



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
GLOBAL TALENT AND COMPETITIVENESS (GTCC)
COUNCIL MEETING
THURSDAY, JUNE 18, 2026
8:45 AM**

The Landing at MIA
5 Star Conference Center (South Beach Room)
7415 Corporate Center Drive, Suite H,
Miami, Florida 33126

The public may choose to view the session online via Zoom. **Registration is required:**
<https://us02web.zoom.us/meeting/register/tZApcuCuqDoiHdfQcKvvSUWUz1vGZliStRim>

AGENDA

1. Call to Order and Introductions
2. Public Comment
3. Approval of GTC Council Meeting Minutes
 - A. April 16, 2026
 - B. February 19, 2026
4. Informational – Updates to Program Delivery for Miami Dade College and Hollywood Career Institute
5. Recommendation as to Approval of an Addition to the Targeted Occupation List
6. Recommendation as to Approval of a New Archived Records Policy
7. Recommendation as to Approval of a New Indirect Cost Rate Policy
8. Recommendation as to Approval of a New Training Cohort for Barrington Irving

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



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 2

AGENDA ITEM SUBJECT: PUBLIC COMMENT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: GLOBAL TALENT AND COMPETITIVENESS COUNCIL COMMITTEE MEETING MINUTES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Global Talent and Competitiveness Council Committee to approve minutes from the April 16, 2026 and February 19, 2026 meetings, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

SFWIB GLOBAL TALENT & COMPETITIVENESS COUNCIL MEETING

DATE: 6/18/2026

AGENDA ITEM: 3A

AGENDA TOPIC: MEETING MINUTES

SFWIB GLOBAL TALENT & COMPETITIVENESS COUNCIL MEETING MINUTES

DATE/TIME: April 16, 2026, 8:30AM

LOCATION: The Landing at MIA, 5 Star Conference Center (South Beach Room)
7415 Corporate Center Drive, Suite H
Miami, Florida 33126

1. CALL TO ORDER: The Chairwoman Ferradaz called to order the regularly scheduled meeting of the SFWIB Global Talent and Competitiveness Council on April 16, 2026, at approximately 8:43 a.m.

2. ROLL CALL: 7 members; 4 required; 5 present: Quorum

SFWIB GTCC MEMBERS PRESENT	SFWIB GTCC MEMBERS ABSENT	SFWIB STAFF
Brecheisen, Bruce Brown, Clarence (Zoom) Ferradaz, Gilda, Chair Grice, Sonia Palacios, Carol	Whitaker, David SFWIB GTCC Members Excused del Valle, Juan-Carlos	Smith, Robert

Agenda items are displayed in the order they were discussed.

2. Public Comment

Public comments should be two minutes or less.

Chairwoman Ferradaz opened the floor for comments from the public. No requests to speak were received by the Executive Office, and no public comment was presented.

No further questions or comments were presented. Item closed.

3A. Global Talent and Competitiveness Council Meeting Minutes – February 19, 2026

Chairwoman Ferradaz presented the February 19, 2026, Global Talent and Competitiveness Council meeting minutes for consideration. During review, Mr. Brecheisen noted a

correction on page 1, Item 2 (Roll Call): the minutes state five members present, while six members are listed in the Present column. No further observations were announced.

EXCEPTION: Although the minutes were submitted for approval, there is no documented record of an actual vote to approve the modified version. It is recommended to bring this matter before the council on June 18, 2026, for a vote.

No further questions or comments were presented. Item closed.

4. Informational – U.S. Department of Labor Launches “Make America AI-Ready” Free AI Literacy Course

Chairwoman Ferradez introduced the item; Mr. Smith presented information on the U.S. Department of Labor’s newly launched “Make America AI-Ready” course, a free, text-message-based AI literacy program designed to provide foundational artificial intelligence skills to American workers. The course requires no laptop or internet connection and can be completed on a cell phone over a standard cellular network. Individuals enroll by texting “READY” to 20202. This is a White House initiative developed in partnership with an education technology company and aligns with broader federal workforce and AI priorities. The course is structured around five core competency areas set out in the DOL’s AI Literacy Framework.

Mr. Smith noted the program’s relevance to the South Florida workforce region as a no-cost, low-barrier, stackable credential that can be promoted through the career centers, and indicated staff would continue to monitor similar nationally funded resources. Completion is not tracked at the national level for local reporting, though staff may follow up internally with participants.

There was an ongoing discussion regarding the strategic and directional implications of artificial intelligence (AI) on workforce development. Members noted that the pace of AI transformation is likely to outstrip traditional worker training and displacement. They questioned whether certain established programs will remain viable as industries adopt AI. Examples discussed included automated drive-through ordering, autonomous delivery vehicles, the recent authorization of autonomous vehicles on I-95 in Miami-Dade County, and the earlier shift from manual toll collection to electronic toll-by-plate systems.

Mr. Smith emphasized that AI is expected to reshape jobs rather than eliminate them entirely. This shift will create a demand for technicians and support roles to maintain, service, and manage automated systems. He also highlighted the importance of equipping participants with AI skills to fill the emerging positions. The continued discussion drew

comparisons to previous technological shifts, such as the mechanization of agriculture and the Industrial Revolution, but noted that the current transformation is happening over a much shorter time frame.

Mr. Smith also reported that SFWIB staff began a two-day AI and Power BI training with Miami-Dade College Kendall Campus the week of the meeting; focusing on using Microsoft Copilot to keep agency contracts aligned with legislative changes.

This was an informational item; no action was taken.

5. Approval – New Training Provider: South Florida Academy of Air Conditioning, LLC

Chairwoman Ferradez introduced the item; Mr. Smith introduced the South Florida Academy of Air Conditioning, LLC and its two programs:

- HVAC: Maintenance Technician – a 70-hour course completed over weekends, designed for working individuals, covering HVAC fundamentals, electrical troubleshooting, system maintenance, copper brazing, and servicing residential and light commercial air-conditioning systems.
- HVAC: Residential and Light Commercial Technician – a more advanced 185-hour course providing extensive hands-on training in system installation, refrigeration, wiring, troubleshooting, and repair.

Mr. Smith clarified that the recommendation is to approve the training provider and its programs only; no funding is requested.

Motion: by Ms. Grice to approve South Florida Academy of Air Conditioning, LLC as a new training provider and its programs. Mr. Brecheisen seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

6. Approval – New Training Provider: OIC Workforce Academy

Chairwoman Ferradez introduced the item; Mr. Smith presented the OIC Workforce Academy, an IT-focused provider, and its three programs:

- CompTIA A+ – a 12-week, 300-hour course (including 50 lab hours) in computer technology and troubleshooting, preparing students for the CompTIA A+ certification.

- Construction Operations – a 12-week, 300-hour course (including 50 lab hours) in entry-level construction skills, including masonry, carpentry, plumbing, and basic electrical work.
- Warehouse Logistics – a 12-week, 300-hour course (including 50 lab hours) in supply chain principles, customer service, transportation, and warehouse operations, leading to CLA/CLT certifications.

