



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Executive Committee Meeting

THURSDAY, October 11, 2018

8:00 A.M.

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

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. September 13, 2018
3. Information – 2016-2020 CareerSource South Florida Strategic Operational Plan Update
4. Information – Miami-Dade County Office of Inspector General Update
5. Recommendation as to Approval to Continue the Performance Monitoring Contract with Anthony Brunson, P.A.

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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: October 11, 2018

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

September 13, 2018, 2015 at 9:00 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, 1st floor conference room

Miami, FL 33126

<p>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. Bridges, Jeff, <i>Chairman</i> 2. Del Valle, Juan Carlos 3. Ferradaz, Gilda 4. Gibson, Charles 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 5. Andy Perez, <i>Vice-Chairman</i> 6. Garza, Maria <p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Anderson, Frances Garcia, Christine Gilbert, David Graham, Tomara Jean-Baptiste, Antoinette Kavehersi, Cheri Perin, Yian Smith, Marian Smith, Robert</p>	<p>AUDIENCE:</p> <p>Lozano, Monica – <i>Florida Vocational Institute</i></p>
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Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

SFWIB Chairman Bridges called the meeting order at 8:21am asked all those present introduced themselves and noted that a quorum had been achieved.

2. A. Approval of Executive Committee Meeting Minutes of August 9, 2018

Ms. Gilda Ferradaz moved the approval of meeting minutes of August 9, 2018. Motion seconded by Mr. Juan Carlos del Valle; **Motion Passed Unanimously**

3. Information – Department of Economic Opportunity Housing and Repair Program

Chairman Bridges introduced the item and Executive Director Rick Beasley further presented.

SFWIB Assistant Director Marian Smith noted there would be two centers providing services (application intake centers); one at CSSF's Northside Career Center and the other located in Monroe County. Also, the necessary equipment would be installed at the two centers and there would be a total of 13 staff members present.

Mr. Beasley additionally noted that West Dade Career Centers had been on the list for consideration. However, the final choices were Northside Center and a location in Monroe County called the Marine Science Center located at 2796 Overseas Highway, Marathon, FL 33050.

Chairman Bridges inquired about the approval process and Mr. Beasley provided details. Ms. Smith additionally noted that qualified applicants would be approved onsite and it is extended to businesses.

Mr. Gibson verified some additional information and Mr. Beasley provided further details

No further questions or concerns.

4. Information – Expansion of youth Community Partners in Monroe County

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

SFWIB Youth Programs Manager Tomara Graham provided additional details:

She additionally noted there would be a second meeting in October.

Mr. del Valle asked whether if CSSF has reached out to the County Manager's office and Mr. Beasley provided details that he has been in communication with former SFWIB member and Monroe County Social Services Supervisor, Ms. Edith Zewadski-Bricker and Ms. Sheryl Graham, Director of Social Services of Monroe County and representatives of the Department of Juvenile Justice Center regarding this initiative. He additionally noted other entities that were involved. Ms. Ferradaz confirmed that one of the entities called Wesley House Family Services located in Key West.

5. Information – Work Registration, Job Referral and Job Placement Requirements

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

SFWIB Adult Program Manager David Gilbert provided further details on the process of getting a jobseeker employed. He provided further details on O*Net codes and referral process. Mr. Beasley additionally explained.

No further questions or discussions.

6. Recommendation as to Approval of the SFWIB to Continue to Provide Direct Employment & Training Services

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

Chairman Bridges verified the current program year this pertains to as well as the centers it would potentially impact. Mr. Beasley provided further details.

Ms. Ferradaz inquired about the extension period and Adults Program Supervisor Robert Smith provided further details.

Ms. Ferradaz inquired about the Request for Proposals (RFP) and Mr. Beasley provided further details.

Mr. Gibson inquired about the extended period of the local plan. Mr. Beasley explained that the local plan is valid for five years. Mr. Gibson inquired about the direct services centers and Mr. Beasley responded Carol City, Opa-locka, North Miami Beach, Miami Beach and the Keys. He additionally noted the approval for a temporary award to Arbor E & T, ResCare, Inc. to temporarily oversee Northside, North Miami Beach and potentially Carol City Centers.

