



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING
EXECUTIVE COMMITTEE MEETING
THURSDAY, OCTOBER 17, 2013
9:30 A.M.**

Doubletree by Hilton Miami Airport Hotel
Convention Center, 2nd Floor
711 NW 72nd Avenue
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Chairman's Report
3. Executive Directors' Report
4. Executive Committee
 - a. Recommendation as to Approval to Allocate Refugee Program Funds
 - b. Recommendation as to Approval to Accept Employment Compensation Supplemental Funds
5. Youth Council
 - a. Recommendation as to Approval of an Allocation to the National Flight Academy – Explore Ambition Program for Miami-Dade County Public Schools Students
 - b. Recommendation as to Approval of an Allocation to the National Flight Academy – Explore Ambition Program for Monroe County School District Students
 - c. Recommendation as to Approval of an Extension to the Miami-Dade County Internship Program's Completion Date

6. Workforce Systems Improvement Committee

- a. Recommendation as to Approval of the Workforce Services Balanced Scorecard Standard and Performance Measures
- b. Recommendation as to Approval of the Refugee Short Term Training: Miami Dade College – Hospitality Program
- c. Recommendation as to Approval of the Refugee Short Term Training: Miami Dade County Public Schools – Automotive Program
- d. Recommendation as to Approval of the Refugee Short Term Training: American Advanced Technician Institute – Automotive Program

7. Audit Committee

- a. Recommendation as to Approval to proceed with the project and negotiate and award the auditing services to McGladrey, LLP



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 4A

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE REFUGEE PROGRAM FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The SFWIB Executive Committee recommends to the Board the approval to allocated refugee employment and training program funds as set forth in the attachment

STRATEGIC GOAL: Premier Florida Provider of Employment and Career Training

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

BACKGROUND:

On August 15 2013, the SFWIB approved the fiscal year 2013-14 Budget. DCF met with SFWIB staff on August 30, 2013, to review the proposed funding and contract provisions for fiscal year 2013-14 Refugee Employment Program. At that meeting, DCF staff informed the SFWIB staff that DCF will award to SFWIB a total of \$5,361,125 in funding for the 6 month period of October 1, 2013 to March 31, 2014.

Additionally, DCF also informed staff that they will be releasing an RFP to select service providers and award additional funding for operating the program after March 31, 2014.

The SFWIB Executive Committee has reviewed and approved to recommend to the Board for the approval to allocate refugee employment and training program funds as set forth in the attachment.

FUNDING: Refugee Employment and Training Program

PERFORMANCE: N/A

ATTACHMENT

REFUGEE PROGRAM ALLOCATIONS

Services Contractors	Total Allocation
Adults Mankind Organization, Inc.	\$ 958,456
Arbor E & T, LLC	\$ 265,516
Cuban American National Council, Inc.	\$ 333,105
Community Coalition, Inc.	\$ 228,224
City of Hialeah	\$ 53,721
Lutheran Services of Florida, Inc.	\$ 973,052
Miami Beach Latin Chamber of Commerce, Inc.	\$ 128,068
UNIDAD of Miami Beach, Inc.	\$ 101,737
Youth Co-Op, Inc.	\$ 1,355,301
Training	\$ 351,250
SFWIB	\$ 612,695
REGION	\$ 5,361,125



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 4B

AGENDA ITEM SUBJECT: APPROVAL TO ACCEPT EMPLOYMENT COMPENSATION SUPPLEMENTAL FUNDS - PROJECT CONNECT

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The SFWIB Executive Committee recommends to the Board the approval to accept \$25,938 in Employment Compensation Supplemental Funds

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

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

BACKGROUND:

On September 13, 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$25,938 in Employment Compensation Supplemental Funds. These funds are being provided to support local one-stop center staff in informing and assisting customers navigate and use the new Reemployment Assistance on-line claim system (Project Connect).

The SFWIB Executive Committee reviewed and approved to recommend to the Board the acceptance of these funds.

FUNDING: Unemployment Compensation Program

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 5A

AGENDA ITEM SUBJECT: ALLOCATION TO THE NATIONAL FLIGHT ACADEMY – EXPLORE AMBITION PROGRAM FOR MIAMI-DADE COUNTY PUBLIC SCHOOL STUDENTS

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 to the National Flight Academy to support the Explore Ambition Program for Miami-Dade County Public School students.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; and State Leader in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

On August 15, 2013, the Youth Council and Board approved to include funding in the SFWIB Budget for an amount not to exceed \$100,000.00 in Temporary Assistance to Needy Families (TANF) funds to support the National Flight Academy – Explore Ambition Program (NFA).

The funds will support 100 students from Miami-Dade County Public Schools to participate in Science, Technology, Engineering and Mathematics (STEM) disciplines through the NFA Aviation Program during the March 24, 2014 to March 29, 2014 Spring recess.

Through the dedication and funding of the South Florida Workforce Investment Board (SFWIB), sixty-three (63) high school students from Miami-Dade County Public Schools (MDCPS) immersed themselves in Science, Technology, Engineering, and Mathematics (STEM) learning through the National Flight Academy – Explore Ambition Program (NFA) located in Pensacola Florida during the 2013 Spring Break.

The NFA Ambition Program is the world's only virtual land-locked aircraft carrier. The students receive immersion training using various technologies including simulators and virtual reality games that have proven to inspire students to high levels of academic achievement in STEM occupations. For more information about the NFA – go to www.nationalflightacademy.com.

The funds will cover the costs for tuition, classroom materials, t-shirts, room and board on the naval base, meals (breakfast, lunch, dinner and snacks), 24 hour security, field trips and academics for students to participate in STEM disciplines (Science, Technology, Engineering and Mathematics) through the NFA Aviation Program.

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 interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to the National Flight Academy an allocation not to exceed \$100,000.00 in Temporary Assistance to Needy Families (TANF) Youth funds to provide the STEM Aviation Program.

FUNDING: Temporary Assistance to Needy Families (TANF)

PERFORMANCE:

Expected outcome: -- One Hundred high school students from Miami-Dade County Public Schools introduced and exposed to STEM disciplines

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 5B

AGENDA ITEM SUBJECT: ALLOCATION TO THE NATIONAL FLIGHT ACADEMY – EXPLORE AMBITION PROGRAM FOR MONROE COUNTY SCHOOL DISTRICT STUDENTS

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 to the National Flight Academy to support the Explore Ambition Program for 100 Monroe County School District students.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; and State Leader in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

Through the dedication and funding of the South Florida Workforce Investment Board (SFWIB), thirty-three (33) high school students from the Monroe County School District immersed themselves in Science, Technology, Engineering, and Mathematics (STEM) learning through the National Flight Academy – Explore Ambition Program (NFA) located in Pensacola Florida during the 2013 Spring Break.

The NFA Ambition Program is the world’s only virtual land-locked aircraft carrier. The students receive immersion training using various technologies including simulators and virtual reality games that have proven to inspire students to high levels of academic achievement in STEM occupations. For more information about the NFA – go to www.nationalflightacademy.com.

Funding will cover the costs for tuition, classroom materials, t-shirts, room and board on the naval base, meals (breakfast, lunch, dinner and snacks), 24 hour security, field trips and academics for students to participate in STEM disciplines (Science, Technology, Engineering and Mathematics) through the NFA Aviation Program during the week of March 24, 2014 to March 29, 2014.

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 interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to the National Flight Academy an allocation not to exceed \$100,000.00 in Temporary Assistance to Needy Families (TANF) Youth funds to provide the STEM Aviation Program.

FUNDING: Temporary Assistance to Needy Families (TANF) from the Monroe County allocation

PERFORMANCE:

Expected outcome -- One Hundred high school students from Monroe County School District introduced and exposed to STEM disciplines

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 5C

AGENDA ITEM SUBJECT: EXTENSION OF THE MIAMI-DADE COUNTY INTERNSHIP PROGRAM'S COMPLETION DATE

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Youth Council recommends to the Board the approval to extend the youth participants program end date for the Miami-Dade County Internship Program from October 31, 2013 to December 31, 2013.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; and State Leader in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

SFWIB staff recommends that the Youth Council recommend to the Board the approval to extend the Miami-Dade County Internship Program's youth participation completion end date up to December 31, 2013.

At the August 15, 2013, the Youth Council recommended to the Board the approval to allocate youth funding in an amount not to exceed \$280,500.00 up to November 30, 2013 to support the Miami-Dade County Internship Program. The Board approved the funds to support the program.

Expenditures for the months of July, August and September was approximately \$131,421.00. To cover the costs of the youth for three additional months at the same expenditure rate, funding is available to support the program for three months up to December 31, 2013.

Below is a summary of the program activities from April 1, 2013 through October 4, 2013:

- Total enrollments: 54
- Current enrollments: 39
- Pending worksite placement: 2
- Program exits: 15

FUNDING: Workforce Investment Act (WIA)

PERFORMANCE:

- Placement of youth in governmental departments: 50
- Youth to complete program with a positive outcome: 45
- Enhance the ability of youth to find and maintain employment

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 10/17/2013

AGENDA ITEM NUMBER: 6A

AGENDA ITEM SUBJECT: WORKFORCE SERVICES BALANCED SCORECARD STANDARD

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The WSI Committee recommends to the Board the approval of the revised the Workforce Services Balanced Scorecard and have Workforce Services contractors meet at least 65 percent of the PY 2013-14 Balanced Scorecard performance measures for renewal and/or future contract consideration.

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

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

BACKGROUND:

The region's Balanced Scorecard measures the performance of Service Partners and is attached for the period of July 1, 2012 through August 31, 2013.

A performance summary of the Workforce Services Contractors for the same period is attached. The summary indicates that 9 of the 13 Workforce Services locations met at least 50 percent of the PY 2012-13 Balanced Scorecard measures. SFWIB staff recommends that the WSI Committee recommend to the Board the approval to authorize staff to implement the revised Workforce Services Balanced Scorecard as shown on the attachment (current and proposed). Primarily, all the Balanced Scorecard Performance Measures will be Individual/Per Center (no more Regional gateway). To ensure that the Region makes its performance, the Regional performance measures changed to Individual/Per Center performance measures are have an increase of 3% or no change for the standard.

Currently, Workforce Services contractors must meet at least 50 percent of the Balanced Scorecard performance measures. The WSI Committee recommends to the Board the approval of the revised Workforce Services Balance Scorecard and to authorize staff to have Workforce Services contractors meet at least 65 percent of the PY 2013-14 Balanced Scorecard performance measures for renewal and/or future contract consideration.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

(CURRENT)
SFWIB Balanced Scorecard

Provider Name - Career Center

Per Center				Regional & Per Center				
	Measure	Standard	Center		Measure	Standard	Region	Center
1	Level of Services for Special Groups	90.0%		11	WP Entered Employment Rate	40%	30%	
2	Training Completion Rate	70%		12	WIA Adult & Dislocated Worker EER	85%	99%	
3	Training Completion Placement Rate	70%		13	CAP Entered Employment Rate	35%	30%	
4	Training Related Placements	70%		14	CAP Participation Rate	55%	45%	
5	Net Economic Benefit	\$25,632		15	CAP Two-Family Participation Rate	90%	65%	
6	Employment After Services (EAS)	210		16	Short-Term Veterans EER	45%	36%	
7	EAS within 90 Days	90		17	SNAP EER	20%	25%	
8	Cost Per Placement	\$3,845						
9	Jobs Openings Filled Rate	62%						
10	Job Openings Index	228						

Workforce Services contractors must meet at least 50 percent (9 of 17) of the PY 2013-14 Balanced Scorecard performance measures for renewal and/or future contract consideration.

Note: QA Performance Measures are not included for the percent of performance measures that the Workforce Services contractor must meet. QA Performance Measures are only for pay points incentives.

(PROPOSED)
SFWIB Balanced Scorecard

Provider Name - Career Center

Per Center			
	Measure	Standard	Center
1	Level of Services for Special Groups	90%	- Monroe \$
2	Training Completion Rate	70%	no change
3	Training Completion Placement Rate	70%	no change
4	Training Related Placements	70%	no change
5	EAS within 90 Days (Gateway to 65%) *	ind #	no change
6	Employment After Services (EAS)	ind #	no change
7	Cost Per Placement	\$3,845	no change
8	Jobs Openings Filled Rate (Gateway to JOI) **	62%	no change
9	Job Openings Index (JOI)	ind #	no change
10	WP Entered Employment Rate	43%	+3%
11	Short-Term Veterans EER	48%	+3%
12	WIA Adult & Dislocated Worker EER	85%	no change
13	CAP Participation Rate (Gateway to CAP EER) ***	55%	no change
14	CAP Entered Employment Rate (EER)	38%	+3%
15	SNAP EER	23%	+3%

Workforce Services contractors must meet at least 65 percent (10 of 15) of the PY 2013-14 Balanced Scorecard performance measures for renewal and/or future contract consideration.

Gateways:

**EAS within 90 days (Gateway to 65%) = must be one of the performance measures met towards the 65% (1 of the 10).*

***Job Openings Filled Rate (Gateway to JOI) = must be at least 62% to consider the Job Openings Index (JOI)*

Note: ind. # = each career center has a per center standard number

Proposed:

1. Remove Regional Gateway standards for Performance Measures. Now all Per Career Center Performance Measures standards with an increase of 3% (except the WIA Adult & DW EER and CAP Participation Rate - All Family).
2. Remove two performance measures: 1. Net Economic Benefit and 2. CAP Two-Family Participation Rate.
3. Increase the standard of the Balanced Scorecard Performance Measures met from 50% (9 of 17) to 65% (10 of 15).
4. Add that the Employment After Services (EAS) within 90 days performance measure must be 1 of the 10 performance measures met towards the 65% standard.
5. Maintain the Job Openings Filled Rate performance measure at 62% as a Gateway to the Job Openings Index (JOI) performance measure



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 6B

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE RET FUNDS FOR SHORT-TERM HOSPITALITY TRAINING PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The WSI Committee recommends to the Board the approval of allocating up to \$50,000 in Refugee Employment & Training Program (RET) funds to train up to 60 RET participants in Hospitality Management at Miami Dade College (MDC).

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

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

BACKGROUND:

The Florida Department of Children and Families (DCF) Refugee Services awarded SFWIB \$150,000 for short-term training for RET participants for the period of October 1, 2013 through March 31, 2014. The DCF Refugee Services approved MDC's Hospitality Management Program as appropriate short-term training, affording eligible RET participants an opportunity to acquire specific job skills and industry-recognized certification. This training program was previously approved at the SFWIB emergency meeting on May 14, 2013 for the RET contract period that ended September 30, 2013.

The Hospitality Management Training Program is a partnership between SFWIB and MDC; SFWIB will cover the training and training-related expenses for program participants and MDC will deliver the training services. The five-week program consists of 50 hours of instruction in hospitality job training and 40 hours of customized industry-related instruction in English.

The American Hotel and Lodging Association curriculum will be utilized throughout the program, ensuring that participants receive an extensive overview of the lodging and food and beverage industry and gain the skills needed for positions in housekeeping, laundry and food and beverage at most hotels and/or food and beverage establishments.

The following table highlights the program's structure, cost and related occupational skills acquired:

- Funding Up to: \$50,000
- Maximum Number to Be Trained: 60
- Projected Placements within 60 Days of Completion:70%
- Program Cost: \$825 Cost Per Participant
- Program Length: 90 Hours in 5 weeks
- Housekeeping/Food Servers Occupations: Annual Average Salary \$18,408
- Economic Benefit Per Placement: \$18,408
- Net Economic Benefit Per Placement: \$17,583
- Return on Investment: \$10.44

FUNDING: Refugee Employment and Training dollars \$50,000

PERFORMANCE: N/A

ATTACHMENT



Proposed Hospitality Employment Training Project
Miami Dade College – Wolfson Campus
School of Continuing Education and Professional Development
International Hospitality Center – Hospitality Management Program

Program Description

To offer a comprehensive five (5) week program of Hospitality workforce training for eligible refugee participants through Miami Dade College’s Hospitality Management Program. The program consists of fifty (50) hours of instruction in Hospitality job training and forty (40) hours of customized industry related instruction in English. A total of ninety (90) hours of instruction will lead to employment readiness.

The American Hotel and Lodging Association curriculum will be utilized to structure the curriculum components. Participants will get an extensive overview of the lodging and food and beverage industry and the training will involve an in-depth look at the most common line-entry level skills necessary for position in housekeeping, laundry and food and beverage at most hotels and or food and beverage establishment. In order to enhance job readiness, the English language instruction will be an essential component part of the training program.

Number of students:	25 students per cohort
Expected start date:	TBA
Program length:	90 hours in 5 weeks – Monday through Saturday 5 th Week in Hospitality Training, Testing, Certificate of Completion
Program Cost:	\$825 cost per participant

Program cost includes:

- Assessment and testing
- Curriculum customization
- Instructional cost including Salary and Fringe
- Text and class material
- Field Trips and field training
- Program Coordination

Hospitality Fifty (50) hours of instruction over a five (5) week period

- Classroom training based on American Hotel and Lodging Association (AH & LA) standards & curriculum
- Increase vocabulary in the Hospitality industry
- Enhance communication skills prior to job seeking interviews (mock interviews, resume)
- Create awareness of proper dress code and industry code of behavior
- Develop customer service skills
- Skills training in Housekeeping, and Food and Beverage departments
- Classroom instruction in Customer Service & industry operations- 3 hours per week; 5 weeks (15 Hours)
 - Etiquette Training
 - ServSafe Certification preparation
- Field experience 7 hours per week - 5 weeks (35 hours) in the following areas:
 - Housekeeping

- Guestroom attendant
- Laundry attendant
- Food & Beverage (server, steward, busser, entry level kitchen staff)
- Participants will be ready to perform the acquired skills at a new level of service excellence
- Participants can obtain an internationally recognized line-level certification once the work requirement for certification has been met and upon successful completion of the certification exam
- Participants will take the appropriate comprehensive exam at the end of the instructional period.

ESL Forty (40) hours of instruction over a four (4) week period

- Intensive English Class – 10 hours per week; 4 weeks (40 hours)
- Conversation/Pronunciation Class – 5 hours per week; 4 weeks (20 hours)
- Tutorial ESL Lab – 5 hours per week; 4 weeks (20 hours)
- Provide specific language skills leading to professional development
- Develop English language foundation and oral fluency for social and professional interaction
- Enhance interviewing skills
- Promote confidence and positive work ethics
- Develop awareness for cultural contexts to understand and apply the English language

Summary of Intensive English as a Second Language (ESL)

Program Components:

I. Intensive English

Description

This course will improve participants' ability to effectively communicate in oral and written English. By engaging in a variety of activities, participants will enhance their proficiency in the most critical areas of everyday communication: listening and speaking. Major emphasis is placed on workplace communication and common terminology in the Hospitality industry.

Objective

To acquire the English skills needed for professional development, certification, or social interaction, participants will:

1. Review Standard English grammar and sentence structure through exercises that relate to work and social situations. Grammar exercises focus on oral and written communications.
2. Learn the correct verb forms in the present, past and future tenses.
3. Correct or avoid troublesome errors when writing or speaking.
4. Acquire and develop vocabulary skills to enhance fluency and communication.

II. Conversation-Pronunciation

Through engagement in conversations based on topics of everyday life and workplace communication, participants will develop fluency and pronunciation abilities. Oral communications skills will continue to be improved by participating in group and individual role-play presentations, guided conversation, and workplace related vocabulary development.

Objective

To develop and improve oral English skills needed for professional development, certification, or social interaction participants will:

1. Engage in active, meaningful communicative practice in order to acquire the necessary knowledge and skills to speak more fluently and confidently.

2. Review grammar skills and integrate them into the conversation.
3. Lose the fear of conversing in English through group support.
4. Practice the “sounds of English” in order to learn the tone, tenor, voice techniques, syllable length and rhythm of the spoken language.
5. Acquire the skills needed to analyze and understand syllable and word stress patterns; vowels length and how they affect the pronunciation and meaning of words and sentences.
6. Practice vocabulary for everyday situations for:
 - a. Greeting guests / answering simple questions / giving directions;
 - b. Following instructions;
 - c. Reporting emergencies / repairs and problems to appropriate supervisors;
 - d. Using contextual information for fluency development.

Program Options – Proposed Schedules

To accommodate student schedules three options will be offered:

Morning program will run from. Mon.– Tues. – Thurs.- Fri. 8:30 – 11: 00 a.m.; Wed. 8:30 – 11:30 a.m.

Afternoon program will run from. Mon.– Tues. – Thurs.- Fri. 12:30 – 3:00 p.m.; Wed. 12:30 – 3:30p.m.;

Evening program will run from Mon.– Tues. – Thurs.- Fri. 5:30 – 8:00 p.m.; Wed. 5:30 – 8:30 p.m.

*All options will also include Saturdays from 8:30 a.m. – 4:30 p.m. in Hospitality field training

Morning (Option 1)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Intensive English 8:30 – 11:0 a.m.	Intensive English 8:30 – 11:00 a.m.	Hospitality 8:30 – 11:30 a.m.	Intensive English 8:30 – 11:00 a.m.	Intensive English 8:30 – 11:00 a.m.	Hospitality 8:30 – 4:30 p.m.

Afternoon (Option 2)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Intensive English 12:30 – 3:00 p.m.	Intensive English 12:30 – 3:00 p.m.	Hospitality 12:30 – 3:30 p.m.	Intensive English 12:30 – 3:00 p.m.	Intensive English 12:30 – 3:00 p.m.	Hospitality 8:30 – 4:30 p.m.

Evening (Option 3)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Intensive English 5:00 – 7:30 p.m.	Intensive English 5:00 – 7:30 p.m.	Hospitality 5:00 – 8:00 p.m.	Intensive English 5:00 – 7:30 p.m.	Intensive English 5:00 – 7:30 p.m.	Hospitality 8:30 – 4:30 p.m.



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 6C

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE RET FUNDS FOR SHORT-TERM AUTOMOTIVE TRAINING PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The WSI Committee recommends to the Board the approval to allocate up to \$50,000 in Refugee Employment & Training Program (RET) funds to train up to 60 RET participants in Automotive Technicians at Miami-Dade County Public Schools (MDCPS).

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

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

BACKGROUND:

The Florida Department of Children and Families (DCF) Refugee Services awarded SFWIB \$150,000 for short-term training for RET participants for the period of October 1, 2013 through March 31, 2014. The DCF Refugee Services approved M-DCPS's Automotive Technician Program as appropriate short-term training, affording eligible RET participants an opportunity to acquire specific job skills and industry-recognized certification. This training program was previously approved at the SFWIB emergency meeting on May 14, 2013 for the RET contract period that ended September 30, 2013.

The Automotive Training Program is a partnership between SFWIB and M-DCPS; SFWIB will cover the training and training-related expenses for program participants and M-DCPS will deliver the training services. The course consists of eight weeks of training in preparation for local employment in the automotive industry.

The training will take place in National Automotive Training and Education Foundation (NATEF) certified shops by Automotive Service Excellence (ASE) certified instructors at several locations within Miami-Dade County based on a minimum number of twenty students per cohort. The delivery of instruction includes theory with an emphasis on practical application on a variety of automobiles and components.

The National Automotive Training and Education Foundation (NATEF) curriculum will be used within the guidelines of the Florida Department of Education Curriculum Frameworks and Student Performance Standards.

The following table highlights the program's structure, cost and related occupational skills acquired:

- Funding Up to: \$50,000
- Maximum Number to Be Trained: 60
- Projected Placements within 60 Days of Completion: 70%
- Program Cost: \$632 Cost Per Participant
- Cost of Exam: \$66 (Average of 3 Exams) \$198 (3 Exams Per Participant)
- Program Length: 8 weeks
- Automotive Technician Occupations: Annual Average Salary \$18,720
- Economic Benefit Per Placement: \$18,720
- Net Economic Benefit Per Placement: \$12,611
- Return on Investment: \$2.06

FUNDING: Refugee Employment and Training dollars \$50,000

PERFORMANCE: N/A

ATTACHMENT

Automotive Employment Training Proposal

Prepared for South Florida Workforce by:

Miami-Dade County Public Schools, Office of Adult and Community Education

Program Description:

This Automotive Technician training course is customized to evaluate refugee skills and tailor a curriculum to their specific needs as an Automotive Maintenance Technician. The course consists of eight weeks of training in preparation for local employment in the automotive industry.

The training will take place in National Automotive Training and Education Foundation (NATEF) certified shops by Automotive Service Excellence (ASE) certified instructors at several locations within Miami-Dade County based on a minimum number of twenty students per class.

The delivery of instruction includes theory with an emphasis on practical application on a variety of automobiles and components.

The National Automotive Training and Education Foundation (NATEF) curriculum will be used within the guidelines of the Florida Department of Education Curriculum Frameworks and Student Performance Standards.

Number of Students	20 students per cohort
Expected Start Date	TBA
Program Length	8 weeks, Monday through Friday
Program Cost	\$632 SFWIB RETP eligible participants

Program cost includes:

- Assessment and Testing, including TABE
- Custom curriculum
- All instructional costs, including salary and fringes
- Textbooks and classroom materials
- Guest Speakers
- Program Coordinator
- Employability Skills
- Tools

The type of assessment is a mechanical aptitude skills assessment and is conducted by the instructor. It would be in the form of a practical application of the student's mechanical skills to gauge their level of mechanical aptitude. The purpose would be to determine their level of proficiency in the automotive trade.

As for the testing, the TABE test would be administered to all of the students to determine their level of Adult Basic Education. There is an additional cost, the \$30.00 Adult General Education (AGE) fee per trimester for remediation.

Optional cost \$66 for each ASE Exam

There are eight different ASE certification exams available. It would be expected that all of the students would take at least one exam, and some may be able to take two, based on their area and level of proficiency. In order for someone to be considered a “Master” Technician, they must take and pass all eight exams.

Eight Exams are as follows:

1. Suspension and Steering
2. Brakes
3. Electrical / Electronic Systems
4. Engine Performance
5. Engine Repair
6. Automatic Transmission / Transaxle
7. Manual Drivetrain and Axels
8. Heating and Air-Conditioning

Schedule:

Miami-Dade County Public Schools offers automotive training during the day and evening. The day class starts at 8:00 a.m. until 1:30 p.m. The evening classes start at 5:30 p.m. to 11:00 p.m. Schedule times may vary from school to school and bilingual (English/Spanish or English/Creole) classes can be scheduled based on need and enrollment.

All classes meet from Monday through Friday.

Morning (Option 1)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 1:30 p.m.				

Evening (Option 2)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5:30 – 11:00 p.m.				



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 6D

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE RET FUNDS FOR SHORT-TERM AUTOMOTIVE TRAINING PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The WSI Committee recommends to the Board the approval to allocate up to \$50,000 in Refugee Employment & Training Program (RET) funds to train up to 20 RET participants in an Automotive Program at American Advanced Technician Institute (AATI).

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

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

BACKGROUND:

The Florida Department of Children and Families (DCF) Refugee Services awarded SFWIB \$150,000 for short-term training for RET participants for the period of October 1, 2013 through March 31, 2014. The DCF Refugee Services approved AATI's Automotive (Engine Performance and Electrical/Electronic Systems) Program as appropriate short-term training, affording eligible RET participants an opportunity to acquire specific job skills and industry-recognized certification. This training program was previously approved at the SFWIB emergency meeting on May 14, 2013 for the RET contract period that ended September 30, 2013.

The Automotive Training Program is a partnership between SFWIB and AATI; SFWIB will cover the training and training-related expenses for program participants and AATI will deliver the training services. The course consists of eight weeks of training in preparation for local employment in the automotive industry.

The training will take place at AATI accredited by Accrediting Council for Continuing Education and Training (ACCET) based on twenty students per cohort. The delivery of instruction includes engine performance and electrical/electronic systems.

The following table highlights the program's structure, cost and related occupational skills acquired:

- Funding Up to: \$50,000
- Maximum Number to Be Trained: 20
- Projected Placements within 60 Days of Completion: 80%
- Program Cost: \$1,400 Cost Per Participant
- Program Cost Includes: Registration Fee and Assessment, Books and Supplies, Instruction Cost, Certification Exams, Completion Certificate, County License (Technician or Apprentice), and Continuing Education Letter
- Program Length: 8 weeks
- Automotive Technician Occupations: Annual Average Salary \$23,048
- Economic Benefit Per Placement: \$23,048
- Net Economic Benefit Per Placement: \$16,423
- Return on Investment: \$2.48

FUNDING: Refugee Employment and Training dollars \$50,000

PERFORMANCE: N/A

ATTACHMENT



Proposed Automotive Employment Training Project **American Advanced Technician Institute**

Program Description

To offer a comprehensive workforce training program for eligible refugee participants through American Advanced Technician Institute’s Automotive Program. The program consists of 4 separate modules, each one hundred and ninety hours (190) hours.

- | | |
|--|-----------|
| 1) Breaks & ABS System and Electrical/Electronic Systems | 190 Hours |
| 2) Engine Performance and Electrical/Electronic Systems | 190 Hours |
| 3) Heating & A/C Engine Cooling System and Electrical/Electronic Systems | 190 Hours |
| 4) Suspension, Steering & Alignment, and Electrical/Electronic Systems | 190 Hours |

Number of students:	20 students per cohort
Expected start date:	TBA
Program length:	190 hours in 7 weeks and 6 days – Monday through Friday
Program Cost:	\$1400 cost per participant
Schedule:	Mornings: Monday – Friday: 8:00 a.m. – 1:00 p.m. or Afternoons: Monday – Friday 1:15 p.m. to 6:15 p.m.
Bilingual Classes:	English/Spanish or English/Creole
Certificate Exams:	Exams will be provided in English, Spanish and Creole
Special Accommodations:	Students may request to bring a reader to the exam
Placement:	80% Commitment based on completion of training, obtaining certificate and/or apprentice license within 90 days
Eligibility Requirements:	Assessment Test to be provided by AATI

Program cost includes:

- Registration Fee and Assessment
- Books and Supplies
- Instruction Cost including Salary/Fringes
- Certification Exams
- Completion Certificate
- County License (Technician or Apprentice)
- Continuing Education Letter

Program Curriculum/ Syllabus: Course Syllabus and Detailed Daily Lesson Plan for each Module is Attached. 40% of each module consists of lab hours /hands on experience.

Accreditation: Accrediting Council for Continuing Education and Training (ACCET)



SFWIB EXECUTIVE COMMITTEE

DATE: 10/17/2013

AGENDA ITEM NUMBER: 7A

AGENDA ITEM SUBJECT: INFORMATION TECHNOLOGY PENETRATION TESTING SERVICES

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The Audit Committee recommends to the Board the approval to proceed with the project and negotiate and award the auditing services to McGladrey, LLP.

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

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

BACKGROUND:

On August 15, 2013 the Board approved an allocation of \$25,000 for the procurement of IT Penetration Testing Audit Services at SFWIB. The audit is for the purpose of conducting Intrusion Detection Services which includes: Penetration Testing, Review of Network Monitoring Software, Network Management Review, Network Administrative Review, Data Transmission, Network Security Audit, Network Security Posture Assessment and Reports.

The August 15, 2013 agenda item incorrectly identified BCA Watson Rice, LLC as the successful respondent to the RFQ. Further review disclosed that the successful respondent is the accounting firm of McGladrey, LLP.

The Audit Committee recommends approval to proceed with the project and negotiate and award the auditing services to McGladrey, LLP.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT