



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

### **EXECUTIVE COMMITTEE MEETING**

**Thursday, December 20, 2012**

**9:30 A.M.**

Doubletree by Hilton Miami Airport Hotel  
Convention Center, 2<sup>nd</sup> floor  
711 NW 72<sup>nd</sup> Avenue  
Miami, Florida 33126

### **AGENDA**

1. Call to Order and Introductions
2. Approval of the 2013 SFWIB Meeting Calendar
3. Approval of New Programs for Existing Training Vendors and a New Campus for an Existing Training Vendor
4. Approval to Accept and Allocate \$1,595,870 in Wagner-Peyser "Pass Thru" Funds
5. Approval to Accept \$271,926 in Wagner-Peyser Incentive Funds
6. Approval to Adjust the Budget to Include \$247,252 in Carry-Forward Funds from the Performance Tools Grant
7. Approval to Adjust the 2012-13 Budget for the Actual Carry-Forward Amounts
8. Approval to Allocate WIA Adult Funds to the Digital Access Initiative
9. Approval to Reallocate TANF Funds from the City of Miami to Transition, Inc.
10. Approval to Accept the Audited Financial Reports for Fiscal Year 2011-12
11. Approval of an Allocation for the National Flight Academy – The Explore AMBITION Program
12. Approval of an Allocation of Youth Funds for Miami-Dade College's Future Bankers Training Program
13. Approval of an Allocation of Funds to Miami-Dade College for the Purchase of Take Stock in Children Scholarships
14. Approval to Draft and Release a Request for Proposals (RFPs) for Work Readiness Services

15. Approval of an Allocation of \$2,250.00 to SER-Jobs for Progress, Inc. for a SFWIB-M-DCPS Career Pathways Program
16. Approval of Contractors for PY 2012-13 Workforce Services
17. Approval of a Contractor for PY 2012-13 Mystery Shopper Services
18. Approval of the Re-allocation of \$20,000 from the City of Miami Career Center to SFWIB for Electrical Repairs
19. Approval of a Three-Month Extension to Azure College, Inc. Refugee Employment and Training Program Contract



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**AGENDA ITEM NUMBER:** 2

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF 2013 SFWIB MEETING CALENDAR

**AGENDA ITEM TYPE:** APPROVAL

**BACKGROUND**

The attached SFWIB 2013 schedule of meetings is being recommended to the Board for approval.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*

**South Florida Workforce Investment Board (SFWIB)  
2013 Schedule of Meetings  
(Subject to Change)**



**January**

Executive

**Date**

January 22, 2013

**Time**

8:15am

**February**

EDIS Committee  
Committee and Council  
Board

February 21, 2013  
February 21, 2013  
February 21, 2013  
February 26, 2013

8:00am  
8:00am  
9:30am  
8:15am

**March**

Executive

March 19, 2013

8:15am

**April**

EDIS Committee  
Committee and Council  
Board

April 18, 2013  
April 18, 2013  
April 18, 2013  
April 30, 2013

8:00am  
8:00am  
9:30am  
8:15am

**May**

Executive

May 21, 2013

8:15am

**June**

EDIS Committee  
Committee and Council  
Board

June 20, 2013  
June 20, 2013  
June 20, 2013  
June 25, 2013

8:00am  
8:00am  
9:30am  
8:15am

**July**

Executive

July 16, 2013

8:15am

**August**

EDIS Committee  
Committee and Council  
Board

August 15, 2013  
August 15, 2013  
August 15, 2013  
August 27, 2013

8:00am  
8:00am  
9:30am  
8:15am

**September**

Executive

September 17, 2013

8:15am

**October**

EDIS Committee  
Committee and Council  
Board

October 17, 2013  
October 17, 2013  
October 17, 2013  
October 29, 2013

8:00am  
8:00am  
9:30am  
8:15am

**November**

Executive

November 19, 2013

8:15am

**December**

EDIS Committee  
Committee and Council  
Board  
Executive

December 19, 2013  
December 19, 2013  
December 19, 2013  
**December 24, 2013**

8:00am  
8:00am  
9:30am  
8:15am



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE

**AGENDA ITEM NUMBER:** 3

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF NEW PROGRAMS FOR EXISTING TRAINING VENDORS AND A NEW CAMPUS FOR AN EXISTING TRAINING VENDOR

**AGENDA ITEM TYPE:** APPROVAL

### **RECOMMENDATION:**

The Executive Committee recommends to the Board the approval of new programs for existing Training Vendors – the School Board of Miami-Dade County Florida (M-DCPS) and Dade Medical College, Inc (Dade Medical) – and the addition of a new campus for an existing vendor – the Academy of South Florida, Inc. (The Academy).

**STRATEGIC GOAL:** N/A

**STRATEGIC PROJECT:** N/A

### **BACKGROUND:**

Federal and state law permit regional workforce boards to independently develop criteria for the selection and maintenance of Training Vendors and programs. In Region 23, the current process to become an approved Training Vendor involves staff evaluation of an applicant's programmatic and fiscal capabilities. For an existing Training Vendor who requests the addition of a new program or campus, staff reviews only programmatic capabilities. Vendor requests passing staff's review are presented to the EDIS Committee for a recommendation for Board approval. Below are the requests for the Committee to consider.

#### ***Request to Add Programs:***

M-DCPS – Major Appliance and Refrigeration Repair, Diploma  
Dade Medical – Medical Billing and Coding, Diploma

#### ***Request to Add a Campus:***

The Academy – Ft. Lauderdale

As a general rule, Individual Training Accounts (ITAs) are only applicable to occupational training programs appearing on the current program year's TOL. The requested Dade Medical program addition as well as the programs offered at the Academy's Ft. Lauderdale campus appears on the current TOL.

Note however that M-DCPS' requested program addition does not appear on the Program Year 2012-13 TOL. Nevertheless, regional workforce boards may use other sources of information to identify current employment opportunities in their local areas. M-DCPS provided sufficient data establishing demand for major appliance and refrigeration repairers. Accordingly, the workforce board may elect to provide ITAs for M-DCPS' Major Appliance and Refrigeration Repair program.

Documentation used during staff's review process is attached.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*

2011 – 2012

**Florida Department of Education  
Curriculum Framework**

**Program Title:** Major Appliance and Refrigeration Repair  
**Program Type:** Career Preparatory  
**Career Cluster:** Manufacturing

|  | <b>Secondary</b>  | <b>PSAV</b>                                       |
|--|---|---|
| Program Number                               | 8706000   | I470106   |
| CIP Number                                   | 0647.010601   | 0647.010601                                       |
| Grade Level                                  | 9-12, 30, 31  | 30, 31  |
| Standard Length                              | 10 Credits  | 1500 Hours  |
| Teacher Certification                        | APPLI REPR @7 G<br>GAS FITTER @7 G  | APPLI REPR @7 G<br>GAS FITTER @7 G                |
| CTSO   | SkillsUSA   | SkillsUSA   |
| SOC Codes (all applicable)                   | 49-9031   | 49-9031   |
| Facility Code                                | 245 <a href="http://www.fldoe.org/edfacil/sref.asp">http://www.fldoe.org/edfacil/sref.asp</a> (State Requirements for Educational Facilities) |   |
| Targeted Occupation List                     | <a href="http://www.labormarketinfo.com/wec/TargetOccupationList.htm">http://www.labormarketinfo.com/wec/TargetOccupationList.htm</a>         |   |
| Perkins Technical Skill Attainment Inventory | <a href="http://www.fldoe.org/workforce/perkins/perkins_resources.asp">http://www.fldoe.org/workforce/perkins/perkins_resources.asp</a>       |   |
| Industry Certifications                      | <a href="http://www.fldoe.org/workforce/fcpea/default.asp">http://www.fldoe.org/workforce/fcpea/default.asp</a>                               |   |
| Basic Skills Level                           | N/A   | Mathematics: 9.0<br>Language: 9.0<br>Reading: 9.0 |

The School Board of Miami-Dade County Florida (M-DCPS)

**Note:** ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. **Pell Grants:** All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. **Tuition Refunds:** For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. **Notice:** Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. **SFWIB will not be responsible for any debts that the participant incurs.**

| The School Board of Miami-Dade County Florida (M-DCPS)   |                                |           |             |              |                                     |                    |      |       |         |                     |       |                           |                              |                                   |                        |  |  |                           |      |          |
|--|--------------------------------|-----------|-------------|--------------|-------------------------------------|--------------------|------|-------|---------|---------------------|-------|---------------------------|------------------------------|-----------------------------------|------------------------|--|--|---------------------------|------|----------|
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| Program Offered  | License/Certification (Yes/No) | CIP Code  | Clock Hours | Credit Hours | Course Length (estimated in months) | Institutional Fees |      |       |         | Books and Materials | Tools | Tests/Certification Exams | Total Program Cost (D+E+F+G) | MAX ITA AMT (Determined by SFWIB) | Pell Eligible (Yes/No) | Comparable Public School Program (Determined by SFWIB) | 2012-2013 TOL Related Occupations (Name & SOC) | 2012 - 2013 TOL Wage Rate |      | Comments |
|  |                                |           |             |              |                                     | A                  | B    | C     | D       |                     |       |                           |                              |                                   |                        |  |  | Entry                     | Mean |          |
| <b>A.S./A.A.S. Degree Programs</b>   |                                |           |             |              |                                     |                    |      |       |         |                     |       |                           |                              |                                   |                        |  |  |                           |      |          |
|  |                                |           |             |              |                                     |                    |      |       |         |                     |       |                           |                              |                                   |                        |  |  |                           |      |          |
|  |                                |           |             |              |                                     |                    |      |       |         |                     |       |                           |                              |                                   |                        |  |  |                           |      |          |
| <b>Diploma/Certificate Programs</b>  |                                |           |             |              |                                     |                    |      |       |         |                     |       |                           |                              |                                   |                        |  |  |                           |      |          |
| Major Appliance and Refrigeration Repair   | Yes                            | 647010601 | 1500        |              | 16                                  | \$3,840            | \$40 | \$120 | \$4,000 | \$332               |       | \$35                      | \$4,367                      |                                   | Yes                    |  |  |                           |      |          |



M-DCPS SUMMARY OF PROGRAM OUTCOMES DATA  
From Annual Completion, Placement, and Licensure Form For Postsecondary Programs

| <b>Program Year</b> | <b>POSTSECONDARY Educational Program</b>        | <b>Total Completion Rate</b> | <b>Total Placement Rate</b> | <b>Total Training-Related Placement Rate</b> |
|---------------------|---|------------------------------|-----------------------------|--|
| <b>2009</b>         | <b>Major Appliance and Refrigeration Repair</b> | <b>68</b>                    | <b>92</b>                   | <b>92</b>                                    |
| <b>2010</b>         | <b>Major Appliance and Refrigeration Repair</b> | <b>100</b>                   | <b>52</b>                   | <b>52</b>                                    |
| <b>2011</b>         | <b>Major Appliance and Refrigeration Repair</b> | <b>95</b>                    | <b>89</b>                   | <b>89</b>                                    |

# Florida Department of Education

## Dade Medical College (#2262)

3721-1 NW 7th Street  
 Miami, FL 33126  
[Map](#)

**Contact:** Hernan Cruz  
**Phone:** (305) 644-1171  
**Fax:** (305)644-1129  
**Email:** [dademedical.edu](mailto:dademedical.edu)  
**Website:** [www.dademedical.edu](http://www.dademedical.edu)

**License Status:** License By Means of Accreditation  
**Licensed Since:** 3/24/2000

### Other Locations

| Institution Name            | Location        | Campus |
|-----------------------------|-----------------|--------|
| Dade Medical College        | Miami           | Main   |
| <u>Dade Medical College</u> | Hollywood       | Branch |
| <u>Dade Medical College</u> | Homestead       | Branch |
| <u>Dade Medical College</u> | Jacksonville    | Branch |
| <u>Dade Medical College</u> | Miami           | Branch |
| <u>Dade Medical College</u> | West Palm Beach | Branch |

### Accreditation

| Accredited By | Level of Accreditation |
|---------------|------------------------|
| ABHES         | Institutional          |
| <u>JRCERT</u> | Programmatic           |

Note: Accreditation generally means that a college or school has been evaluated by a group of educators, and meets the accrediting agency's standards. This process is VOLUNTARY for the college; it is not "required". However, accreditation is required for financial aid eligibility, recognition of degrees or credits by employers or other colleges, universities, or schools, easy transfer of credits, acceptance into another school, and other education-related opportunities.

Be aware that some so-called "accrediting agencies" may not be recognized by the U.S. Department of Education, or may even be bogus! A current listing of recognized "accrediting agencies" may be found on the [U.S. Department of Education's web site](#). Check with this office before you send money to any college, even if it claims to be accredited.

Programs  
Offered

| Program Title                   | Credential           | Clock Hours | Credit Hours | CIP Code   |
|---------------------------------|----------------------|-------------|--------------|------------|
| Advanced Placement in Nursing   | Associate in Science |             | 79           | 0351380100 |
| Diagnostic Cardiac Sonography   | Diploma              | 1700        | 96           | 0351091002 |
| Diagnostic Cardiac Sonography   | Associate in Science |             | 120          | 0351091000 |
| Diagnostic Medical Ultrasound   | Diploma              | 1860        | 108          | 0351091002 |
| Diagnostic Medical Ultrasound   | Associate in Science |             | 132          | 0351091000 |
| General Radiologic Technologist | Associate in Science |             | 162          | 0351090704 |
| Health Information Management   | Bachelors            |             | 180          | 510706     |
| Healthcare Management           | Associate in Science |             | 116          | 0351070400 |
| Massage Therapy                 | Associate in Science |             | 95           | 0351350100 |
| Massage Therapy                 | Diploma              | 950         | 72           | 0351350100 |
| Medical Assistant               | Diploma              | 940         | 75           | 0351080100 |
| Medical Assistant               | Associate in Science |             | 98           | 0351080101 |
| Medical Billing and Coding      | Diploma              | 800         | 69           | 0351070702 |
| Medical Billing and Coding      | Associate in Science |             | 96           | 0351070702 |
| Nursing                         | Associate in Science |             | 128          | 0351380100 |
| Nursing (RN - BSN)              | Bachelors            |             | 186.5        | 513808     |
| Patient Care Technician         | Diploma              | 720         | 54           | 0351390205 |
| Physical Therapy Assistant      | Associate in Science |             | 97           | 0351080600 |
| Practical Nursing               | Diploma              | 1350        | 91           | 0351390100 |
| Psychology                      | Associate in Arts    | 1160        | 115          | 420101     |
| Psychology                      | Bachelors            | 2360        | 214          | 420101     |

Dade Medical College, Inc.

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| Institutional Fees                  |                                |           |             |              |                                     |              |                               |                     |                                  |                     |        |                           |                              |                                   |                        |  |   |                         |         |          |
|-------------------------------------|--------------------------------|-----------|-------------|--------------|-------------------------------------|--------------|-------------------------------|---------------------|----------------------------------|---------------------|--------|---------------------------|------------------------------|-----------------------------------|------------------------|--|---|-------------------------|---------|----------|
|                                     |                                |           |             |              |                                     | A            | B                             | C                   | D                                | E                   | F      | G                         | H                            |                                   |                        |  |   | 2012-2013 TOL Wage Rate |         |          |
| Program Offered                     | License/Certification (Yes/No) | CIP Code  | Clock Hours | Credit Hours | Course Length (estimated in months) | Tuition Cost | Application-Registration Fees | Special Course Fees | Total Institutional Fees (A+B+C) | Books and Materials | Tools  | Tests/Certification Exams | Total Program Cost (D+E+F+G) | MAX ITA AMT (Determined by SFWIB) | Pell Eligible (Yes/No) | Comparable Public School Program (Determined by SFWIB) | 2012-2013 TOL Related Occupations (Name & SOC)              | Entry                   | Mean    | Comments |
| <b>A.S./A.A.S. Degree Programs</b>  |                                |           |             |              |                                     |              |                               |                     |                                  |                     |        |                           |                              |                                   |                        |  |   |                         |         |          |
|                                     |                                |           |             |              |                                     |              |                               |                     |                                  |                     |        |                           |                              |                                   |                        |  |   |                         |         |          |
| <b>Diploma/Certificate Programs</b> |                                |           |             |              |                                     |              |                               |                     |                                  |                     |        |                           |                              |                                   |                        |  |   |                         |         |          |
| Medical Billing and Coding          | Yes                            | 351070702 | 800         | 69           | 10                                  | \$15,000.00  | \$50.00                       | \$0.00              | \$15,050                         | Included in Tuition | \$0.00 | \$75.00                   | \$15,125                     |                                   | Yes                    |  | Medical Records and Health Information Technicians - 292071 | \$10.81                 | \$16.57 |          |

**Dade Medical College: Medical Billing and Coding**

**2010-2011**

***Diploma Program***

**Retention**

Miami Campus – 80%

Hialeah Campus – N/A

Homestead Campus – 88%

Hollywood Campus – N/A

**Placement**

Miami Campus – N/A

Hialeah Campus – N/A

Homestead Campus – 100%

Hollywood Campus – N/A

**2011-2012**

***Diploma Program***

**Retention**

Miami Campus – 100%

Hialeah Campus – N/A

Homestead Campus – 100%

Hollywood Campus – N/A

**Placement**

Miami Campus – 75%

Hialeah Campus – N/A

Homestead Campus – 75%

Hollywood Campus – N/A

## Florida Department of Education

### Academy, The (#3409)

800 W. Cypress Creek Road, Suite 200  
Ft. Lauderdale, FL 33309  
[Map](#)

**Contact:** Christopher Perez

**Phone:** (305) 648-2000

**Fax:** (305)648-2012

**Email:** [cperez@academyflorida.com](mailto:cperez@academyflorida.com)

**Website:** [www.academyflorida.com](http://www.academyflorida.com)

**License Status:** Annual

**Licensed Since:** 12/8/2006

#### Programs Offered

| Program Title                                       | Credential | Clock Hours | Credit Hours | CIP Code   |
|---|------------|-------------|--------------|------------|
| A+ Computer Technician                              | Diploma    | 60          |              | 0615120110 |
| Application Architect                               | Diploma    | 360         |              | 0511020204 |
| Cisco Certified Network Associates Test Preparation | Diploma    | 120         |              | 0511090110 |
| Information Technology Professional                 | Diploma    | 480         |              | 0511090102 |
| Microsoft MCTS/MCITP Prep                           | Diploma    | 360         |              | 0511090110 |
| Microsoft Office Specialist                         | Diploma    | 50          |              | 0511060110 |
| Network Professional (+)                            | Diploma    | 60          |              | 0511090110 |
| The Network Engineers                               | Diploma    | 600         |              | 0511090102 |
| The Network Expert Program                          | Diploma    | 900         |              | 0511090103 |
| The Network Technician                              | Diploma    | 360         |              | 0511090102 |
| Virtualization Professional                         | Diploma    | 107         |              | 0511090110 |

| The Academy of South Florida, Inc.   |                                       |           |                |                 |  |                    |          |     |         |          |   |          |            |   |                           |  |  |                              |         |          |
|--|---------------------------------------|-----------|----------------|-----------------|--|--------------------|----------|-----|---------|----------|---|----------|------------|---|---------------------------|--|--|------------------------------|---------|----------|
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| Program Offered  | License/<br>Certification<br>(Yes/No) | CIP Code  | Clock<br>Hours | Credit<br>Hours | Course<br>Length<br>(estimated<br>in months) | Institutional Fees |          |     |         | E        | F | G        | H          | MAX ITA AMT<br>(Determined<br>by SFWIB) | Pell Eligible<br>(Yes/No) | Comparable<br>Public School<br>Program<br>(Determined<br>by SFWIB) | 2012-2013 TOL<br>Related Occupations<br>(Name & SOC) | 2012 - 2013 TOL Wage<br>Rate |         | Comments |
|  |                                       |           |                |                 |  | A                  | B        | C   | D       |          |   |          |            |   |                           |  |  | Entry                        | Mean    |          |
| <b>A.S./A.A.S. Degree Programs</b>   |                                       |           |                |                 |  |                    |          |     |         |          |   |          |            |   |                           |  |  |                              |         |          |
|  |                                       |           |                |                 |  |                    |          |     |         |          |   |          |            |   |                           |  |  |                              |         |          |
|  |                                       |           |                |                 |  |                    |          |     |         |          |   |          |            |   |                           |  |  |                              |         |          |
| <b>Diploma/Certificate Programs</b>  |                                       |           |                |                 |  |                    |          |     |         |          |   |          |            |   |                           |  |  |                              |         |          |
| Network Professional +   | Yes                                   | 511090110 | 60             |                 | 1 month                                      | \$2,645.00         | \$100.00 | \$0 | \$2,745 | \$250.00 |   | \$346.00 | \$3,246.00 |   | No                        |  | Computer Support<br>Specialists - 151041             | \$14.69                      | \$20.68 |          |
| Cisco Certified Network<br>Associates Test Preparation   | Yes                                   | 511090110 | 120            |                 | 2 months                                     | \$3,655.00         | \$100.00 | \$0 | \$3,755 | \$240.00 |   | \$250.00 | \$4,245.00 |   | No                        |  | Computer Support<br>Specialists - 151041             | \$14.69                      | \$20.68 |          |

The Academy of South Florida, Inc.

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| The Academy of South Florida, Inc.   |                                |           |             |              |                                     |                    |          |     |         |                     |       |                           |                              |                                   |                        |  |   |                           |         |          |
|--|--------------------------------|-----------|-------------|--------------|-------------------------------------|--------------------|----------|-----|---------|---------------------|-------|---------------------------|------------------------------|-----------------------------------|------------------------|--|---|---------------------------|---------|----------|
| <p><b>Note:</b> ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. <b>Pell Grants:</b> All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. <b>Tuition Refunds:</b> For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. <b>Notice:</b> Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. <b>SFWIB will not be responsible for any debts that the participant incurs.</b></p> |                                |           |             |              |                                     |                    |          |     |         |                     |       |                           |                              |                                   |                        |  |   |                           |         |          |
| Program Offered  | License/Certification (Yes/No) | CIP Code  | Clock Hours | Credit Hours | Course Length (estimated in months) | Institutional Fees |          |     |         | Books and Materials | Tools | Tests/Certification Exams | Total Program Cost (D+E+F+G) | MAX ITA AMT (Determined by SFWIB) | Pell Eligible (Yes/No) | Comparable Public School Program (Determined by SFWIB) | 2012-2013 TOL Related Occupations (Name & SOC)          | 2012 - 2013 TOL Wage Rate |         | Comments |
|  |                                |           |             |              |                                     | A                  | B        | C   | D       |                     |       |                           |                              |                                   |                        |  |   | Entry                     | Mean    |          |
| Microsoft MCTS/MCITP Prep  | Yes                            | 511090110 | 360         |              | 3 months                            | \$5,145.00         | \$100.00 | \$0 | \$5,245 | \$1,000.00          |       | \$750.00                  | \$6,695.00                   |                                   | No                     |  | Computer Support Specialists - 151041                   | \$14.69                   | \$20.68 |          |
| Virtualization Professional  | Yes                            | 511090110 | 107         |              | 2 months                            | \$6,855.00         | \$100.00 | \$0 | \$6,955 | \$540.00            |       | \$425.00                  | \$7,920.00                   |                                   | No                     |  | Network Systems & Data Communications Analysts - 151081 | \$23.62                   | \$36.94 |          |
| Network Technician   | Yes                            | 511090102 | 360         |              | 3 months                            | \$8,885.00         | \$100.00 | \$0 | \$8,985 | \$1,000.00          |       | \$1,347.00                | \$11,332.00                  |                                   |                        |  | Network Systems & Data Communications Analysts - 151081 | \$23.62                   | \$36.94 |          |



The Academy of South Florida, Inc.

**Note:** ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. **Pell Grants:** All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. **Tuition Refunds:** For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. **Notice:** Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. **SFWIB will not be responsible for any debts that the participant incurs.**

| The Academy of South Florida, Inc.   |                                |           |             |              |                                     |                    |          |     |         |                     |       |                           |                              |                                   |                        |  |   |                           |         |          |
|--|--------------------------------|-----------|-------------|--------------|-------------------------------------|--------------------|----------|-----|---------|---------------------|-------|---------------------------|------------------------------|-----------------------------------|------------------------|--|---|---------------------------|---------|----------|
| <p><b>Note:</b> ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program's maximum ITA amount; the subsequent ITA is issued upon the participant's arrival at the midpoint of the training program's life and may cover up to and including the remaining 50 percent of the program's maximum ITA amount. <b>Pell Grants:</b> All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. <b>Tuition Refunds:</b> For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. <b>Notice:</b> Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. <b>SFWIB will not be responsible for any debts that the participant incurs.</b></p> |                                |           |             |              |                                     |                    |          |     |         |                     |       |                           |                              |                                   |                        |  |   |                           |         |          |
| Program Offered  | License/Certification (Yes/No) | CIP Code  | Clock Hours | Credit Hours | Course Length (estimated in months) | Institutional Fees |          |     |         | Books and Materials | Tools | Tests/Certification Exams | Total Program Cost (D+E+F+G) | MAX ITA AMT (Determined by SFWIB) | Pell Eligible (Yes/No) | Comparable Public School Program (Determined by SFWIB) | 2012-2013 TOL Related Occupations (Name & SOC)          | 2012 - 2013 TOL Wage Rate |         | Comments |
|  |                                |           |             |              |                                     | A                  | B        | C   | D       |                     |       |                           |                              |                                   |                        |  |   | Entry                     | Mean    |          |
| Information Technology Professional  | Yes                            | 511090102 | 480         |              | 6 months                            | \$8,885.00         | \$100.00 | \$0 | \$8,985 | \$1,000.00          |       | \$1,347.00                | \$11,332.00                  |                                   |                        |  | Network Systems & Data Communications Analysts - 151081 | \$23.62                   | \$36.94 |          |
| Application Architect  | Yes                            | 511020204 | 360         |              | 3 months                            | \$7,895.00         | \$100.00 | \$0 | \$7,995 | \$1,000.00          |       | \$750.00                  | \$9,745.00                   |                                   |                        |  | Computer Support Specialists - 151041                   | \$14.69                   | \$20.68 |          |



# THE ACADEMY

COMPUTER TRAINING CENTERS.  
TRAIN. CERTIFY. SUCCEED.

## ACADEMY PROGRAM PERFORMANCE

| COURSE NAME* | Clock Hours | Length<br>(Weeks) | Current #<br>Students | July 1st, 2009-June 30th, 2010 |                      |                      |  |
|--------------|-------------|-------------------|-----------------------|--------------------------------|----------------------|----------------------|--|
|              |             |                   |                       | Starts                         | Retention<br>Percent | Placement<br>Percent | Training Related<br>Placement<br>Percent |
| AAP          | 360         | 18                | 7                     | 0                              | 0                    | 0                    |  |
| CCNA         | 120         | 6                 | 11                    | 11                             | 93%                  | 84%                  | 80%                                      |
| N+           | 60          | 3                 | 0                     | 1                              | 100%                 | 100%                 | 100%                                     |
| IT           | 480         | 24                | 0                     | 9                              | 100%                 | 80%                  | 78%                                      |
| NAP          | 360         | 18                | 23                    | 55                             | 82%                  | 80%                  | 80%                                      |
| NEP          | 600         | 30                | 1                     | 1                              | 100%                 | 100%                 | 100%                                     |
| NXP          | 900         | 36                | 0                     | 2                              | 100%                 | 100%                 | 100%                                     |
| VPP          | 107         | 7                 | 0                     | 0                              | 0                    | 0                    | 0  |
| MCTS/MCITP   | 360         | 18                | 40                    | 41                             | 80%                  | 80%                  | 78%                                      |



# THE ACADEMY

COMPUTER TRAINING CENTERS.  
TRAIN. CERTIFY. SUCCEED.

## ACADEMY PROGRAM PERFORMANCE

| COURSE NAME* | Clock Hours | Length<br>(Weeks) | Current #<br>Students | July 1st, 2010-June 30th, 2011 |                      |                      |  |
|--------------|-------------|-------------------|-----------------------|--------------------------------|----------------------|----------------------|--|
|              |             |                   |                       | Starts                         | Retention<br>Percent | Placement<br>Percent | Training Related<br>Placement<br>Percent |
| AAP          | 360         | 18                | 7                     | 3                              | 100%                 | 100%                 | 100%                                     |
| CCNA         | 120         | 6                 | 11                    | 15                             | 100%                 | 80%                  | 80%                                      |
| N+           | 60          | 3                 | 0                     | 1                              | 100%                 | 100%                 | 100%                                     |
| IT           | 480         | 24                | 0                     | 5                              | 80%                  | 82%                  | 80%                                      |
| NAP          | 360         | 18                | 23                    | 60                             | 82%                  | 78%                  | 75%                                      |
| NEP          | 600         | 30                | 1                     | 1                              | 100%                 | 100%                 | 100%                                     |
| NXP          | 900         | 36                | 0                     | 1                              | 100%                 | 100%                 | 100%                                     |
| VPP          | 107         | 7                 | 0                     | 0                              | 0                    | 0                    | 0  |
| MCTS/MCITP   | 360         | 18                | 40                    | 44                             | 82%                  | 80%                  | 78%                                      |



# THE ACADEMY

COMPUTER TRAINING CENTERS.  
TRAIN. CERTIFY. SUCCEED.

## ACADEMY PROGRAM PERFORMANCE

| COURSE NAME* | Clock Hours | Length<br>(Weeks) | Current #<br>Students | July 1st, 2011 June 30th, 2012 |                      |                      |  |
|--------------|-------------|-------------------|-----------------------|--------------------------------|----------------------|----------------------|--|
|              |             |                   |                       | Starts                         | Retention<br>Percent | Placement<br>Percent | Training Related<br>Placement<br>Percent |
| AAP          | 360         | 18                | 7                     | 3                              | 100%                 | 100%                 | 100%                                     |
| CCNA         | 120         | 6                 | 11                    | 20                             | 86%                  | 88%                  | 86%                                      |
| N+           | 60          | 3                 | 0                     | 0                              | 0                    | 0                    | 0  |
| IT           | 480         | 24                | 0                     | 15                             | 80%                  | 82%                  | 80%                                      |
| NAP          | 360         | 18                | 23                    | 31                             | 80%                  | 89%                  | 82%                                      |
| NEP          | 600         | 30                | 0                     | 1                              | 100%                 | 100%                 | 100%                                     |
| NXP          | 900         | 36                | 0                     | 1                              | 100%                 | 100%                 | 100%                                     |
| VPP          | 107         | 7                 | 2                     | 2                              | 100%                 | 100%                 | 100%                                     |
| MCTS/MCITP   | 360         | 18                | 40                    | 30                             | 83%                  | 75%                  | 73%                                      |



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE

**AGENDA ITEM NUMBER:** 4

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT AND ALLOCATE \$1,595,870 IN WAGNER-PEYSER  
"PASS THRU" FUNDS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Executive Committee recommends to the Board the approval to accept and allocate \$1,595,870 in Wagner-Peyser "Pass-Thru" funds.

**STRATEGIC GOAL:** N/A

**STRATEGIC PROJECT:** N/A

**BACKGROUND**

The Fiscal Year 2011-12 SFWIB approved budget included \$2,481,480 in Wagner-Peyser "Pass-Thru" funds. These funds are used to pay for "fair share" costs. Fair share costs are the SFWIB administrative and facility costs incurred in the management of the Wagner-Peyser program at the Career Centers.

On August 14, 2012, the Florida Department of Economic Opportunity released a Notice of Grant Award/Fund Availability (NFA) for an additional \$1,595,870 in pass-thru costs. These additional funds will be used to offset carry-forward short-falls in the Fiscal Year 2012-13 budget.

**FUNDING:** N/A

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE

**AGENDA ITEM NUMBER:** 5

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT \$271,926 IN WAGNER-PEYSER INCENTIVE FUNDS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Executive Committee recommends to the Board the approval to accept \$271,926 in Wagner-Peyser incentive funds.

**STRATEGIC GOAL:** N/A

**STRATEGIC PROJECT:** N/A

**BACKGROUND**

On September 4, 2012, the Florida Department of Economic Opportunity released a Notice of Grant Award/Fund Availability (NFA) for an additional \$271,926 for Wagner-Peyser incentive funds. Funds received under this grant may be used for any eligible Wagner-Peyser activity.

**FUNDING:** N/A

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE

**AGENDA ITEM NUMBER:** 6

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO ADJUST THE BUDGET TO INCLUDE \$247,252 IN CARRYFORWARD FUNDS FROM THE PERFORMANCE TOOLS GRANT

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Executive Committee recommends to the Board the approval to adjust the 2012-13 budget to include \$247,252 in carry-forward funds from the Performance Tools Grant.

**STRATEGIC GOAL:** N/A

**STRATEGIC PROJECT:** N/A

**BACKGROUND**

On June 8, 2012, the Florida Department of Economic Opportunity released a Notice of Grant Award/Fund Availability (NFA) for \$247,252 for development and implementation of a Regional Performance Tools Management System.

On June 21, 2012, the SFWIB approved the 2012-13 fiscal year budget. In order to commence development of the performance tools system, the 2012-13 budget must be adjusted to reflect the acceptance of the Performance Tools Grant.

**FUNDING:** N/A

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE COMMITTEE

**AGENDA ITEM NUMBER:** 7

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO ADJUST THE 2012-13 BUDGET FOR THE ACTUAL CARRY-FORWARD AMOUNTS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Executive Committee recommends to the Board the approval to adjust the 2012-13 Budget for the Actual Carry-forward Amounts as set forth in the attachment.

**STRATEGIC GOAL:**

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

**STRATEGIC PROJECT:** N/A

**BACKGROUND:**

On June 21, 2012, the SFWIB approved the Fiscal Year 2012-13 budget. The approved budget included an estimated \$19,956,965 in carry-forward funds. Following the end of the financial closeouts with the State, it was determined that there are additional carry-forward dollars totaling \$1,759,012.

**FUNDING:**

As set forth in the attachment.

**PERFORMANCE:** N/A

*Attachment*





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE COMMITTEE

**AGENDA ITEM NUMBER:** 8

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO ALLOCATE WIA ADULT FUNDS TO THE DIGITAL ACCESS INITIATIVE

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Executive Committee recommends to the Board the approval to allocate \$5,000.00 in WIA Adult Funds to the Digital Access Initiative.

**STRATEGIC GOAL:**

Improved Digital Literacy

**STRATEGIC PROJECT:**

SFWIB Staff Communicates/Collaborates with Key Trade Groups and Associations on Critical Talent Needs and Trends

**BACKGROUND:**

On August 19, 2010, the SFWIB accepted \$250,000 in Program Year 2010 ARRA WIA Digital Access Initiative funds to expand Region 23's Digital Divide Initiative. The purpose of the initiative was to facilitate digital literacy training for WIA eligible adults, dislocated workers, youth, and low-income hard-to-reach residents.

The PY 2010 initiative funds were used to refurbish old Career Center computers and to provide technology training to eligible participants. The participants who successfully completed training received refurbished computers and one year of AT&T internet access.

For Fiscal Year 2012-13, it is estimated that the cost to continue this program will be \$5,000.00. That sum will cover the cost of AT&T internet access for approximately 25 participants for the remainder of the fiscal year.

**FUNDING:**

WIA Adult

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** EXECUTIVE COMMITTEE

**AGENDA ITEM NUMBER:** 9

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO REALLOCATE TANF FUNDS FROM THE CITY OF MIAMI

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Executive Committee recommends to the Board the reallocation of \$91,000 in TANF funds from the City of Miami to Transition, Inc.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar/One-Stop Performance and Consistency

**BACKGROUND:**

On June 21, 2012, the SFWIB approved the Fiscal Year 2012-13 budget which includes \$889,389 in TANF funding for the City of Miami for the 12-month period of July 1, 2012 to June 30, 2013. Due to unforeseen delays in the start-up of the City of Miami Career Center, it became necessary to continue offering services to TANF participants residing in the City of Miami at Transition, Inc. Consequently, the Board at its August 16, 2012 and October 18, 2012 meetings approved transfers totaling \$91,000 in TANF funding from the City of Miami to Transition, Inc.

For Transition, Inc. to continue to provide services to TANF participants until February 28, 2012, an additional \$80,000 in TANF program funds and \$11,000 in TANF Training and Support Services funds must be transferred.

**FUNDING:**

TANF

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** AUDIT

**AGENDA ITEM NUMBER:** 10

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT THE AUDITED FINANCIAL REPORTS FOR FISCAL YEAR 2011-12

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Audit Committee recommends to the Board the approval of the Fiscal Year 2011-12 agency-wide audit reports.

**STRATEGIC GOAL:**

Strong, timely reporting standards for end user customers and provider of services.

**STRATEGIC PROJECT:** N/A

**BACKGROUND:**

On June 21, 2012, the Board approved the selection of the audit firm TCBA Watson Rice, LLP for performing the external independent auditing services.

The fiscal year 2011-2012 SFWIB audit was recently completed by Ron Thompkins, CPA, who is a partner at TCBA Watson Rice LLP.

The audit of the financial statements was performed pursuant to generally accepted auditing standards, government auditing standards, and the Rules of Florida's Auditor General. It included a review of internal controls as well as compliance with applicable laws and regulations.

The audit resulted in an unqualified opinion on the agency's financial statements (i.e., no significant deficiencies or material weaknesses in the internal control systems). Moreover, the OMB Circular A-133 audit was also deemed unqualified (i.e., no matters of non compliance).

Mr. Thompkins will present the audit results to the members of the committee.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** YOUTH COUCIL

**AGENDA ITEM NUMBER:** 11

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION FOR THE NATIONAL FLIGHT ACADEMY – THE EXPLORE AMBITION PROGRAM

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** The Youth Council recommends to the Board the approval to allocate funding in an amount not to exceed \$100,000.00 in Temporary Assistance to Needy Families (TANF) funds to support the National Flight Academy – The Explore AMBITION Program.

**STRATEGIC GOAL:** Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy; Celebrated Benchmark Leader in Best Practices; State Leader in Collaborative Partnerships

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:** To build the capacity to align career technical education with existing and developing career pathways in Science, Technology, Engineering and Mathematics (STEM) disciplines, SFWIB in partnership with Miami-Dade County (MDC), Miami-Dade County Public Schools (MDCPS) and Monroe County School District (MCSD) will spearhead a STEM-related career learning experience for up to 100 students to attend the Explore Ambition Program located in Pensacola Florida. Together SFWIB, MDC, MDCPS and MCSD will assist in making available funds for the program, including transportation costs. SFWIB proposes to make the program an annual practice and to solicit donations from local businesses throughout Miami-Dade and Monroe Counties to assist in covering program expenses.

The National Flight Academy Program connects high school textbook material in Science, Technology, Engineering and Mathematics (STEM) to aviation careers. Program participants receive immersion training, using various technologies such as simulators and virtual reality games that have proven to inspire students to high levels of academic achievement particularly within STEM disciplines.

The National Flight Academy has agreed to charge a group discount rate (from \$1,250 to a discounted rate of \$1,000 per student). The cost of the one-week program includes tuition, materials, room and board on the naval base, meals, 24 hour security, field trips and academics. Also, the National Flight Academy has agreed for chaperons to reside on the naval base at a discounted rate.

**FUNDING:** Temporary Assistance to Needy Families (TANF)

**PERFORMANCE:**

One Hundred high school students introduced and exposed to STEM disciplines



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 12

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION OF YOUTH PROGRAM FUNDS FOR MIAMI-DADE COLLEGE'S FUTURE BANKERS TRAINING PROGRAM

**AGENDA ITEM TYPE:** APPROVAL

### **RECOMMENDATION:**

The Youth Council recommends to the Board the approval to waive the competitive procurement process and award to Miami-Dade College an allocation in an amount not to exceed \$25,000.00 in Workforce Investment Act (WIA) Youth funds for the period of January 1, 2013 to June 30, 2013, to support the Future Bankers Training Program.

### **STRATEGIC GOAL:**

Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy; Celebrated Benchmark Leader in Best Practices; State Leader in Collaborative Partnerships.

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

### **BACKGROUND:**

The Miami-Dade College (MDC) School of Business and the Center for Financial Training (CFT) operates a Future Bankers Training Program. The Future Bankers Program is designed to motivate and tap into the talent of minority students from low-income areas, providing them a clear and promising career path in the financial services industry. The program is a collaboration with MDC School of Business, Center for Financial Training (CFT), Miami-Dade County Public Schools, and local financial services institutions. The program aligns with the industry priorities of the local and state plan as well as the One Community One Goal Targeted Industries Report (i.e. International Banking & Finance).

The Future Bankers Training Program is geared toward rising high school juniors and seniors from high-risk neighborhoods. The program has been developed to enhance the student's math and communications skills. The Future Bankers Program will prepare 20 high school students to successfully complete additional educational classes and gain employment in financial services. The Future Bankers Program has two main components: (1) a course of classroom study and (2) on-site training and paid job shadowing/internship experiences.

After completing the program, students are eligible to receive the American Bankers Association (ABA) and American Institute of Banking (AIB) Bank Teller Certificates. The national industry-standard certificates also meet the educational requirements to sit for the certification exam offered by the Institute of Certified Bankers (ICB). Students who graduate high school are eligible for Miami-Dade College's Vocational Certificate, a stepping stone allowing them to work toward the AS Degree in Financial Services. Students will participate in industry internships with partner financial institutions with the possibility of entry-level employment.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami Dade College an allocation not to exceed \$25,000.00 in Workforce Investment Act (WIA) Youth funds for the Future Bankers Training Program.

**FUNDING:** Workforce Investment Act (WIA)

**PERFORMANCE:**

- Twenty students receive job shadowing/internship experiences with financial institutions
- Twenty students complete program and receive the AIB Bank Teller Certificate and the ABA Certificate

Youth participants who completed previous Future Bankers Training Programs will provide testimonies about their experiences.



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 13

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION OF FUNDS TO MIAMI-DADE COLLEGE FOR THE PURCHASE OF TAKE STOCK IN CHILDREN SCHOLARSHIP

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Youth Council recommends to the Board the approval to waive the competitive procurement process and award Miami-Dade College an allocation not to exceed \$50,000.00 of Temporary Assistance to Needy Families (TANF) funds to purchase scholarships from the Take Stock in Children Scholarship Program on behalf of Big Brothers Big Sisters of Miami Foundation, Inc. (BBBS) to provide scholarships to eligible TANF youth.

**STRATEGIC GOAL:** Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:**

Miami-Dade College, Take Stock in Children (TSIC) and Big Brothers Big Sisters (BBBS) of Greater Miami are programs that provide educational, social, and mentoring services to youth who are classified as at-risk and not likely to enroll in a post-secondary institution. These programs aim to keep youth in-school and offer scholarships to youth who successfully complete high school.

The TSIC and BBBS programs provide the following for participants: educational opportunities, academic support, mentoring activities, counseling services, a learning environment, and retention assistance to fulfill the goal of the scholarship program (i.e., to assist youth in completing high school and transitioning into post-secondary education).

Youth who are eligible for the scholarships will be required to participate in both TSIC and BBBS. This will allow each youth to receive multiple services from each program. TSIC will assist in college enrollment and retention with the ultimate goal of college completion and transition into the workforce. MDC and TSIC will act as the fiscal agent, and BBBS will be responsible for program implementation and case management.

Baptist Health South Florida, Inc. will provide funds for scholarships to assist youth in the BBBS School to Work Program. The BBBS School to Work Program is currently the fastest growing program directly addressing youth workforce development. This program engages 38 corporate partners and has received national recognition as well as the NOVO Award (Nonprofit Business Award) for innovation from the Greater Miami Chamber of Commerce, Inc. BBBS has a successful track record in program development, implementation and execution (e.g. allocation of scholarship funds).

In following the procurement process of Miami-Dade County, Administrative Order No.: 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$50,000 in TANF funding for Miami-Dade College to purchase scholarships for the Take Stock in Children Program.

**FUNDING:** Temporary Assistance to Needy Families (TANF)

**PERFORMANCE:**

- A fully paid college tuition scholarship (or vocational) for students who complete the program and graduate from high school





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** WORKFORCE SERVICES IMPROVEMENT COMMITTEE

**AGENDA ITEM NUMBER:** 14

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL TO DRAFT AND RELEASE A REQUEST FOR PROPOSALS (RFPS) FOR WORK READINESS SERVICES

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Workforce Systems Improvement Committee recommends to the Board the approval to authorize staff to draft and release a RFP for Work Readiness Services.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar / One-Stop Performance and Consistency

**BACKGROUND:**

SFWIB staff determined that jobseekers benefit from the inclusion of work readiness training in the menu of workforce services to be delivered to them at the region's Career Centers. Accordingly, staff recommends that the region's centers deliver at minimum two weeks of intensive work readiness training to jobseekers assessed as not job ready. The work readiness training program will include but is not limited to the following components: resume preparation, professional dress, strong work ethic, interview skills, job search techniques, interpersonal skills, punctuality and attendance.

The goal of work readiness training is to increase the pool of employable jobseekers, ultimately improving the Entered Employment Rate across all programs.

**FUNDING:** N/A

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** WORKFORCE SERVICES IMPROVEMENT COMMITTEE

**AGENDA ITEM NUMBER:** 15

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION OF \$2,250.00 TO SER-JOBS FOR PROGRESS, INC. FOR A SFWIB-M-DCPS CAREER PATHWAYS PROGRAM

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Workforce Systems Improvement Committee recommends to the Board the approval of an allocation of \$2,250.00 in WIA funds to SER-Jobs For Progress, Inc. to cover the costs of launching a SFWIB-M-DCPS Career Pathways Program at the North Miami Beach Career Center.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar / One-Stop Performance and Consistency

**BACKGROUND:**

In order to strengthen the pipeline of adults moving into postsecondary training and/or employment, SFWIB in partnership with M-DCPS designed a Career Pathways Pilot Program that started at the Homestead Career Center in August 2012. The program has increased the acquisition of workforce skills for adults who are not qualified for postsecondary education and employment. The program encompasses the following strategies:

- Career awareness and planning for all adult students through a standardized 12-hour orientation course that includes individualized career exploration and goal-setting;
- An emphasis on 21st century skills via newly developed entry and bridge curricula, addressing literacy in the context of essential work, digital, financial, health, civic and global skills;
- A cross-system approach that connects students to an array of resources and career bridge opportunities with linkage to diverse business sectors; and
- A common IT platform to exchange student portfolio information and share pathway resources across institutions.

**FUNDING:**

\$2,250.00 in WIA funds.

**PERFORMANCE:**

The program will serve 75 total participants (15 per cohort), run 12 to 13 weeks, Monday through Friday, and cost \$30 per participant. At a minimum, seventy percent of the participants that complete the program will either enroll in postsecondary education or attain employment.



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** WORKFORCE SERVICES IMPROVEMENT COMMITTEE

**AGENDA ITEM NUMBER:** 16

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF CONTRACTORS FOR PY 2012-13 WORKFORCE SERVICES

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Workforce Systems Improvement Committee recommends to the Board the negotiation of Workforce Services contracts, if funding is available, with PY 12-13 Workforce Services RFP respondents that met the 80-point threshold.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar / One-Stop Performance and Consistency

**BACKGROUND:**

On November 2, 2012, the SFWIB Workforce Services Request for Proposals (RFP) was released for three Career Center Contractors that failed PY 2011-2012 performance standards. To ensure no interruption in the delivery of critical employment and training services, contracts for those Contractors were extended for a six-month period (July 1, 2012 to December 31, 2012).

The RFP solicited agencies capable of delivering an integrated menu of workforce services. Five proposals were submitted by the November 30, 2012 deadline. On December 11, 2012, a Public Review Forum was held during which staff disclosed respondents' scores. A table displaying respondents' scores and proposed service delivery location is being provided as an attachment.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*

| Requesting Organization               | Requesting Organization ID Number | 2012-13 Workforce Services RFP  |  |            |                |            |            |                             |                        |                    |                                 |                            | Final Rating Score<br>(Organizational Cap +<br>Average Score of<br>Raters (Technical) +<br>Performance Budget<br>& Cost Allocation<br>Plan) |
|---------------------------------------|-----------------------------------|---|--|------------|----------------|------------|------------|-----------------------------|------------------------|--------------------|---------------------------------|----------------------------|---|
|                                       |                                   | Organizational Experience/Capabilities and Staffing Qualifications (5 Points) | Service Strategies/Scope of Services (70 Points) |            |                |            |            |                             | Performance (5 Points) | Budget (15 Points) | Cost Allocation Plan (5 Points) | Due Diligence: (Pass/Fail) |   |
|                                       |                                   | Rater   | Raters   |            |                |            |            |                             | Rater                  | Raters             |                                 |                            |   |
|                                       |                                   | Phillip Edwards   | Olivia Almagro                                   | Neysa Bays | Carlos Camacho | Mary Davis | Edna Smith | Average Score Across Raters | Juan Hernandez         | Odell Ford         | Gustavo Alonso                  | Dulce Quiñones             |   |
| City of Hialeah                       | KMSLVE1112                        | 4.25  | 58.75  | 50.00      | 52.25          | 51.00      | 50.75      | 52.55                       | 5.00                   | 15.00              | 5.000                           | Failed                     | 81.800  |
| Kaiser Group, Inc.                    | B29D15S13M                        | 4.25  | 41.00  | 35.00      | 38.50          | 36.25      | 38.50      | 37.85                       | 5.00                   | 12.25              | 2.250                           | Passed                     | 61.600  |
| Opa-Locka Community Development Corp. | WLOL121314                        | 3.90  | 13.25  | 12.75      | 14.75          | 9.50       | 13.50      | 12.75                       | 5.00                   | 10.00              | 1.500                           | Failed                     | 33.150  |
| Transition, Inc.                      | WEBREHS111                        | 4.75  | 52.25  | 52.50      | 52.50          | 47.75      | 51.25      | 51.25                       | 5.00                   | 15.00              | 5.000                           | Passed                     | 81.000  |
| Unidad of Miami Beach, Inc.           | FURWORSER1                        | 4.25  | 57.00  | 55.75      | 56.00          | 56.00      | 55.00      | 55.95                       | 5.00                   | 14.00              | 4.000                           | Passed                     | 83.200  |



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** WORKFORCE SERVICES IMPROVEMENT COMMITTEE

**AGENDA ITEM NUMBER:** 17

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF A CONTRACTOR FOR PY 2012-13 MYSTERY SHOPPER SERVICES

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Workforce Systems Improvement Committee recommends to the Board the negotiation of Mystery Shopper Services contracts, if funding is available, with PY 12-13 Mystery Shopper Services RFP respondents that met the 80-point threshold.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar / One-Stop Performance and Consistency

**BACKGROUND:**

On October 17, 2012, the SFWIB Mystery Shopper Services Request for Proposals (RFP) was released. The RFP solicited agencies capable of monitoring and reporting on the consistency of service delivery and customer service across the region's Career Center network. Three proposals were submitted by the October 25, 2012, deadline. On December 4, 2012, a Public Review Forum was held during which staff disclosed respondents' scores. A table displaying the scores is attached.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*

**2012-13 Mystery Shopper Services RFP**

| Organization Name             | Requesting Organization ID Number | Organizational Experience/Capabilities and Staffing Qualifications (15 Points) | Technical Narrative/Scope of Services (70 Points) |                    |                 |                   |               |                             | Budget (15 Points) | Operational Documents (Pass/Fail) | Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Budget) |
|-------------------------------|-----------------------------------|--|---|--------------------|-----------------|-------------------|---------------|-----------------------------|--------------------|-----------------------------------|--|
|                               |                                   | Rater  | Raters  |                    |                 |                   |               |                             | Raters             |                                   |  |
|                               |                                   | Phillip Edwards  | Kerry-Lee Espeut                                  | Teresa Hechavarria | Johnnie Johnson | Giovanni Martinez | Angel Sanchez | Average Score Across Raters | Odell Ford         | Dulce Quiñones                    |  |
|                               |                                   |  |   |                    |                 |                   |               |                             |                    |                                   |  |
| Dynamic Works Institute       | B29D15S13M                        | 5.00   | 32.50   | 34.50              | 34.50           | 32.50             | 34.50         | 33.70                       | 10.05              | Fail                              | 48.750   |
| Bell Tower Consulting         | JR09091996                        | 13.00  | 63.50   | 67.00              | 66.00           | 67.00             | 67.00         | 66.10                       | 9.50               | Pass                              | 88.600   |
| HR Strategic Consulting, Inc. | ROM8282911                        | 13.00  | 31.50   | 33.50              | 35.00           | 33.50             | 33.50         | 33.40                       | 4.50               | Fail                              | 50.900   |



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** WORKFORCE SERVICES IMPROVEMENT COMMITTEE

**AGENDA ITEM NUMBER:** 18

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF THE RE-ALLOCATION OF \$20,000 FROM THE CITY OF MIAMI CAREER CENTER TO SFWIB FOR ELECTRICAL REPAIRS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Workforce Systems Improvement Committee recommends to the Board the reallocation of \$20,000 from the City of Miami to SFWIB as set forth below.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar / One-Stop Performance and Consistency

**BACKGROUND:**

On June 21, 2012, the SFWIB approved the Fiscal Year 2012-13 budget which includes \$1,705,688 in funding for the City of Miami Career Center. The budget covers the 12-month period of July 1, 2012 to June 30, 2013. On October 18, 2012, the Board approved a re-allocation of \$67,061 in funds from the City of Miami to the SFWIB facilities budget to pay for renovation expenditures.

Currently, the City of Miami Career Center's electrical wiring fails to comply with the School Board of Miami-Dade County, Florida electrical safety requirements. It has been determined that the electrical repairs needed to comply with the School Board will cost SFWIB no more than \$20,000.

**FUNDING:** N/A

**PERFORMANCE:** N/A



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING**

**COMMITTEE:** WORKFORCE SERVICES IMPROVEMENT COMMITTEE

**AGENDA ITEM NUMBER:** 19

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF A THREE-MONTH EXTENSION TO AZURE COLLEGE, INC. REFUGEE EMPLOYMENT AND TRAINING PROGRAM CONTRACT

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:**

The Workforce Systems Improvement Committee recommends to the Board a three-month extension to Azure College, Inc. (Azure) Refugee Employment and Training Program Contract with an option to renew if issues are resolved.

**STRATEGIC GOAL:**

Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:**

Raise the Bar / One-Stop Performance and Consistency

**BACKGROUND:**

On August 16, 2012, the SFWIB approved renewing the Program Year 2012-13 Refugee Employment and Training Program (RETP) contracts with existing RETP contractors for a 12-month period. The existing contractors met the RFP's 70-point contract consideration threshold. On September 25, 2012, the SFWIB Executive Committee reviewed RETP contractor Azure College, Inc. (Azure) and decided to award it a 90-day contract due to repeated issues with quality assurance. During the three-month period, Azure allegedly made changes to its quality assurance processes, service delivery, and staffing plan. The changes were in response to the findings noted in the RETP Quality Assurance Report dated November 13, 2012.

Azure submitted its Plan of Corrective Action (POCA) on December 13, 2012. SFWIB staff is requesting a 90-day period to conduct a Special Quality Assurance Review to determine compliance with RETP contract requirements. The special review will also assess the validity of the submitted POCA and verify whether Azure has implemented quality assurance processes to ensure satisfactory service delivery as required by the RETP contract.

**FUNDING:** N/A

**PERFORMANCE:** N/A