Mr. Beasley briefly shared current housing concerns in Miami-Dade and Monroe counties.

Ms. Ferradaz briefly shared her views of how to be able to survive as a homeowner in Miami-Dade County. There was brief discussion regarding similar challenges in Monroe County too.

Mr. Charles Gibson moved the approval of the SFWIB's Continuation to Provide Direct Employment & Training Services. Motion seconded by Mr. Juan Carlos del Valle; **Motion Passed Unanimously**

7. Recommendation as to Approval of a Contract Extension for Refugee Employment & Training Services

Chairman Bridges introduced the item and Mr. Beasley further presented additionally noted that the bidders conference would need to be extended for another month.

Mr. del Valle moved the approval of a contract extension for refugee employment & training services. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

8. Recommendation as to Approval to Temporarily Contract with ResCare E&T to Operate Two (2) Additional Career Centers

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

No further questions or discussions by the Committee.

9. Information – Miami-Dade County Summer Youth Internship Program Update

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

Mr. Beasley provided an update.

Chairman Perez requested a report be provided on the various industries participants had an opportunity to work in. He also requested additional details on a list of partnerships.

Mr. Beasley assured this report would be provided at a later date.

There being no further business to come before the Committee, meeting adjourned at 9:01am.



SFWIB EXECUTIVE COMMITTEE

DATE: 10/11/2018

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: 2016-2020 STRATEGIC GOALS OPERATIONAL PLAN UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **National leader in an ROI-focused enterprise**

BACKGROUND:

At the August 16, 2018 meeting, the SFWIB approved revisions to the SFWIB 2016-2020 strategic plan. The revisions included three revisions to the strategies to the strategic plan. In an effort to achieve the approved SFWIB Strategic plan, SFWIB staff have held several meetings to develop operational initiatives. Please find attached SFWIB Strategic Plan with the operational initiatives.

As part of the implementation efforts, SFWIB staff developed a tool to track the six strategic goals as they are accomplished. The Strategic Goal Operational Plan Monitoring Tool assists staff in tracking which strategies have been utilized, addresses initiatives and strategies yet to be implemented, as well as, the overall progress in achieving the goals.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



STRATEGIC GOALS OPERATIONAL PLAN

GOAL 1 STRATEGIES:

A. Engage Employers and Seek Continuous Feedback

B. Ensure all service providers and Career Centers implement employer engagement in their operations

C. Partner with Economic Development to Assist Targeted Industries

D. Close the skills gap through work-based learning

E. Create entrepreneurship initiatives

GOAL 1
Build a Demand-Driven System with Employer Engagement

INITIATIVES:

- Collaborative Partners:
- CareerSource Florida
 - Department of Economic Opportunity
 - Business Leaders
 - Local Chambers of Commerce
 - Beacon Council
 - SFWIB Business Services Unit
 - SFWIB Unit Managers
 - OCOG Target Industry Committees
 - Industry Associations
 - Trade Associations
 - Economic Development entities
 - CSSF Service/Training Partners
 - Colleges, Universities, and School Boards

GOAL 2 STRATEGIES:

A. Develop Integrated Business Service Teams

B. Maximize use of the Employ Florida Marketplace (EFM) Among Workforce System Partners

C. Strengthen the Partnership with WIOA Required Partners

D. Seek excellence in customer service

E. Improve the efficiency of career center operations

GOAL 2
Strengthen the One-Stop Delivery System and Increase Integrated Service Delivery

INITIATIVES:

- Collaborative Partners:
- Service and Training Providers
 - Local Small Businesses
 - SFWIB Business Services
 - Staffing Agencies
 - Community Based Partners
 - WIOA Required Partners
 - Human Resources Associations

GOAL 3 STRATEGIES:

A. Develop specific programs and initiatives

B. Improve Employment Outcomes

C. Ensure compliance with WIOA Section 188

GOAL 3
Improve Services for Individuals with Barriers

INITIATIVES:

- Collaborative Partners:
- WIOA Required Partners
 - Light House for the Blind
 - Mental Health Agencies
 - Florida Department of Law Enforcement Office
 - Department of Corrections
 - Community Based Organizations
 - Faith Based Organizations
 - Service and Training Providers
 - Business Community
 - U.S. Southern Command

STRATEGIC GOALS OPERATIONAL PLAN (continued)

GOAL 4 STRATEGIES:

A. Expand Career Exploration and Pathways Programs

B. Joint Contribution for Youth Career Pathway Models

C. Youth Entrepreneurial Skills Training Programs

D. Improve Service Delivery and Outcomes

GOAL 4

Dedicated Commitment to Youth Participation

INITIATIVES:

Collaborative Partners:

- CareerSource Florida
- Department of Economic Opportunity
- Youth Service Providers
- Community and Faith Based Organizations
- Miami-Dade and Monroe Counties Public Schools
- Colleges and Universities
- Post-Secondary Education Institutions
- Training Providers
- Business Community
- Local and State Government Agencies

GOAL 5 STRATEGIES:

A. Enhance CSSF Performance System

B. Improve Credential Outcomes for Job Seekers

C. Provide Technical Assistance to Service Providers

GOAL 5

High ROI Through Continuous Improvement

INITIATIVES:

Collaborative Partners:

- US Department of Labor
- CareerSource Florida
- Department of Economic Opportunity
- Service and Training Providers
- Economic Development Agencies
- Community Based Organizations

GOAL 6 STRATEGIES:

A. National Leader in an ROI-Focused Enterprise

B. Use LMI Data for Policy Development

C. Maximizing Collaborative Partnerships

D. Strengthen Workforce System Accountability

E. Enhance Board Leadership

GOAL 6

Strong Workforce System Leadership

INITIATIVES:

Collaborative Partners:

- CareerSource Florida
- Department of Economic Opportunity
- Chambers of Commerce
- Beacon Council
- The School Board
- Business Leaders



SFWIB EXECUTIVE COMMITTEE

DATE: 10/11/2018

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: MIAMI-DADE COUNTY OFFICE OF INSPECTOR GENERAL UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Seek excellence in customer service**

BACKGROUND:

On January 20, 2017, The Office of the Inspector General (OIG) began to conduct an audit of job placements reported by CareerSource South Florida (CSSF). CSSF is the operating entity in Miami-Dade and Monroe Counties that implements the various workforce development programs established by the federal government and administered at the state level. Primarily, these workforce development programs consist of job training and employment services. CSSF contracts with service providers (Providers) to operate its 15 "One-Stop" career centers (Centers). In return, Providers receive remuneration for job placements, as well as for other services that they provide.

The OIG audit focused on two CSSF contracted service providers, Arbor E&T, LLC (Arbor) and Youth Co-Op, Inc., (Youth Co-Op) that collectively operated 12 of the 15 Centers. The resulting audit report contains two findings: one relating to Arbor's reporting activities, and the second relating to Youth Co-Ops reported job placements. The findings stem directly from the OIG testing of job placement files and the supporting documentation. In both findings, the OIG questioned certain payments made for job placements that have either already resulted in disallowed costs that have been repaid, or should, as recommended herein, result in disallowed costs.

CSSF also responded to the OIG's draft audit report. Besides the one specific recommendation involving the recoupment of funds from Youth Co-Op, the OIG provided three recommendations-each of which is designed to enhance job placement reporting standards. CSSF responded positively to each recommendation indicating either that it will prospectively implement their suggestions and/or that it has already taken steps in the direction of the recommendations since the audit commenced.

Prior to the OIG report, to improve accountability and ensure compliance with the Workforce Innovation and Opportunity Act (WIOA), CSSF modified its workforce services contracts to include the items below:

1. Limited the number of Universal/Standard Direct Job Placements a provider can be compensated for each month.
 - Universal/Standard Direct Job Placements are typically individuals with no barriers to employment such as; receiving public assistance, having a criminal background or individuals that are physically or mentally disabled. These individuals do not require a lot of assistance and are usually easy to place. By limiting the number of “easy” placements, providers must focus more attention on the “harder to serve” population.
2. Increased the payment amount for full-time Direct Job Placement in the hard to serve categories (i.e. Homeless, Veterans, Disable, Ex-Offenders, and Welfare Transition).
 - In support of the previous action, CSSF will pay more for Direct Job Placements of individuals with barriers to employment or individuals that no longer require public assistance as a result of now being employed in a full time and permanent position.
 - Full-time employment is define as 30 hours or greater per week in a duration of 150 days or more.
3. The payment for Obtained Employment has been discontinued.
 - Previously, providers were compensated for providing supportive services that assisted the jobseekers in obtaining employment on their own such as, writing their resumes for them. This process has been discontinued and those resources have been shifted to pay higher rates for servicing the hardest to serve.
4. The regional Job Order function has been centralized and is being performed by the Department of Economic Opportunity (DEO) Job Bank staff to control the types of job orders (i.e. full time vs part time) that are entered in the system.
 - Previously, each provider and/or the employer had the ability to enter job orders into the Employ Florida system (State Employment data base). The job orders were checked for Human Resources laws/restrictions but were not controlled for the types of jobs being entered, i.e. full-time vs. part-time.
 - By centralizing the job bank, CSSF will have a better situational awareness on the types and volume of each type of job order that is entered into the system. CSSF will then be able to focus employer recruitment efforts to increase the number of full-time positions and long-term positions to maintain a balance with the seasonal and temporary opportunities that routinely are offered, for example in support of our local sports teams such the Marlins, Dolphins and Heat. While they employ many people each year they are all temporary employment.

In response to the OIG Final Audit Report, CareerSource South Florida has completed and/or implemented the following enhancement:

5. The Balance Scorecard Direct Job Placement (DJP) Report has been modified to identify: Seasonal, Temporary, Part-time and Full-time employment.
 - Federal regulations 20 CFR. 651.10 define how a workforce board is credited for a Direct Job Placement. However, the regulation does not state any other reporting requirements or require the separation of placements into the aforementioned categories. In an effort to be transparent as to the placements that are occurring and the types of jobs that are available, CSSF has modified its reporting structure to indicate the specific type of placement that is being reported.

6. SFWIB Administrative Order for Work Registration, Job Referral and Job Placement Requirements

- In an effort to continue to improve the Regional service delivery system, SFWIB staff developed administrative requirements that clearly define a complete job seeker work registration, job referral, and job placement in Local Workforce Development Area (LWDA) 23. The requirements will enhance the job seekers work registration profile and will help ensure that Career center staff provide quality services and job referrals to increase LWDA 23 employment outcomes.
- The development of these requirements will create a standard for LWDA 23 to ensure compliance with all federal and state policies and guidelines. It will also improve the quality of services in LWDA 23 centers to both businesses and job seekers. The requirements will be implemented through an Administrative Order.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/11/2018

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: CONTINUATION OF PERFORMANCE MONITORING FOR CSSF OPERATED CENTERS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends the Executive Committee to recommend to the Board the approval to continue the performance monitoring contract with Anthony Brunson, P.A. for the remaining amount not to exceed \$56,116 dollars.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At the February 15, 2018 meeting, the SFWIB approved to expand the contract with Anthony Brunson, P.A. to include Career Center Performance Monitoring of CareerSource center locations operated by the SFWIB. The negotiated rate was \$78 per hour, not to exceed \$70,000. The anticipated date for the completion of the monitoring was June 30, 2018.

Anthony Brunson, P.A. did not complete monitoring for the SFWIB operated CareerSource center locations by the anticipated date. An extension was granted to finalize the monitoring no later than October 31, 2018. As of June 30, 2018, the remaining amount of unspent dollars totaled approximately \$56,116.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT