



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

**Executive Committee Meeting
Thursday, March 8, 2018
8:15 A.M.**

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

AGENDA

1. Call to Order and Introductions
2. Approval Meeting Minutes
 - A. February 8, 2018
3. Information – Workforce Services Contract Modifications
4. Information – Mental Health Champion Award
5. Information – Together for Children Initiative
6. Recommendation as to Approval to Allocate funds for the City of Miami Gardens Summer Youth Employment Program
7. Recommendation as to Approval to Allocate funds for the City of Homestead Summer Youth Employment Program

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



SFWIB EXECUTIVE COMMITTEE

DATE: March 8, 2018

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

February 8, at 8:15 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, Conference Room 2

Miami, FL 33126

| EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE | EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE | AUDIENCE: |
|---|--|---|
| <ol style="list-style-type: none"> 1. Bridges, Jeff, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. del Valle, Juan Carlos 4. Ferradaz, Gilda 5. Garza, Maria 6. Gibson, Charles | <p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Almonte, Ivan Garica, Christine Gilbert, David Graham, Tomara Jean-Baptiste, Antoinette Kavehersi, Cheri Perrin, Yian Smith, Marian Smith, Robert</p> | <p><i>G, Monica – New Horizons of South Florida</i></p> <p><i>Girnun, Arnie – New Horizons of South Florida</i></p> <p><i>Rodanes, Carlos – New Horizons of South Florida</i></p> |

Agenda items are displayed in the order they were discussed. **Note:** *Based solely on notes taken.*

1. Call to Order and Introductions

Chairman Jeff Bridges called the meeting to order at 8:08am, asked all those present introduce themselves. Quorum achieved.

2. Approval of Meeting Minutes of November 16, 2018

Vice-Chairman Andy Perez moved the approval of November 16, 2018 meeting minutes. Motion seconded by Ms. Gilda Ferradaz; Motion Passed Unanimously

3. Information – Department of Labor Employment and Training Administration/Atlanta Region – Urban Strategies Initiative

Chairman Bridges introduced the item and Executive Director Rick Beasley presented. He later requested Adults Program Manager David Gilbert redirect all related correspondences to his office (Executive Office).

There was brief discussion related to customer service design strategy referenced in the letter.

4. Information – Performance Monitoring for CareerSource South Florida Operated Centers

Chairman Bridges introduced the item and Mr. Beasley presented.

Chairman Bridges inquired about the level of transparency.

Mr. Beasley requested a status from SFWIB Assistant Controller/Interim Assistant Director Christine Azor on the current status of statement of work. Ms. Azor responded she has been working with Quality Assurance Supervisor, Frances Gonzalez and a status will be provided by the next scheduled board meeting.

Mr. Gibson asked whether if Anthony Brunson, PA would evaluate the results and Mr. Beasley explained.

Chairman Bridges asked whether if sampling would be conducted and Mr. Beasley further explained. He later inquired about frequency and Mr. Beasley provided details.

Mr. Beasley asked Mr. Gilbert to clarify whether if there were staff assistance services that were credited. Mr. Gilbert further explained that it's just a staff assistance service.

Chairman Bridges briefly commented about not having "any issues".

Mr. Beasley later briefed the Committee on the latest news regarding the issues with Hillsboro County – Tampa Bay Local Workforce Board. There were questions regarding the accuracy of the articles that were written. Chairman Bridges explained.

Mr. Beasley further noted the below changes that will be made:

1. Modify report that allows CSSF to analyze the days of service
2. Current Surveys

There was continued discussion.

Ms. Ferradaz asked whether if regions get penalized for counting placements one time. Chairman Bridges and Mr. Beasley further explained.

Ms. Garza asked whether if the State requested a report showing comparison in numbers across regions within Florida. Mr. Beasley further explained.

Ms. Garza briefly commented that some entities would rather see larger totals than smaller ones.

There was continued discussion.

The Council inquired about a timeline for new contracts for the centers providing direct services.

Mr. Beasley explained that a Request for Proposals (RFPs) would be released by prior to the next scheduled board meeting.

5. Recommendation as to Approval to Allocate Funds to Miami-Dade County for the Summer Youth Internship Program

Chairman Bridges introduced the item and Mr. Beasley presented.

Chairman Bridges asked whether if the school board accepted last year's funding from this agency. Mr. Beasley responded, "Yes" and further explained.

Mr. Gibson requested additional information regarding the term "directly" notated in the item. Ms. Garcia further explained.

Mr. Gibson recommended the following language be removed from the agenda item:

"These funds will be distributed via direct deposit through collaboration with the South Florida Educational Federal Credit Union and the Foundation for New Education Initiatives, Inc. "

Chairman Bridges inquired about what could potentially trigger a single audit.

Ms. Ferradaz noted that the services could be provided to those participants (children) who don't receive Temporary Assistance for Needy Families (TANF) dollars. Mr. Beasley provided details. He also noted that children of disabilities would also be recruited for this program.

Vice-Chairman Perez inquired about the status of a TechHire Initiative and Mr. Beasley responded that further updates would be discussed at the next Board meeting.

Vice-Chairman Perez inquired about Emerge's negotiation and Mr. Beasley further explained.

Mr. Gibson requested detailed history/background information on Emerge. Both Vice-Chairman Perez and Mr. del Valle explained. Mr. Beasley noted that the purpose of an Emerge Initiative is to build more talent and having more exposure and opportunities.

Mr. del Valle concurred on the importance of having more exposure. He further verified the total number of youth participants and the min/ maximum listed on page 2 of the agenda item. Both Mr. Beasley and Ms. Ferradaz further explained.

Ms. Ferradaz moved the approval to allocate funds to Miami-Dade County for a Summer Youth Internship Program; Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

6. Recommendation as to Approval to Accept and Allocate National Emergency Grant Funds for Hurricane Maria

Vice-Chairman Perez moved the approval to accept and allocate national emergency grant funds for Hurricane Maria; Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

There being no further business to come before the Committee, the meeting adjourned at 9:22am.



SFWIB EXECUTIVE COMMITTEE

DATE: 3/8/2018

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: WORKFORCE SERVICES CONTRACT MODIFICATIONS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) workforce services contracts defines the Board's expectations as it relates to the operations, standards, accountability, and performance of the service providers. Recent events in other Workforce Development Areas (WDA) prompted SFWIB staff to re-evaluate the manner in which Direct Job Placements (DJP) are monitored, as well as, to ensure staff assisted services are recorded appropriately.

A more thorough analysis was conducted, which revealed the need to improve the current monitoring practices that ensures Federal compliance. Subsequently, it was noted that the contract language also requires modification to better enforce the operational practices required of the service provider.

As a result, SFWIB staff requests the following modifications to the Workforce Services contracts:

- Expand the definition of a full registration, to include a valid telephone number and e-mail address of jobseekers for better communication and support of the new automated survey program.
- Require service providers to follow the federal regulations for 20 (CFR) §651.10, which defines the sequence of steps that must be completed in order to meet the standards of what qualifies as a placement for an individual referred for a job or an interview. The service provider must have completed the following:
 1. Prepared a dated job order form prior to referral, except in the case of a job development contact on behalf of a specific applicant;
 2. Made prior arrangements with the employer for the referral of an individual or individuals;
 3. Referred an individual who may or may not have been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;

4. Verified from a reliable source, preferably the employer, that the individual had entered on a job; and
5. Appropriately recorded the placement.

In addition to the aforementioned steps, a full registration must be completed prior to all referrals. Failure to follow the CFR steps in sequential order will result in the placement(s) being disallowed and removed from Employ Florida as well as, all other SFWIB reports. The CareerSource center initiating the steps is required to complete all five of the steps in the process. CareerSource centers are not allowed to move or share placements with other centers, even in cases where more than one center is operated by the same service provider.

The newly implemented processes are part of the SFWIB Strategic Plan to continuously improve accountability and service delivery within WDA 23

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 3/8/2018

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: MENTAL HEALTH CHAMPION AWARD

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen partnership w/required WIOA partners**

BACKGROUND:

On March 4, 2018, CareerSource South Florida was presented as the first ever recipient of the Key Clubhouse of South Florida Mental Health Champion Award.

This recognition was given to Executive Director, Mr. Rick Beasley at the Key Clubhouse of South Florida third annual benefit luncheon, in appreciation for CareerSource South Florida's continued support to employing people living with mental illness.

CareerSource South Florida in partnership with the Key Clubhouse has hired eight of their members to work in the career centers, providing services to employers and jobseekers of Miami-Dade county.

The Key Clubhouse of South Florida opened its doors in July, 2010 and has served 500 people diagnosed with mental illnesses and has continued to fill the gap in the mental health system by offering opportunities for meaningful work, education, friendships in a supportive, caring and dignified community setting. Key Clubhouse is one of more than 320 clubhouse programs worldwide, based on the principle that meaningful work is critical in bringing positive change to the lives of those living with mental illness.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 3/8/2018

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: TOGETHER FOR CHILDREN INITIATIVE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Emphasize work-based learning and training**

BACKGROUND:

Together for Children is an innovative collaboration between government, education, business, law enforcement, and justice entities, along with community-based organizations, faith-based institutions, individual community members and investment partners. The mission of Together for Children is to leverage resources, experience and ideas to create data-driven, neighborhood action plans that are intended to prevent youth violence.

When and how did the coalition come to be?

Anchor institutions, including Miami-Dade County Public Schools, Miami-Dade County, the Children's Trust, the State Attorney's Office, and the United States Attorney's Office, first came together in April 2016 at the Historic Hampton House. The mission was to align, leverage and expand their own resources and programs, taking the first step to tackle root causes of youth violence in a proactive way by using data processes to identify the most vulnerable youth. Once anchor institutions considered data and reflected on their own services, they held a public invitation in September 2016 to encourage community members and community-based organizations to join the coalition in developing neighborhood-specific action plans to empower and protect at-risk youth.

Over the weeks that followed, the coalition met in zip codes which data shows have the highest incidence of youth violence. Community planning meetings and follow up working group sessions were then held to develop neighborhood action plans.

The next phase of the work has been focused on continuing to build the framework for neighborhood action plans. We are and will continue to engage youth through listening tours and surveys. We have also expand outreach by using social media and continue engaging community members through meetings with a variety of groups including parents, service providers, and leaders of faith-based organizations, in housing complexes, neighborhood centers, and other areas that data shows are most impacted by youth violence.

Once, based on the collection of all the previously mentioned feedback and ideas, the frameworks for the action plans are developed, all coalition members and the community as a whole will be invited to another series of meetings to continue to add their thoughts, concerns, and ideas to those frameworks.

Ultimately, with the collaboration of all of those previously mentioned, neighborhood action plans will be developed, specific to the needs in north, central and south regions of Miami-Dade.

Who is in charge?

The communities most affected by youth violence, in partnership with anchor institutions.

Who are the partners?

- Community-Based Organizations
- Community Members
- Faith-Based Organizations
- Florida Department of Children and Families, Circuit Eleven
- Florida Department of Juvenile Justice, Circuit Eleven
- Foundation for New Education Initiatives
- Greater Miami Chamber of Commerce
- Higher Education Institutions
- Juvenile Division of the 11th Judicial Circuit Court Miami-Dade County
- Miami-Dade County
- Miami-Dade County Public Defender's Office
- Miami-Dade County Public Schools
- Miami-Dade State Attorney's Office
- Municipal Partners
- The Children's Trust
- The Miami Foundation
- United States Attorney's Office, Southern District of Florida
- United Way of Miami-Dade

How is this initiative different than previous anti-violence efforts?

Together for Children is uniting anchor institutions, community-based organizations, faith-based institutions and community members around the common goal of breaking the cycle of youth violence that is plaguing many of our communities. The Together for Children coalition is innovative in that, for the first time, anchor institutions and the community are coming together to develop comprehensive, data-driven solutions that focus on preventing youth violence before it occurs.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 3/8/2018

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE FUNDS TO ADULT MANKIND ORGANIZATION

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the the Executive Committee to recommend to the Board the approval to allocate \$300,000 funds to Adult Mankind Organization for the Summer Youth Employment Program, as set forth below.

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

STRATEGIC PROJECT: **Emphasize work-based learning and training**

BACKGROUND:

The City of Miami Gardens City Council, under the leadership of Mayor Oliver Gilbert, agreed to enter into a partnership with the SFWIB to provide employment opportunities to up to 173 youth residents of Miami Gardens. The SFWIB will provide summer job opportunities for youth between the ages of 15 to 18. Youth enrolled in the program will also receive employability skills training.

As part of the partnership, the City of Miami Gardens will provide \$150,000 to the SFWIB toward the program; and the SFWIB will provide matching funds of \$150,000 in Temporary Assistance for Needy Families (TANF) funds. This program will provide Miami Gardens' future workforce career exposure within local businesses, public sector, and community-based organizations.

Adult Mankind Organization will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the youth participants.

FUNDING: City of Miami Gardens and Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

ATTACHMENT

**PRICE COST ANALYSIS FOR
CITY OF MIAMI GARDENS SUMMER EMPLOYMENT PROGRAM**

| <i>PROGRAM ALLOCATION</i> | <i>ESTIMATED # PARTICIPANTS</i> | <i>HOURLY RATE</i> | <i>COST PER YOUTH</i> | <i>TOTAL COST</i> | <i>HOURLY RATE</i> | <i>COST PER YOUTH</i> | <i>TOTAL COST</i> |
|---------------------------|---------------------------------|--------------------|-----------------------|-------------------|--------------------|-----------------------|-------------------|
| <i>\$300,000</i> | <i>173</i> | | <i>140</i> | | | <i>150</i> | |

PROGRAM UNIT COST

| | | | | | | | |
|-------------------------------|---------------|-----------------|--------------------|-------------------|-----------------|--------------------|-------------------|
| HOURLY RATE | | \$ 9.00 | \$ 1,260.00 | \$ 217,980 | \$ 9.00 | \$ 1,350.00 | \$ 233,550 |
| UNEMPLOYMENT INSURANCE | 7.65% | \$ 0.69 | \$ 96.39 | \$ 16,675 | \$ 0.69 | \$ 103.28 | \$ 17,867 |
| WORKER COMP | 3.00% | \$ 0.27 | \$ 37.80 | \$ 6,539 | \$ 0.27 | \$ 40.50 | \$ 7,007 |
| IN-DIRECT COST RATE | 10.00% | \$ 0.90 | \$ 126.00 | \$ 21,798 | \$ 0.90 | \$ 135.00 | \$ 23,355 |
| PROGRAM COST RATE | 17.00% | \$ 1.53 | \$ 214.20 | \$ 37,057 | \$ 1.53 | \$ 229.50 | \$ 39,704 |
| TOTALS | | \$ 12.39 | \$ 1,734.39 | \$ 300,049 | \$ 12.39 | \$ 1,858.28 | \$ 321,482 |

OF WEEKS @ 20HRS

7.0

7.5

OF WEEKS @ 40HRS

3.5

3.8



SFWIB EXECUTIVE COMMITTEE

DATE: 3/8/2018

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE FUNDS TO YOUTH CO-OP, INC.

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the the Executive Committee to recommend to the Board the approval to allocate funds to Youth Co-Op, Inc. for the Summer Youth Employment Program, as set forth below.

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

STRATEGIC PROJECT: **Emphasize work-based learning and training**

BACKGROUND:

The City Council of the City of Homestead agreed to enter into a partnership with the South Florida Workforce Investment Board (SFWIB) to provide employment opportunities to up to 86 youth residents of Homestead. The SFWIB will provide summer job placement for youth between the ages of 15 to 18.

As part of the partnership, the City of Homestead will provide \$50,000 in general revenue to the SFWIB toward the program; and the SFWIB will provide \$100,000 in Temporary Assistance for Needy Families (TANF) funds. The program is designed to provide entry-level positions with local businesses, public sector, and community-based organizations to the City of Homestead's future workforce. The youth participants will earn \$9.00 per hour for a total of 140 hours, 20 of which are for work readiness training.

Youth CO-OP, Inc. will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the youth participants.

FUNDING: City of Homestead and Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

ATTACHMENT

**PRICE COST ANALYSIS FOR
CITY OF HOMESTEAD SUMMER EMPLOYMENT PROGRAM**

| <i>PROGRAM ALLOCATION</i> | <i>ESTIMATED # PARTICIPANTS</i> | <i>HOURLY RATE</i> | <i>COST PER YOUTH</i> | <i>TOTAL COST</i> | <i>HOURLY RATE</i> | <i>COST PER YOUTH</i> | <i>TOTAL COST</i> |
|---------------------------|---------------------------------|--------------------|-----------------------|-------------------|--------------------|-----------------------|-------------------|
| <i>\$150,000</i> | <i>86</i> | | <i>140</i> | | | <i>150</i> | |

PROGRAM UNIT COST

| | | | | | | | |
|-------------------------------|---------------|-----------------|--------------------|-------------------|-----------------|--------------------|-------------------|
| HOURLY RATE | | \$ 9.00 | \$ 1,260.00 | \$ 108,360 | \$ 9.00 | \$ 1,350.00 | \$ 116,100 |
| UNEMPLOYMENT INSURANCE | 7.65% | \$ 0.69 | \$ 96.39 | \$ 8,290 | \$ 0.69 | \$ 103.28 | \$ 8,882 |
| WORKER COMP | 3.00% | \$ 0.27 | \$ 37.80 | \$ 3,251 | \$ 0.27 | \$ 40.50 | \$ 3,483 |
| IN-DIRECT COST RATE | 10.00% | \$ 0.90 | \$ 126.00 | \$ 10,836 | \$ 0.90 | \$ 135.00 | \$ 11,610 |
| PROGRAM COST RATE | 17.00% | \$ 1.53 | \$ 214.20 | \$ 18,421 | \$ 1.53 | \$ 229.50 | \$ 19,737 |
| TOTALS | | \$ 12.39 | \$ 1,734.39 | \$ 149,158 | \$ 12.39 | \$ 1,858.28 | \$ 159,812 |

OF WEEKS @ 20HRS

7.0

7.5

OF WEEKS @ 40HRS

3.5

3.8