Mr. Smith noted that all programs include employment placement assistance.

During discussion, Ms. Palacios asked how staff determines whether a proposed program aligns with regional industry demand, citing limited interest in CompTIA A+ in their own institutions experience.

Mr. Smith explained that the Board historically built a local demand-occupation list submitted to the state, but the state now centrally approves training providers; once a provider is approved at the state level, it may operate in the region. The Board retains the authority to set its own contracting requirements, and staff reviews each provider’s performance history, completion and placement outcomes, and financial viability before bringing it to the Board for approval. Furthermore, Mr. Smith emphasized that participant choice drives enrollment in a competitive market, and the Board cannot restrict which approved schools may compete.

Motion: Ms. Grice moved to approve the OIC Workforce Academy as a new training provider and its programs. Ms. Palacios seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

7. Approval – New Training Provider: Award Excellence Training Institute, Inc.

Chairwoman Ferradez introduced the item; Mr. Smith presented Award Excellence Training Institute, Inc. and its four programs: Carpentry, Electrical, HVACR/Mechanical Technician, and Project Management. Staff noted that the Carpentry, HVACR, and Project Management programs are 24-month, 648-hour programs, and the Electrical program is a four-year, 1,296-hour NCCER-aligned program. The institution is approved, pending issuance of the official CIE certificate.

Mr. Smith expressed a recurring concern regarding the state's approval of programs as registered apprenticeships. He pointed out that many of these programs adopt a classroom-first approach rather than a genuine earn-and-learn model, which ideally involves an

employer and immediate employment opportunities. Since registered apprenticeship programs receive automatic approval at the state level, the Board cannot reject them.

To address this issue, CareerSource South Florida has implemented a safeguard: they do not pay for training under these programs. Instead, they reimburse employers only after a participant has been hired, which protects students from incurring tuition costs without guaranteeing employment. Staff members acknowledged that while a program may be approved, it is unlikely to be utilized under these conditions.

During discussion, a member asked how this provider differs from other HVAC programs. Staff explained that comparable programs offered by different providers function similarly (analogous to the same degree offered by different universities), with student choice determining enrollment, and clarified the apprenticeship application and state Department of Education review process, including alignment to industry certifications and CIE crosswalks.

Motion: by Mr. Brecheisen to approve Award Excellence Training Institute, Inc. as a new training provider and its programs. Ms. Grice seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

8. Approval – New Training Provider: Soler & Soler CDL School Corp.

Chairwoman Ferradez introduced the item; Mr. Smith noted for the record that the spelling in the agenda subject line is incorrect and should read “Soler” (S-O-L-E-R) to match the body of the agenda item. Staff presented Soler & Soler CDL School Corp. and its programs:

- Class A: BTW – Public Road and Range (Automatic) – a 115-hour program combining hands-on driving and range training.
- Class A: BTW – Public Road and Range (Manual) – a 140-hour program providing more in-depth practice in control, proficiency, and safety without the automatic transmission restriction.

Mr. Smith noted the programs prepare students to take the Class A CDL examination.

Motion: by Ms. Grice to approve Soler & Soler CDL School Corp. as a new training provider and its programs. Mr. Brecheisen seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

9. Approval – Summer Youth Employment Programs: Cities of Homestead, Opa Locka, and Miami Gardens

Chairwoman Ferradez introduced the item; Mr. Smith presented a recommendation to continue the Summer Youth Employment Programs in the same three cities, with the same funding amounts as the previous year. The Cities of Homestead and Opa-locka have each approved \$50,000 in general revenue, allowing 38 participants in each city. Meanwhile, the City of Miami Gardens has approved \$150,000, which will serve 110 participants. Additionally, CareerSource South Florida will match the funding provided by the cities.

Mr. Smith noted that participants will earn \$14.00 per hour for a total of 140 hours, of which 20 hours are dedicated to work readiness training, with placements at local businesses within each city. Staff indicated this is the final year at the \$14.00 rate, as Florida's minimum wage increases in September, and a revised wage item will be brought forward next year.

Youth Co-Op, Inc. will operate the Homestead and Opa Locka programs, and Adults Mankind Organization, Inc. will operate the Miami Gardens program.

During discussion, Chairwoman Ferradaz noted a typographical error in the second paragraph of the agenda background: the combined city amount is shown with an extra zero and should read \$100,000 rather than \$1,000,000. The Board noted the correction.

Motion: by Mr. Clarence Brown to approve Summer Youth Employment Programs funding for the Cities of Homestead, Opa Locka, and Miami Gardens, with corrections, as set forth in the agenda item. Ms. Palacios seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

There being no further business, the meeting adjourned at 9:34am.



SFWIB GLOBAL TALENT & COMPETITIVENESS COUNCIL MEETING

DATE: 6/18/2026

AGENDA ITEM: 3B

AGENDA TOPIC: MEETING MINUTES

SFWIB GLOBAL TALENT & COMPETITIVENESS COUNCIL MEETING MINUTES

DATE/TIME: February 19, 2026, 8:30AM

LOCATION: ARPEC School/UA Local 725 Pipefitters
 13201 NW 45th Avenue (Room 3)
 Opa Locka, FL 33054

Zoom: <https://us02web.zoom.us/meeting/register/tZApcuCugDoiHdfQcKwSUWUz1vGZliStRim>

1. **CALL TO ORDER:** Vice-Chairman Loynaz, in absence of Chairwoman Ferradaz, called to order the regular scheduled meeting of the SFWIB Global Talent and Competitiveness Council on February 19, 2026, at 8:42 am.

2. **ROLL CALL:** 8 members; 6 required; 5 present: Quorum

SFWIB GTCC MEMBERS PRESENT	SFWIB GTCC MEMBERS ABSENT	SFWIB STAFF
Brecheisen, Bruce Brown, Clarence (Zoom) Del Valle, Juan-Carlos Grice, Sonia Loynaz, Oscar M.D., Vice-Chair Palacios, Carol (Zoom)	SFWIB GTCC MEMBERS EXCUSED Ferradaz, Gilda, Chair Whitaker, David	Beasley, Rick Parson, Robert Smith, Robert Vice, Karlisha
OTHER ATTENDEES		
Mitchell, Carlana, Miami-Dade County Public Schools Mumford, Ronald, CareerSource South Florida (Zoom)		

Agenda items are displayed in the order they were discussed.



2. Public Comment

Public comments should be two minutes or less.

Vice-Chairman Loynaz opened the floor for comments from the public. No requests to speak were received by the Executive Office.

No further questions or comments were presented. Item closed.

3A. Global Talent and Competitiveness Council Meeting Minutes – December 18, 2025

Vice-Chairman Loynaz presented the December 18, 2025 Global Talent and Competitiveness Council Meeting minutes for consideration before entertaining a motion.

Motion: Mr. del Valle recommends approval of minutes from December 18, 2025, Global Talent and Competitiveness Council Meeting. Ms. Grice seconded the motion; **item is passed without dissent.**

4. Approval – Kendall Learning Academy Paid Work Experience Partnership

Vice-Chairman Loynaz recused himself from the discussion due to his association with Miami-Dade College. Mr. del Valle introduced the item, and Mr. Smith presented a partnership program aimed at providing paid work experience in data analytics for high-functioning autistic and neurodivergent individuals through Miami-Dade College's Kindle Learning Academy. Youth Co-Op, Inc. will receive the funding and serve as the program administrator.

Mr. Beasley further explained that the program will offer training in data analytics and Power BI, with participants earning college credit. Mayor Cava has agreed to provide job placements for individuals participating in the program through the Miami-Dade County IT department. This initiative marks the first time this population will be served, with 16 participants set to begin at a rate of \$20 per hour for 20 hours a week.

Mr. Brecheisen asked if this was the first time a program of this type had been introduced and expressed hope of expanding it to other major employers beyond the county if it



proves successful. Mr. Beasley concurred with this sentiment and plans to use this program as an example to inspire similar initiatives among his colleagues at both state and national levels.

Motion: Mr. Brecheisen recommends approval to the board for an amount not to exceed \$102,400 in Workforce Innovation and Opportunity Act funding for Paid Work Experience (PWE) to Youth Co-Op, West Dade Career Center for the Kendall Learning Academy Paid Work Experience program. Ms. Grice seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

[Vice-Chairman Loynaz returned to the meeting.]

5. Approval – New Registered Apprenticeship Program – Construction Coordinator

Vice-Chairman Loynaz introduced the item; Mr. Smith presented a new registered apprenticeship program for construction coordinator positions in office management and administrative services.

Mr. Smith reminded the Council that all registered apprenticeship programs are automatically approved at state level, but local workforce board reviews to ensure compliance.

Motion: Mr. Brecheisen recommends approval to the board for approval of a new registered apprenticeship program with MCI Construction Apprenticeship Program. Mr. del Valle seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

6. Approval – Apprenticeship Employer Wage Reimbursement – MCI Construction

Vice-Chairman Loynaz introduced the agenda item, and Mr. Smith presented MCI Construction Apprenticeship Program for Office Manager/Administrative Services (Construction Coordinator). The program will include ten apprenticeships and following five participating employers:



- Atlantic Pacific Companies
- Best Air
- Ocean Coast Electrical
- Jasper Enterprises
- LCN Group Inc.

Mr. Beasley reminded the council that this program aims to expand apprenticeship initiatives in South Florida, aligning with national efforts from the Trump administration.

Motion: Mr. del Valle recommends approval to the board to allocate an amount not to exceed \$185,100 in Workforce Innovation and Opportunity Act funds for on-the-job training reimbursements for MCI Construction. Mr. Brecheisen seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

7. Approval – South Dade Rural Workforce Innovation Allocation

Vice-Chairman Loynaz introduced the item; Mr. Smith presented a recommendation to allocate an amount not to exceed \$280,000 state general revenue for rural South Dade workforce development with flexible eligibility requirements.

The program aims to assist 100-125 rural residents and focuses on several key priorities: increasing economic mobility in underserved communities, strengthening employer-driven talent pipelines, expanding access to training and supportive services, and reducing barriers related to transportation, childcare, and digital access. Since this is state-funded, there are no income eligibility requirements.

Motion: Mr. del Valle recommends to approve the board to allocate an amount not to exceed \$280,000 in state-awarded funds to Youth Co-op, Inc. to serve South Dade rural participants and employers. Ms. Grice seconded the motion; **item is passed without dissent.**

There was ongoing discussion about the program's open-ended nature, specifically regarding digital access and the supportive services provided for 50% of participants.



To address concerns, Mr. Beasley clarified that expanding digital access includes subsidizing programs offered by providers such as Comcast and AT&T. Additionally, supportive services like bus passes, gas cards, and childcare are customized to meet individual needs. While the framework may seem flexible, CareerSource South Florida will strictly adhere to its on-the-job policy limitations and follow a support services matrix, with the state overseeing compliance.

No further questions or comments were presented. Item closed.

8. Approval – Apprenticeship Program On-the-Job Training Employer Reimbursement

Vice-Chairman Loynaz recused himself from the discussion due to his association with Miami-Dade College. Mr. Beasley introduced the item; Mr. Smith presented the recommendation to allocate funding for on-the-job training reimbursement for the Early Childhood Education (Teacher Assistant) Apprenticeship Program. The program is a career pathway that combines college coursework, mentoring, and on-the-job training to learn the key responsibilities and skills required to support teachers and help children with their educational and social development, both in and out of the classroom.

The program also addresses the shortage of early childhood educators’ post-COVID as well as low wages in the field. The apprenticeship program is designed to help smaller daycare centers afford talent.

Motion: Mr. Brecheisen presented a motion to allocate an amount not to exceed \$12,300 in WIOA funds for on-the-job training reimbursements for the ELC Leadership Program. Mr. Brown seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

[Vice-Chairman Loynaz returned to the meeting.]

9. Approval – Florida Prepaid Scholarship Reallocation

Vice-Chairman Loynaz introduced the item; Mr. Smith presented a request to reallocate \$445,802.69 in unused scholarship funds that were not distributed to student recipients. The annual review conducted by Big Brothers Big Sisters revealed that a significant portion of their funding remained unused. This occurred for various reasons, including



students receiving additional academic and athletic scholarships or support from other funding sources.

Staff recommends reallocating \$241,028 of these funds to the 5,000 Role Models of Excellence Project to support the purchase of 12 2-plus-2 plans. The remaining funds will be allocated to Big Brothers Big Sisters for the purchase of 28 two-year scholarships, totaling \$205,000, which will be awarded to future students.

Further discussion arose regarding the distribution of funds between the two organizations and the types of scholarships being purchased. Mr. Smith clarified that 2-plus-2 plans are more costly than 2-year plans. Typically, students in the Big Brothers Big Sisters program start with the community college track, while the 5,000 Role Models program encourages participants to strive for 4-year institutions from the outset.

Motion: Mr. Brown recommends approval to the board for the reallocation of an amount not to exceed \$445,802.69 in unused Florida scholarship funds to the 5,000 Role Models of Excellence Project and Big Brothers Big Sisters of Miami as so discussed in the agenda item. Mr. Brecheisen seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

10. Approval – WIOA Title I Youth Fourteen Elements Waiver Request

Vice-Chairman Loynaz introduced the item; Mr. Beasley presented a waiver request to reallocate youth funding toward pre-apprenticeship and apprenticeship programs without adhering to the 14 required program elements.

This waiver would allow Local Workforce Development Boards (LWDBs) to concentrate on pre-apprenticeship and apprenticeship programs without having to meet the compliance requirements for the 14 elements that are already inherently included in apprenticeship programs. The focus would shift from compliance to fostering economic mobility. Mr. Beasley mentioned that he discussed this idea with Mr. Henry Mack, Assistant Secretary of the U.S. Department of Labor. Mr. Mack expressed his support for the idea and indicated that if CSSF submits the waiver, he would back the initiative.



The approval of this waiver would benefit not only the local workforce board but also workforce boards across Florida and the nation. If approved, the waiver would be integrated into the Request for Proposals (RFP) process for the next fiscal year.

Motion: Mr. Brechisen recommends approval to the board for the approve the submission of a waiver to the Florida Department of Commerce and CareerSource Florida, which would waive the current Youth Fourteen Elements requirement; Ms. Grice seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

Being as there were no further questions or concerns, the meeting adjourned at 9:41am.

DRAFT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: PROGRAM DELIVERY UPDATE FOR MIAMI DADE COLLEGE AND HOLLYWOOD CAREER INSTITUTE PROGRAMS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **BUILD DEMAND-DRIVEN SYSTEM W/ EMPLOYER ENGAGEMENT**

STRATEGIC PROJECT: **Improve credential outcomes for job seekers**

BACKGROUND:

On June 26, 2025, the South Florida Workforce Investment Board (SFWIB) approved the Commercial Vehicle Driving and Commercial Class B Driving programs submitted by the District Board of Trustees (Miami Dade College). These programs are designed to prepare individuals for employment in the commercial transportation industry through a combination of classroom instruction and hands-on training, aligned with industry licensing and safety requirements.

The Board is advised that the Commercial Driver License (CDL) training component has since been enhanced, increasing total program hours from 120 to 160 and incorporating additional simulator-based instruction to strengthen skill development in a controlled environment prior to on-road training, with no increase in program cost.

On April 18, 2024, the South Florida Workforce Investment Board (SFWIB) approved Hollywood Career Institute, including the Home Health Aide (HHA) program in an in-person format. The provider has since expanded delivery to include both online and hybrid options and has been approved for distance learning by the Commission for Independent Education (CIE), with FloridaCommerce updated accordingly.

The Board is advised that the curriculum, competencies, and assessment methods remain unchanged. Student engagement and attendance are monitored through the provider's learning management system, and all support services continue as previously approved. Additionally, there is no increase in program cost.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: 2025-2026 WDA 23 DEMAND OCCUPATIONS LIST (TOL) ADDITION

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: Staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to add new occupations to the 2025-2026 Target Occupation, as set forth below.

STRATEGIC GOAL: **BUILD DEMAND-DRIVEN SYSTEM W/ EMPLOYER ENGAGEMENT**

STRATEGIC PROJECT: **Improve credential outcomes for job seekers**

BACKGROUND:

The Department of Commerce released the 2025-2026 Demand Occupation List for the 24 Workforce Development Areas (WDA) in the State of Florida. In accordance with CareerSource Florida's Administrative Policy#82, local areas may revise the list, as needed, based on local demand in support the occupation's addition.

Below is the request, with supporting documentation, to add Standard Occupational Classification (SOC) to the list for OIC of South Florida:

1. OIC of South Florida:
 - SOC Code 47-4099, Construction and Related Workers, All Other

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**2025-2026
Regional Demand Occupations List
Demand Survey Form**

Training Provider Name: OIC of South Florida
 Occupation Program Title: Construction Operations
 Classification of Instructional Program (CIP) Code: 460415
 Standard Occupational Classification (SOC) Code: 474099

.....
 Please help us provide an accurate representation of the Local Workforce Development Area's demand for **Workforce Development Area 23 – Target Occupational List - Miami-Dade** by completing the survey below and returning it to **Career Source South Florida** via email.

Company Name:	Lotspeich Co. of Florida, Inc.
Company Address:	6351 NW 28th Way, Ste A, Fort Lauderdale, FL 33309
Company Website:	lcfinc.com
Phone:	(954) 978-2388
Authorized Company Representative:	
Human Resource Contact:	Elsie Parise

1. What job title does your company give the occupation? Drywall Mechanic
2. What is the entry level hourly wage for the occupation? \$20.00
3. What is the median hourly wage for the occupation? \$20.00
4. How many do you currently employ in this occupation? 100
5. How many jobs for the occupation do you expect to lose due to retirements, layoffs, resignations, or other causes over the next 12 months? 6 - 12
6. How many of openings for the occupation do you expect to fill over the next 12 months? 6 - 12

Elsie Parise Human Resources
 Authorized Company Representative Title
Elsie Parise 3/19/2026
 Signature of Authorized Company Representative Date

Miami-Dade County employment rose 1.5% in 2025 Q1 outpacing the 0.4% national increase

Miami-Dade County had the highest employment growth in 2025 Q1 among the nation's 10 largest counties, according to the latest US Bureau of Labor Statistics Quarterly Census of Employment and Wages. Employment rose 1.5% in Miami-Dade County, outpacing the 0.4% year-over-year increase nationally. Expanding the coverage to the nation's 372 largest counties, Loudon County, Virginia had the largest increase (3.4%).

Among the 10 largest counties, employment rose in six of the ten largest counties: Miami-Dade County, FL (1.5%), New York County, NY (0.9%), Dallas County, TX (0.6%), Harris County, TX (0.5%), King County, WA (0.3%), and Cook County, IL (0.2%). Employment was unchanged in Maricopa County, AZ. Employment fell Orange County, CA (-0.3%), San Diego, CA (-0.5%), and Los Angeles, CA (-0.5%).

All Southeast Florida counties had faster employment growth compared to nationally (0.4%) led by St. Lucie County (2.1%), followed by Martin County (1.6%), Miami-Dade County (1.5%), Palm Beach County (1.1%), and Broward County (0.5%). Southeast Florida's sustained employment growth underpins a healthy demand for housing and commercial real estate especially as mortgage rates start to decline, with a high likelihood of a rate cut in September 2025 as the Federal Reserve Board navigates towards avoiding a recession while seeking to keep inflation at 2%.

Construction, education & health services, professional & business services underpin employment growth in Miami-Dade County

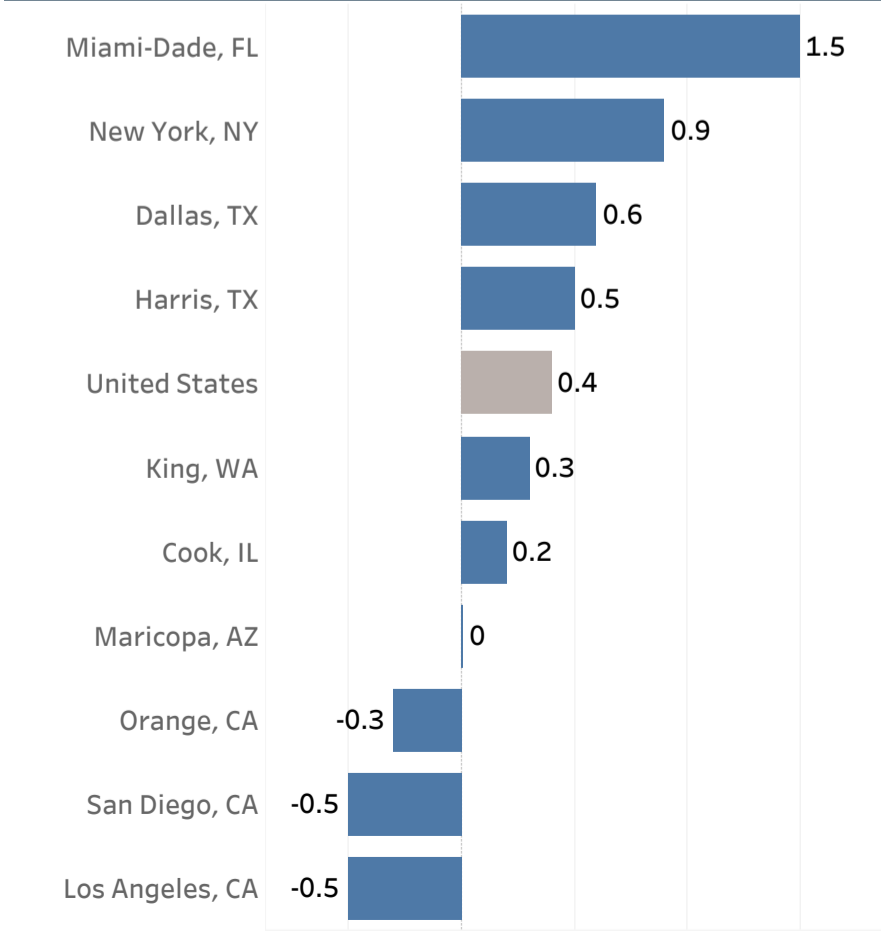
Driving the employment growth in Miami-Dade County was the construction industry (+4.3%) which outpaced the national increase (1.0%). Miami-Dade market area is undergoing the most intense construction activity among 90 major markets, with 23,340 units under construction, adding 18% to existing stock ([Miami-Dade: Most Multifamily Units Under Construction in the U.S. - MIAMI REALTORS®](#)).

Education and health services had the second fastest employment growth (+2.4%). Underpinning the demand for education and health services is the county's strong population growth (2.3%) in 2024, outpacing the national population growth (0.98%). Miami-Dade County leads the nation in net international migration and is enjoying a natural increase with more births than deaths, according to the US Census Bureau's 2024 Population Estimates.

Professional and business services had the third largest employment growth (2.3%), in contrast to the national decline (0.7%). Miami-Dade County has the most robust office commercial real estate market, posting the lowest office vacancy rate of 15.5% among the 25 major office markets ([Miami-is-Hottest-Office-Market-in-April-2025.pdf](#)).

Employment rose in Miami-Dade County except in information services (-4.3%), mirroring the national decline (-3.6%) and in natural resources and mining. The decline in information services jobs (includes media and "tech" jobs) has been attributed to a combination of factors such as the shift in hiring strategy after COVID, reduction in federal funding, and even the rise of AI. ([Why tech jobs are still disappearing in 2025 - Technical.ly](#))

Year-over-Year Percent Change in Employment in 2025 Q1 in the US 10 Largest Counties



Year-over-Year Percent Change in Employment by Industry

Industry	County	Year-over-Year Percent Change
Construction	Miami-Dade	4.3
	US	1.0
Education and health services	Miami-Dade	2.4
	US	3.0
Professional and business services	Miami-Dade	2.3
	US	-0.7
Other services	Miami-Dade	1.8
	US	0.4
Trade, transportation, and utilities	Miami-Dade	1.3
	US	-0.2
Financial activities	Miami-Dade	1.2
	US	0.1
Government	Miami-Dade	0.9
	US	1.2
Leisure and hospitality	Miami-Dade	0.5
	US	-0.2
Manufacturing	Miami-Dade	0.0
	US	-1.6
Natural resources and mining	Miami-Dade	-2.4
	US	-2.7
Information	Miami-Dade	-4.3
	US	-3.6

Data source: MIAMI Realtors® analysis of Bureau of Labor Statistics Quarterly Census of Employment and Wages (QCEW). For questions about this report, contact Gay Cororaton, Chief Economist, at gay@miamire.com, or Chris Umpierre, Chief of Communications, at chris@miamire.com.



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: SFWIB ARCHIVE AND DISPOSAL OF CLOSED PARTICIPANT FILES POLICY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: Staff recommends to the Global Talent and Competitiveness Council to recommend to the board the approval of a new Archive and Disposal of Closed Participant Files Policy (Policy 200-8), as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

As the Local Workforce Development Board, the South Florida Workforce Investment Board (SFWIB), d/b/a CareerSource South Florida (CSSF), is responsible for ensuring that all records generated through federally and state-funded workforce programs are properly maintained, retained, and disposed of in accordance with 2 CFR §200.334, 20 CFR §683.220, WIOA Section 185, and applicable federal and state records management requirements.

CSSF currently lacks a formal, agency-wide policy governing the archiving, storage, retention, and certified destruction of closed participant case files held by contracted service providers. In the absence of a standardized framework, providers have followed inconsistent practices, resulting in files being retained well beyond required periods and increasing the risk of unauthorized access to Personally Identifiable Information (PII). The attached policy (Policy 200-8) establishes uniform procedures to address these gaps, superseding Policy Transmittal #1 PY 2004–2005 and aligning CSSF’s records management practices with current federal requirements.

Summary of Policy

- Applies to all CSSF contracted providers administering adult and youth workforce services funded under WIOA Title I and any other programs for which CSSF is the administrative entity, including CareerSource center operators, co-located partners, and subcontracted service providers.
- Establishes standardized retention periods aligned with 2 CFR §200.334 and 20 CFR §683.220, calculated from the end of the program year in which the participant exited the program.

- Defines end-of-program-year archiving procedures, including:
 - Preparation of a complete participant file inventory for each storage box;
 - Organization and labeling of storage boxes by program type and program year;
 - Submission of inventory spreadsheets to CSSF Contracts and Policy staff;
 - Coordination of file transfer to the designated secure storage facility through CSSF's contracted storage vendor;
 - Application of barcode labels and Transmittal Forms for tracking.
 - Requires immediate action for out-of-compliance files, including:
 - Submission of File Count Reports and File Inventories for all files exceeding retention periods;
 - CSSF-coordinated certified destruction at no cost to the service provider;
 - Issuance of Certificates of Destruction to be retained by CSSF and each provider.
 - Mandates secure storage requirements for all closed participant files, including physical security, PII protection, and prohibition of commingling with other program files.
 - Applies electronic and scanned records retention and destruction requirements consistent with NIST SP 800-88 guidelines.

The policy also establishes an annual monitoring and compliance framework, including required file count reports, on-site monitoring visits, and desk reviews of submitted inventories.

There is no direct fiscal impact associated with policy adoption. Implementation will reduce the risk of unauthorized access to PII, ensure compliance with federal records retention requirements, and establish a consistent, auditable records management process across all contracted service providers.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



BOARD POLICY

**POLICY
NUMBER 200-8**

Title:	Archive and Disposal of Closed Participant Files		
Effective:	June 18, 2026	Revised:	N/A
Supersedes:	N/A	Version:	01

I. OF INTEREST TO

This policy applies to all CSSF contracted providers administering adult and youth workforce services funded under WIOA Title I (Adult, Dislocated Worker, and Youth programs) and any other programs for which CSSF is the administrative entity. This includes, but is not limited to, CareerSource center operators, co-located partners, and subcontracted service providers holding physical or electronic participant case files.

II. PURPOSE AND SCOPE

The purpose of this Policy Transmittal is to establish standardized procedures for the archiving, storage, retention, and certified destruction of closed participant files held by all CareerSource South Florida (CSSF) contracted adult and youth workforce service providers. This policy supersedes Policy Transmittal #1 PY 2004-2005 and aligns CSSF's records management practices with current federal requirements under the Workforce Innovation and Opportunity Act (WIOA), 2 CFR §200.334, 20 CFR §683.220, and DOL data validation guidance.

III. STATUTORY AUTHORITIES

1. WIOA Section 185; 2 CFR §200.334 – Record Retention requirements
2. 20 CFR §683.220 Records Retention and Access, WIOA Title I
3. TEGL 03-03 – Data Validation Policy for Employment and Training Programs
4. TEGL 23-19, Change 2 – Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs
5. Chapter 119 Florida Statute
6. Chapter 257 Florida Statute
7. Chapter 1B-24 Florida Administrative Code

IV. POLICY

It is the policy of CareerSource South Florida that all contracted service providers shall maintain closed participant files in a secure manner, retain such files for the federally and locally required retention period, and ensure timely certified destruction of files that have met or exceeded their required retention period. Participant files containing Personally Identifiable Information (PII) must be safeguarded at all times and destroyed in a manner that permanently renders the information unreadable and unrecoverable.

No contracted service provider may retain closed participant files beyond the required retention period without written authorization from CSSF. Failure to comply with this policy may constitute a contract violation and may result in corrective action.

RECORD RETENTION REQUIREMENTS

Participant case files must be retained in accordance with the following schedule. The retention period is calculated from the end of the program year in which the participant exited the program, not from the individual participant's closure date.

Program	Retention Period	Retention Begins	Earliest Eligible Destruction (PY 2019 files)
WIOA Adult / Dislocated Worker	5 years from program year end	July 1 following program year close	July 1, 2025 (PY 2019 = July 1, 2019–June 30, 2020)
WIOA Youth	5 years from program year end	July 1 following program year close	July 1, 2025 (PY 2019 = July 1, 2019–June 30, 2020)
Wagner-Peyser / Employment Services	3 years from final financial report submission	Date of final federal expenditure report	Confirm with CSSF Contracts & Policy
<p><i>NOTE: If any litigation, audit, or federal review is pending or reasonably anticipated, records must be retained until all findings are fully resolved regardless of the above dates.</i></p>			

Example: A participant who exited WIOA Adult services in March 2020 (within Program Year 2019, which runs July 1, 2019–June 30, 2020) has a 5-year retention period beginning July 1, 2020. That file is eligible for destruction no earlier than July 1, 2025.

Important: If any litigation, audit, monitoring finding, or federal review is pending or has been initiated — or if there is reasonable cause to anticipate such action — all related records must be retained until all proceedings are fully resolved and final action taken,

regardless of the retention schedule above. CSSF will notify affected providers in writing of any such hold

PROCEDURES

I. Annual File Count and Reporting Requirement

At the close of each program year (no later than July 15), and upon request by CSSF at any other time, all contracted service providers must submit a completed Participant File Count Report (Attachment A) to CSSF Contracts and Policy staff. The report must include:

- Provider/organization name and CareerSource center location(s)
- Total number of closed participant files held, organized by program type (Adult, Dislocated Worker, Youth) and program year
- Storage location for each group of files (on-site, off-site, or third-party commercial storage)
- Number of files that have met or exceeded the required retention period and are eligible for destruction

File count reports must be submitted electronically to the CSSF Contracts and Policy Department at the contact listed at the end of this policy. Providers must retain a copy of all submitted count reports for their own records.

II. End-of-Program Year Archiving Procedure

At the end of each program year, each contracted provider must review all active and recently closed case files and prepare all files closed during that program year for archiving. The following steps must be completed:

1. Create a File Inventory. Using the CSSF Participant File Inventory Template (Attachment B), prepare a complete inventory for each storage box. The inventory must include the following data elements for each file:
 - Participant Social Security Number (last four digits only for external transmission; full SSN on the internal master list retained by the provider)
 - Last Name
 - First Name
 - Program Name (e.g., WIOA Adult, WIOA Youth, Dislocated Worker)
 - Program Year
 - Provider Name and CareerSource Center/Location
 - Date of Participant Closure

- Calculated Destruction Eligible Date
2. Organize and Box Files. Files must be organized in ascending numerical order by Social Security Number within each box. Boxes must be organized by program type. Do not mix programs within a single box.
 3. Label Each Box. Each storage box must be labeled on the side with the handle (not the top or bottom) using a permanent black marker. Labels must include:
 - CareerSource center/location name
 - Service provider name
 - Program type and program year (e.g., WIOA Adult PY 2024)
 - Box number (e.g., Box 1 of 3)
 - Leave the lower-left corner blank for barcode label placement.
 4. Submit Inventory to CSSF. The completed inventory spreadsheet must be submitted to CSSF Records Management Liaison Officer and/or facilities staff no later than 72 hours after boxing is complete. Inventory sheets containing sensitive information should **not** be transmitted via electronic or unsecure means. CSSF will use this inventory to prepare Transmittal Forms and barcode labels for each box.
 5. Apply Barcode Labels. Upon notification from CSSF, the service provider will receive Transmittal Forms and barcode labels. The provider must affix the barcode label to the lower-left corner of each labeled box.
 6. Notify CSSF of Readiness for Pickup or Storage Transfer. Once all boxes are labeled, the provider must notify CSSF Records Management Liaison Officer and/or facilities staff. CSSF will coordinate the transfer of files to the designated secure storage facility. CSSF's contracted storage vendor will pick up boxes from the service provider's location with Transmittal Forms.
 7. Retain the Packing Slip. The storage vendor will leave a packing slip at pickup. The provider must forward a copy of the packing slip to CSSF Records Management Liaison Officer by mail or electronic scan within five (5) business days of pickup.

III. Current Out-of-Compliance Files (Files Exceeding Retention Period)

Any provider currently holding closed participant files that have exceeded their required retention period must take immediate action. CSSF will coordinate a mass certified destruction for all such files in accordance with the following process:

1. File Count Submission. Providers must submit a completed File Count Report (Attachment A) to CSSF identifying all files pre-dating Program Year 2019 (i.e., closed prior to July 1, 2019). This submission must be made no later than the

deadline communicated in the CSSF cover memorandum accompanying this policy transmittal.

2. Inventory Completion. Providers must complete and submit a File Inventory (Attachment B) for all out-of-compliance files within the same deadline.
3. CSSF Scheduling. CSSF will schedule and coordinate certified destruction with its contracted destruction vendor at no cost to the service provider.
4. Destruction Completion and Documentation. Upon completion of destruction, the vendor will issue a Certificate of Destruction. CSSF will retain the master Certificate of Destruction.

Providers may not independently arrange for the disposal or destruction of CSSF-funded participant files. Unauthorized disposal may constitute a contract violation.

IV. Ongoing Secure Storage Requirements

While in the provider's custody and prior to transfer or destruction, all closed participant files must be stored in accordance with the following requirements:

- Physical security: Files must be stored in a locked room or cabinet with access limited to authorized staff only.
- PII protection: Files containing Social Security Numbers, dates of birth, financial information, or other protected PII must not be accessible to unauthorized personnel at any time.
- No commingling: CSSF participant files must be stored separately from files of other programs or funders.
- Condition: Files must be maintained in a sufficient condition to support data validation, monitoring, or audit activities for the duration of the retention period.

V. Electronic and Scanned Records

If participant files or supporting documentation are maintained in whole or in part in electronic format, the same retention, security, and destruction requirements apply. Electronic records must be stored in a secure, access-controlled system. At the time of required destruction, electronic records must be permanently deleted or rendered unrecoverable in accordance with NIST Guidelines for Media Sanitation (SP 800-88) or an equivalent standard, and a certificate or documentation of electronic destruction must be provided to CSSF.

V. MONITORING AND COMPLIANCE

CSSF staff will monitor compliance with this policy through the following mechanisms:

- Annual file count reports (required each July 15)
- On-site monitoring visits, which will include review of file storage practices and inventory records
- Desk reviews of submitted file inventories
- Review of certificates of destruction following each destruction event

Any provider found to be out of compliance with this policy will be subject to a corrective action plan. Repeated non-compliance may result in contract remedies as provided under the provider's contract with CSSF.

Providers requiring archival storage boxes may request them from CSSF Records Management Liaison Officer. Please allow sufficient lead time for order processing. Contact information is provided below.

VI. EXCEPTIONS

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director. (This is currently the official statement for all policies and procedures).

VII. RESOURCES

Attachments we want the providers to use.



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: SFWIB INDIRECT COST RATE POLICY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: Staff recommends to the Global Talent and Competitiveness Council to recommend to the board the approval of a new Indirect Cost Rate Policy (POL 500-2), as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

As the Local Workforce Development Board, the South Florida Workforce Investment Board (SFWIB), d/b/a CareerSource South Florida (CSSF), serves as a pass-through entity responsible for ensuring that all subrecipient costs charged to federal workforce development awards are allowable, allocable, and reasonable in accordance with 2 CFR Part 200 (Uniform Guidance), the Workforce Innovation and Opportunity Act (WIOA), and applicable state regulations.

Effective October 1, 2024, the federal Uniform Guidance at 2 CFR § 200.414(f) was revised to raise the de minimis indirect cost rate ceiling from 10% to 15% of Modified Total Direct Costs (MTDC). However, CareerSource Florida Policy 086, which governs state-level administrative cost limitations, has not been updated since July 1, 2021, and does not yet reflect this federal revision. In the absence of updated state guidance, approving subrecipient rates above 10% creates a policy inconsistency that could result in findings during state monitoring. The attached policy (POL 500-2) establishes an interim framework to protect CSSF from audit exposure while providing clear, consistent guidance to subrecipients.

Summary of Policy

- Applies to all subrecipients receiving federal pass-through funding from CSSF, including service providers, training vendors, and community-based organizations operating under contracts or sub-awards.
- Establishes an interim de minimis indirect cost rate cap of 10% of MTDC, pending updated guidance from CareerSource Florida addressing the October 2024 federal revision to 2 CFR § 200.414(f).
- Requires all subrecipients electing a de minimis rate to submit documentation prior to approval, including:

- A written cost allocation methodology or indirect cost analysis demonstrating that the elected rate reasonably reflects actual indirect costs;
- A signed certification attesting that the organization does not hold a NICRA and that the elected rate is consistent with actual indirect cost experience;
- Any supporting financial documentation requested by CSSF’s fiscal monitoring staff.
- Establishes a four-step approval procedure: subrecipient submission, CSSF fiscal review, written determination, and contract modification.
- Reserves the right for CSSF to require a subrecipient to obtain a Negotiated Indirect Cost Rate Agreement (NICRA) when the organization’s indirect cost structure warrants independent negotiation.
- Incorporates indirect cost rate verification into standard subrecipient monitoring activities, including:
 - Desk reviews of financial reports to verify charges are consistent with the approved rate and methodology;
 - On-site monitoring visits with review of indirect cost documentation and cost allocation records;
 - Corrective action procedures for subrecipients charging costs inconsistent with their approved rate.
- Defines key terms including de minimis rate, MTDC, NICRA, cost allocation plan, and pass-through entity to ensure consistent interpretation across all subrecipients.
- Provides for case-by-case exceptions approved in writing by the Executive Director with documented legal or programmatic basis.

The policy is designed as an interim measure and will be reviewed and updated upon the issuance of revised guidance from CareerSource Florida regarding the federal de minimis rate increase.

There is no direct fiscal impact associated with policy adoption. Implementation strengthens internal controls over indirect cost charges, reduces audit exposure for CSSF as a pass-through entity, and ensures that subrecipient indirect cost rates are supported by documentation and consistent with both federal and state requirements.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



BOARD POLICY

**POLICY
NUMBER**

POL 500-2

Title:	Indirect Cost Rate Policy		
Effective:	June 18, 2026	Revised:	N/A
Supersedes:	N/A	Version:	01

I. OF INTEREST TO

This policy applies to all subrecipients receiving federal pass-through funding from CSSF, including but not limited to service providers, training vendors, and community-based organizations operating under contracts or sub-awards administered by CSSF.

II. PURPOSE AND SCOPE

This policy establishes CareerSource South Florida's (CSSF) official position regarding the approval and documentation of indirect cost rates elected by subrecipients under federal workforce development grants. It is intended to ensure compliance with applicable federal regulations, protect CSSF from audit risk, and provide clear, consistent guidance to subrecipients pending updated state-level policy from CareerSource Florida.

III. BACKGROUND

Effective October 1, 2024, the federal Uniform Guidance at 2 CFR § 200.414(f) was revised to raise the de minimis indirect cost rate ceiling from 10% to 15% of Modified Total Direct Costs (MTDC). This rate is available to any non-federal entity that has never received a Negotiated Indirect Cost Rate Agreement (NICRA) or chooses not to negotiate one.

As a pass-through entity, CSSF is responsible under 2 CFR § 200.332 for ensuring that all subrecipient costs charged to federal awards are allowable, allocable, and reasonable. Because the de minimis rate is available to organizations whose indirect costs have never been independently reviewed or negotiated, CSSF faces potential audit exposure if a subrecipient elects the maximum rate without documentation supporting that the rate reflects actual indirect costs.

Furthermore, CareerSource Florida Policy 086, which governs state-level administrative cost limitations, has not been updated since July 1, 2021, and does not yet reflect the October 2024 federal revision. Approving rates above 10% prior to state guidance creates a policy inconsistency that could result in findings during state monitoring.

Approved By:
Rick Beasley, Executive Director

IV. STATUTORY AUTHORITIES

This policy is issued pursuant to the following regulatory and policy authorities:

1. CFR § 200.414(f) — De Minimis Indirect Cost Rate (as revised, effective October 1, 2024)
2. 2 CFR § 200.332 — Requirements for Pass-Through Entities
3. 2 CFR § 200.405 — Allocable Costs
4. 2 CFR § 200.405 — Reasonable Costs
5. Workforce Innovation and Opportunity Act (WIOA), as applicable
6. CareerSource Florida Policy 086 (effective July 1, 2021 — pending update)

V. DEFINITIONS

1. De Minimis: A fixed indirect cost rate available to non-federal entities that have not established a NICRA. Under 2 CFR § 200.414(f) as revised October 1, 2024, the ceiling is 15% of MTDC.
2. Indirect Cost Rate: is a percentage used to allocate overhead and administrative expenses (indirect costs) fairly across multiple projects, grants, or products.
3. Pass through funding: Funding received from a primary source (federal grant) and then is distributed by an intermediary or pass-through entity to a secondary entity to carry out a specific project or program.
4. Pass-Through Entity: A non-federal entity that provides a federal award to a subrecipient to carry out part of a federal program.
5. Cost Allocation Plan: A written document that identifies, accumulates, and distributes allowable costs to cost objectives based on relative benefits received.
6. Cost Allocation Methodology: the framework used to identify, group, and fairly distribute indirect costs (like overhead or shared administrative expenses) across different departments, products, or services.
7. Modified Total Direct Costs (MTDC): All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward. Excludes equipment, capital expenditures, rental costs, patient care charges, and certain other costs.
8. NICRA: Negotiated Indirect Cost Rate Agreement — a formal agreement between an organization and its cognizant federal agency establishing an organization's approved indirect cost rate based on an independent review.
9. Subrecipient: A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program.

VI. POLICY

A. Interim De Minimis Rate Cap

Effective immediately, CSSF will not authorize a de minimis indirect cost rate exceeding 10% of MTDC for any subrecipient, pending the issuance of updated policy

guidance from CareerSource Florida addressing the October 1, 2024 revision to 2 CFR § 200.414(f).

This interim cap is established on the following grounds:

1. CareerSource Florida Policy 086 has not been revised to reflect the federal regulatory change, creating a compliance inconsistency if CSSF deviates above 10% before state guidance is issued.
2. The de minimis rate is intended for organizations that have not had their indirect costs independently reviewed. CSSF cannot verify that a rate above 10% reflects actual indirect cost experience without supporting documentation.
3. CSSF, as a pass-through entity, bears responsibility for questioned costs identified in federal or state audits. Approving unverified rates above 10% exposes CSSF to potential audit findings.

B. Documentation Requirement for Any De Minimis Rate Election

Any subrecipient electing a de minimis indirect cost rate — at any percentage — must submit the following documentation to CSSF prior to approval and incorporation into a contract or budget:

1. A written cost allocation methodology or indirect cost analysis demonstrating that the elected rate reasonably reflects the organization's actual indirect costs.
2. A certification signed by an authorized organizational representative attesting that the organization does not currently hold a NICRA and that the rate elected is consistent with actual indirect cost experience.
3. Any supporting financial documentation requested by CSSF's fiscal monitoring staff to verify the reasonableness of the elected rate.

Note: CSSF reserves the right to require a subrecipient to obtain a NICRA if CSSF determines that the organization's indirect cost structure warrants independent negotiation.

VII. PROCEDURE

Step 1 — Subrecipient Submission

A subrecipient wishing to elect a de minimis indirect cost rate or propose an alternative cost allocation methodology must submit a written request to CSSF's Contracts and Policy Manager, including all documentation required under Section VI.B of this policy.

Step 2 — CSSF Fiscal Review

CSSF's fiscal monitoring staff will review the submission for completeness, reasonableness, and compliance with applicable federal and state requirements. Staff may request additional documentation or schedule a meeting with the subrecipient as part of the review process.

Step 3 — Written Determination

CSSF will issue a written determination approving, conditionally approving, or denying the request. Conditional approvals will specify any additional documentation, monitoring requirements, or contract conditions that must be satisfied.

Step 4 — Contract Modification (if applicable)

If approved, any change to an existing subrecipient's indirect cost rate or cost allocation methodology must be formalized through a written contract modification executed by both parties prior to implementation. New contracts will incorporate the approved rate and methodology in the initial award documents.

VIII. FISCAL MONITORING AND COMPLIANCE

CSSF will incorporate indirect cost rate verification into its standard subrecipient monitoring activities, including:

- Desk reviews of financial reports to verify that indirect costs charged are consistent with the approved rate and methodology.
- On-site monitoring visits that include review of indirect cost documentation and cost allocation records.
- Corrective action procedures for subrecipients found to be charging indirect costs inconsistent with their approved rate or methodology.

IX. EXCEPTIONS

Requests for exception to this policy must be submitted in writing to the Executive Director and will be reviewed on a case-by-case basis. Any approved exception must be documented in writing, include the specific legal or programmatic basis for the exception, and be retained in CSSF's policy files.

X. RESCISSIONS/CANCELATIONS

There are no rescissions or cancelations for this policy.



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/18/2026

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: BARRINGTON IRVING AVIATION WORKFORCE TRAINING PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$120,000 in Workforce Innovation and Opportunity Act funds, as set forth below..

STRATEGIC GOAL: **BUILD DEMAND-DRIVEN SYSTEM W/ EMPLOYER ENGAGEMENT**

STRATEGIC PROJECT: **Improve credential outcomes for job seekers**

BACKGROUND:

In 2025, the Board approved the SFWIB to contract with Barrington Irving as a provider of Aviation Workforce Services. Barrington Irving is a specialized workforce provider focused exclusively on the aviation industry. Their Program Director and Project Manager bring a combined 50 years of experience in workforce development, aviation career pathways, and industry aligned training models. Their program integrates wraparound support services to help participants overcome barriers and successfully complete training.

Developing a pipeline of skilled workers to meet the unique demands of the aviation sector offering training programs aligned with industry standards and industry recognized certifications strengthening partnerships with employers, educational institutions, and aviation stakeholders to enhance job placement and career advancement outcomes supporting workforce equity by targeting underserved populations and providing pathways to high demand, high-wage aviation careers

This item seeks approval to implement a cohort of the BITTS Aviation Workforce Development Program. This cohort will expand training access, continue strengthening the aviation talent pipeline in Miami-Dade County, and deepen employer engagement for job placement.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT