\$ 24.09	Low Growth	High Wage
493023	493023	Automotive Service Technicians and Mechanics	438	32	22	183	1,422	2.29	0.33	0.47	\$ 16.64	Low Growth	Low Wage
493031	493031	Bus and Truck Mechanics and Diesel Engine Specialists	56	0	14	65	310	0.71	0.18	0.55	\$ 25.83	Low Growth	High Wage
493042	493042	Mobile Heavy Equipment Mechanics, Except Engines	41	0	4	13	211	2.41	0.19	1.19	\$ 22.11	High Growth	High Wage
499021	499021	Heating, A.C., and Refrigeration Mechanics and Installers	168	34	19	84	907	1.96	0.22	3.53	\$ 19.56	High Growth	High Wage
499041	499041	Industrial Machinery Mechanics	83	0	10	19	527	2.86	0.16	2.60	\$ 23.86	High Growth	High Wage
499051	499051	Electrical Power-Line Installers and Repairers	47	0	23	5	416	1.68	0.11	2.49	\$ 26.65	High Growth	High Wage
499062	499062	Medical Equipment Repairers	11	0	0	27	125	N/A	0.09	3.11	\$ 20.78	High Growth	High Wage
511011	511011	First-Line Superv. of Production and Operating Workers	432	0	29	171	284	2.16	1.52	-0.10	\$ 26.29	Low Growth	High Wage
514121	514121	Welders, Cutters, Solderers, and Brazers	266	1	32	17	303	5.45	0.88	0.86	\$ 17.49	Low Growth	Low Wage
531031	531031	First-Line Superv. of Material-Moving Vehicle Operators	65	0	6	131	351	0.47	0.19	1.29	\$ 27.16	High Growth	High Wage
532011	532011	Airline Pilots, Copilots, and Flight Engineers	38	0	0	3	775	N/A	0.05	1.13	\$ 69.68	Low Growth	High Wage
532012	532012	Commercial Pilots	8	0	1	0	193	8.00	0.04	0.45	\$ 47.08	Low Growth	High Wage
532021	532021	Air Traffic Controllers	30	0	0	2	197	N/A	0.15	0.24	NA	Low Growth	High Wage
533021	533021	Bus Drivers, Transit and Intercity	125	3	19	4	N/A	5.57	N/A	N/A	N/A	High Growth	High Wage
533032	533032	Truck Drivers, Heavy and Tractor-Trailer	986	74	107	502	2,123	1.74	0.50	0.99	\$ 18.56	Low Growth	Low Wage
535031	535031	Ship Engineers	3	0	0	3	N/A	N/A	N/A	N/A	N/A	High Growth	High Wage
			27,784	967	2,777	19,293	109,892	2.93	0.32	1.16			



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 10

AGENDA ITEM SUBJECT: DEPARTMENT OF ECONOMIC OPPORTUNITY ANNUAL PERFORMANCE PRESENTATION

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Service.

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

BACKGROUND:

In accordance with Florida Statute 445, the Department of Economic Opportunity is visiting regional workforce boards to provide a workforce update.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/24/2014

AGENDA ITEM NUMBER: 11

AGENDA ITEM SUBJECT: UNITED WAY OF MIAMI-DADE STRATEGIC PLAN PRESENTATION

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Service.

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

BACKGROUND:

The United Way of Miami-Dade has worked with a number of community base organizations to develop and implement their community wide strategic plan. The SFWIB staff has worked with the United Way to map out employment strategic initiative for Miami-Dade county.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT