



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
GLOBAL TALENT AND COMPETITIVENESS (GTC)
COUNCIL MEETING
Thursday, April 19, 2018
8:00 AM**

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

AGENDA

1. Call to Order and Introductions
2. Approval of GTC Council Meeting Minutes
 - A. December 14, 2017
 - B. February 15, 2018
3. Information – Employed Worker Training Update for New Riviera Nursing & Rehabilitation Center, LLC
4. Information – Employed Worker Training Update for Victoria Nursing & Rehabilitation Center, Inc.
5. Information – Youth Co-Op Cancellation of Northside Career Center Contract
6. Recommendation as to Approval of Revisions to the Individual Training Account Policy
7. Recommendation as to Approval to Allocate funds for the National Flight Academy
8. Recommendation as to Approval to Allocated fund for the Stanley G. Tate Florida Prepaid College Foundation, Inc.



SFWIB GLOBAL TALENT AND COMPETITIVENESS COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: April 19, 2018 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

December 14, 2017 at 8:00 A.M.
 Doubletree Hotel – Exhibition Center
 711 N.W 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	SFWIB STAFF	OTHER ATTENDEES (AUDIENCE)
1. Ferradaz, Gilda– <i>Chairwoman</i> 2. del Valle, Juan Carlos, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Ludwig, Philipp 5. Roth, Thomas	Beasley, Rick Graham, Tomara Kaveherssi, Cheri	Fanno, Shelly – <i>Miami Dade College</i> Kristner, Ken – <i>College of Business & Technology</i> Mawhinney, Matt – <i>Launch Code</i> Pinto, Carla – <i>Miami Dade College</i>
COMMITTEE MEMBERS NOT IN ATTENDANCE 6. Brecheisen, Bruce 7. Gazitua, Luis 8. Piedra, Obdulio 9. Russo, Monica		Girnun, Arnie – <i>New Horizons of South Florida</i> Pulley, S – <i>Miami Dade College</i> Rodanes, Carlos – <i>New Horizons of South Florida</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order

Global Talent and Competitiveness (GTC) Council Chairwoman Gilda Ferradaz called the meeting to order at 8:35am, asked all those present introduce themselves. She noted that a quorum had been achieved.

2. Recommendation as to Approval of August 17, 2017 and October 19, 2017 Meeting Minutes

Mr. Philipp Ludwig moved the approval of August 17, 2017 and October 19, 2017 meeting minutes. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

3. Recommendation as to Approval to Allocate Funds for a Mobile Workforce Assistance Center to Expand Workforce Services

Chairwoman Gilda Ferradaz introduced the item.

Chairwoman Ferradaz requested staff explain why the entity donated its vehicle to CSSF and why any of the other Local Workforce Development Boards (LWB) didn't want the vehicle. CSSF Policy Manager Cheri Kavehersi further explained. Chairwoman Ferradaz further asked whether if the vehicle is still in good (working) condition and Ms. Kavehersi briefly explained. Ms. Graham provided further details. Chairwoman Ferradaz asked whether if the other mobile units are driven often and Ms. Graham responded, "Yes." She provided further details.

Mr. Philipp Ludwig moved the approval to allocate funds for a mobile workforce assistance center to expand workforce services. Motion seconded by Vice-Chairman Juan Carlos del Valle; **Motion Passed Unanimously**

4. Recommendation as to Approval to Allocate Funds to the LaunchCode Foundation, Inc. for Information Technology Immersive CodeCamp Training

SFWIB Chairwoman Gilda Ferradaz introduced the item.

Mr. Clarence Brown moved the approval to allocate funds to the LaunchCode Foundation, Inc. For Information Technology Immersive CodeCamp Training. Motion seconded by Mr. Phillip Ludwig; **Further Discussion(s):**

Mr. Roth inquired about funding and total committed. Ms. Kavehersi further explained. She additionally noted that it all depends on the Training vendor and the type of training programs being provided.

He inquired about the total committed and Ms. Kavehersi explained. A representative from LaunchCode Foundation appeared before the Council and briefly provided details.

Motion Passed by Unanimous Consent

5. Recommendation as to Approval to Allocate Funds to Miami-Dade College for the Future Banker's Training Program

Chairwoman Ferradaz introduced the item.

Mr. Clarence Brown moved the approval to allocate funds to Miami-Dade College for the Future Banker's Training Program. Motion seconded by Vice-Chairman Juan Carlos del Valle; **Motion Passed Unanimously**

6. Recommendation as to Approval to of New Programs for Existing Training Vendors

Chairwoman introduced the item.

Vice-Chairman del Valle moved the approval of new program for existing training vendors. Motion seconded by Mr. Philipp Ludwig; **Further Discussion(s):**

Vic-Chairman del Valle inquired about Miami-Dade College participation in this effort. Ms. Kaveheresi explained that it was recommended as a result of a recent request by a client who appeared before the Board and expressed her concern regarding the need for aviation training. He inquired about the College of Business Technology and Ms. Kaveheresi explained. He further requested information on the mean. Both Ms. Kaveheresi and Ms. Graham provided details.

Motion Passed by Unanimous Consent

7. Recommendation as to Approval to Allocate Funds to Miami Dade College for Hospitality Certification Employment and Training Program

Vice-Chairman del Valle moved the approval to allocate funds to Miami Dade College for a Hospitality Certification Employment and Training Program. Motion seconded by Mr. Philipp Ludwig; **Further Discussion(s)**

In reference to the previous item, Chairwoman Ferradaz inquired about CBT's license which states "provisional." Ms. Kaveheresi explained. The representative of CBT provided further details.

Motion Passed by Unanimous Consent

There being no further business to come before the Committee, the meeting adjourned at 8:55am.



SFWIB GLOBAL TALENT AND COMPETITIVENESS COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: April 19, 2018 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

February 15, 2018 at 8:00 A.M.
 Doubletree Hotel – Exhibition Center
 711 N.W 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	SFWIB STAFF	OTHER ATTENDEES (AUDIENCE)
1. Ferradaz, Gilda– <i>Chairwoman</i> 2. del Valle, Juan Carlos, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Ludwig, Philipp 5. Roth, Thomas	Beasley, Rick Graham, Tomara Kavehersi, Cheri	Glez, Monica – <i>Florida International University (FIU)</i> Nelson, Saliha – <i>Urgent, Inc.</i> Rodanes, Carlos – <i>New Horizons of South Florida</i>
COMMITTEE MEMBERS NOT IN ATTENDANCE 6. Brecheisen, Bruce 7. Gazitua, Luis 8. Piedra, Obdulio 9. Russo, Monica		

Agenda items are displayed in the order they were discussed.

1. Call to Order

Global Talent and Competitiveness (GTC) Council Chairwoman Gilda Ferradaz called the meeting to order at 8:35am, apologized for the delay in starting today’s meeting, and noted into record that the Council is one additional member short from achieving a quorum. She furthermore requested a moment of silence and respect for those that lost their lives at the massive shooting yesterday (2-14-18) at Douglas High School in Parkland Florida.

2. Recommendation as to Approval of August 17, 2017 and October 19, 2017 Meeting Minutes

Deferred due to lack of quorum

Mr. Piedra noted into record there's no quorum.

Chairwoman Ferradaz requested clarification on the difference between “motion passed unanimously” and “motion passed by unanimous consent”. SFWIB Agenda staff Antoinette Jean-Baptiste further explained the differences notated.

[Formal introductions]

3. Recommendation as to Approval of New Training Provider and Program

Chairwoman Gilda Ferradaz introduced the item and SFWIB Policy Manager Cheri Kavehersi further presented and read the item into record.

Mr. Obdulio Piedra asked whether if the school met all of its requirements and Ms. Kavehersi explained that it met all of the standards with the exception of one criteria (being on CSSF's Targeted Occupation List (TOL)). Mr. Piedra asked whether if there is a large audience for this type of training and Ms. Kavehersi responded that the audience is currently small. However, she further explained the demands and developments in Broward County.

Chairwoman Ferradaz requested additional details and Mr. Piedra further explained.

Vice-Chairman Juan Carlos del Valle requested a representative from Adaptive Construction Solutions, Inc. to speak before the Council to address the concern. He additionally noted that the projects currently worked on in Miami will remain in Miami.

Mr. Piedra asked whether if there is a pool of interest for this particular program and the representative responded. “Yes” and provided further explained it is a pilot program to get this program on the current training vendor list.

Mr. Piedra inquired about the location of the various projects and the represented responded that he wasn't too sure but provided additional details regarding current projects at Port St. Lucie, Orlando, Miami and Broward County Florida.

Mr. del Valle requested additional details regarding the locations and the representative provided further details. He additionally noted that the projects created in the various parts of Miami would remain there.

Mr. Piedra briefed the Council about a project currently being worked on valued at \$3 trillion nationally that would require more infrastructures built. Therefore, he briefly shared his comments approving this particular program that he felt would not have a negative impact. He furthermore recommended the item be moved by consensus.

Item moved by consensus of the members present for recommendation to the full board

4. Recommendation as to Approval to Allocate Funds for TechHire Summer Boot Camps

SFWIB Chairwoman Gilda Ferradaz introduced and read the item into record and SFWIB Youth Programs Manager Tomara Graham further presented.

Chairwoman Ferradaz requested verification on current data and Ms. Graham verified there were a total of 465 youth participated in the program and from that amount, a total of 306 completed the program. Mr. Piedra asked whether if there were one third of them were eventually certified. Her response was, "Yes".

Mr. Clarence Brown inquired about the other participants that completed the program. Ms. Graham explained they (142 participants) were given an opportunity to take the exam, however, they chose not to.

There was continued discussion.

Ms. Ferradaz asked whether there were any challenges with the recruitment process. Ms. Graham briefly responded and SFWIB Executive Director Rick Beasley further explained there were no challenges.

Mr. Piedra asked whether if the program was held at North Miami Senior High. Mr. Beasley and Ms. Graham noted into record the following schools:

- North Miami Senior High
- Homestead Senior High
- Norland High
- North Miami Beach Senior High
- Miami Senior High
- South Ridge High
- Robert Morgan Technical
- Miami Lakes Technical
- Lindsey Hopkins Technical
- G. Holmes Braddock Senior High
- South Dade High

Mr. Piedra asked whether if there would be more schools next year and Ms. Graham responded, "Yes". Executive Vice-President of New Horizons, Inc. Mr. Arnie Girnun provided updates.

Mr. Beasley also gave updates on Black Tech Week.

Ms. Ferradaz inquired about participant's goal for this year's TechHire program. Mr. Beasley further explained.

Ms. Ferradaz asked whether if stipends would be same as prior year and Mr. Beasley responded, "Yes".

Mr. Piedra inquired about the number of high schools students and Mr. Beasley provided further details.

The consensus of the members present moved the item to the full board for final approval.

There was continued discussion.

Chairwoman Ferradaz asked whether if the stipends would be the same as prior year and Mr. Beasley responded, “Yes”.

Mr. Piedra asked whether if there is any additional information on the 160 participants that were certified. Mr. Beasley further explained.

Mr. Piedra inquired about a tracking mechanism and Mr. Beasley further explained.

Item moved by consensus of the members present for recommendation to the full board

5. Recommendation as to Approval to Allocate Funds to Purchase Computers for TechHire Center

Chairwoman Ferradaz introduced and read the item into record. Mr. Beasley further presented.

Mr. Brown inquired about CDC’s potential role and Mr. Beasley further explained as well as members of the Council.

Item moved by consensus of the members present for recommendation to the full board

6. Recommendation as to Approval to Release the Workforce Services RFP

Chairwoman Ferradaz introduced the item and Mr. Beasley further presented.

Chairwoman asked whether if their current contract is through June 30th and Mr. Beasley responded, “Yes” and provided further details.

Ms. Chairwoman Ferradaz asked whether if the item should be amended based on latest update. Mr. Beasley responded, “No” as he further explained there would be another amended recommendation brought forward at a later date.

Item moved by consensus of the members present for recommendation to the full board

7. Recommendation as to Approval to Allocate Funds for TechLaunch Training Initiative

Chairwoman Ferradaz introduced and read the item into record. Mr. Beasley further discuss.

Chairwoman Ferradaz introduced Vice-President of Urgent, Inc. Ms. Saliha Nelson who appeared before the Council and provided further details on initiatives.

No further questions or discussions.

The consensus of the members present moved the item to the full board for recommendation and approval.

There being no further business to come before the Committee, the meeting adjourned at 9:15am.



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 4/19/2018

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: NEW RIVIERA NURSING & REHABILITATION CENTER, LLC. EMPLOYED WORKER TRAINING (EWT) UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: NA

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

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

BACKGROUND:

On February 27, 2018, the SFWIB Executive Director approved an Employed Worker Training (EWT) application in the amount of \$6,795 for New Riviera Nursing & Rehabilitation Center, Inc. In accordance with the Application Review/Approval section VIII (B) of the Employed Worker Training Policy, the SFWIB Executive Director has the authority to approve application requests \$50,000 or less.

New Riviera Nursing & Rehabilitation Center, LLC is a for-profit state-of-the-art, 223-bed facility that offers patients a unique health care experience by combining post-acute and rehabilitation services, located in Coral Gables, FL. Furnished with the latest computerized HUR rehabilitation technology and equipment, the team of trained specialist assists patients who require short and long term care as they transition from the hospital to home by expediting the recovery process and restoring function.

The long term health care industry requires New Riviera Nursing & Rehabilitation Center, LLC, to have trained in-house nursing staff to ensure patients are provided with the highest quality services available. The need for training is essential to the long-term success of the center and the care provided to patients. Regulatory and legislative requirements have impacted the center's ability to provide training needed for their existing staff.

Nursing Unlimited, Inc. will deliver training to 21 of the company's 394 employees, and will focus on the following:

- Wound Care Update - provides healthcare professionals with the knowledge to identify prevent and treat Stage III and Stage IV pressure ulcers using the most recent standards of care. Proper care of Ostomies is included in the training.
- Peripherally Inserted Central Catheter (PICC) Line Insertion - training in the latest technological advancements in IV therapy, which includes theory and simulated practice on the anatomically correct Peter

PICC line manikin. Successful completion of the training allows experienced registered nurses to insert this line according to healthcare facility policy. PICC lines establish venous access in patients in a safe, cost-effective and improved manner.

- IV Therapy – is a 30-hour training that meets the requirements of the Florida State Board of Nursing for certification of Licensed Practical Nurses (LPN) to administer improved and enhanced IV therapy. The training also serves as an update for registered nurses who have been out of clinical practice and want to improve and enhance their IV skills. Consisting of both theory and practice sessions, emphasis will be on quality care issues, employing scrupulous aseptic procedure to prevent infection and proper insertion technique to minimize patient discomfort.

Employees who successfully complete the training will receive a certificate of completion in Wound Care and PICC Line Insertion, 30-hour IV Therapy certification that meets the Florida State Board of Nursing requirements for LPNs to administer IV therapy and see an immediate increase in wages. Training is projected to be completed by June 15, 2018.

The table below sets forth the cost of the project.

Project Amount	Number of Employees to be Trained	Cost per Participant
\$6,795	21	\$323.57

FUNDING: As described within the background section.

PERFORMANCE: As described within the background section.

NO ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 4/19/2018

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: VICTORIA NURSING & REHABILITATION CENTER, INC. EMPLOYED WORKER TRAINING (EWT) UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: NA

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

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

BACKGROUND:

On February 27, 2018, the SFWIB Executive Director approved an Employed Worker Training (EWT) application in the amount of \$12,195 for Victoria Nursing & Rehabilitation Center, Inc. In accordance with the Application Review/Approval, section VIII (B) of the Employed Worker Training Policy, the SFWIB Executive Director has the authority to approve application requests \$50,000 or less.

Victoria Nursing & Rehabilitation Center, Inc. is a for-profit skilled nursing facility with 264 beds, of which 196 beds are private, located in Miami, FL. The center provides specialized care to help minimize hospital stay and prepares patients to return home or begin a lower level of care. Registered nurses, certified nursing assistants, physical, occupational and speech therapist offers quality medical, nursing and rehabilitation services; and the facility is rated 5-star by Centers for Medicare and Medicaid Services for excellence in healthcare and rehabilitation services.

The long term care industry requires Victoria Nursing & Rehabilitation Center, Inc., to have trained in-house nursing staff to ensure that patients are provided with the highest quality services available. The need for training is essential to the long-term success of the center and the care provided to patients. Regulatory and legislative requirements have impacted the center's ability to provide the training needed for their existing staff.

Nursing Unlimited, Inc. will deliver training to 41 of the company's 454 employees, and will focus on the following:

- Wound Care Update - provides healthcare professionals with the knowledge to identify prevent and treat Stage III and Stage IV pressure ulcers using the most recent standards of care. Proper care of Ostomies is included in the training.
- Peripherally Inserted Central Catheter (PICC) Line Insertion - training in the latest technological advancements in IV therapy, which includes theory and simulated practice on the anatomically correct Peter

Peripherally Inserted Central Catheter (PICC) line manikin. Successful completion of the training allows experienced registered nurses to insert this line according to healthcare facility policy. PICC lines establish venous access in patients in a safe, cost-effective and improved manner.

- IV Therapy – is a 30-hour training that meets the requirements of the Florida State Board of Nursing for certification of Licensed Practical Nurses (LPN) to administer improved and enhanced IV therapy. The training also serves as an update for registered nurses who have been out of clinical practice and want to improve and enhance their IV skills. Consisting of both theory and practice sessions, emphasis will be on quality care issues, employing scrupulous aseptic procedure to prevent infection and proper insertion technique to minimize patient discomfort.

After completion of the training, individuals that complete their courses will see an immediate impact on their wages and the company will continue its long term successful operation of its facility and patient care.

Employees who successfully complete the training will receive a certificate of completion in Wound Care and PICC Line Insertion, 30-hour IV Therapy certification that meets the Florida State Board of Nursing requirements for LPNs to administer IV therapy and see an immediate increase in wages. Training is projected to be completed by June 15, 2018.

The table below sets forth the cost of the project.

Project Amount	Number of Employees to be Trained	Cost per Participant
\$12,195	30	\$297.44

FUNDING: As described within the background section.

PERFORMANCE: As described within the background section.

NO ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 4/19/2018

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: YOUTH CO-OP REQUEST TO CANCEL NORTHSIDE CENTER CONTRACT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On March 22, 2018, Youth Co-Op Inc. submitted a written notification to the Executive Director to terminate their Workforce Services contract to operate the Northside Career Center. The SFWIB Workforce Services contract requires a provider to submit in writing a request to terminate their contract a minimum of 60 days prior to the requested termination date. The Executive Director received their request on March 22, and has approved the request.

The SFWIB Staff will begin coordination with the Youth Co-Op staff immediately to prepare for the transition. SFWIB will assume full operations of the Northside Center on May 21, 2018. Current center staff that Youth Co-Op does not retain will be given the opportunity for continued employment.

The SFWIB staff will also add the Northside location to the current Request for Proposals for Workforce Services released on March 14, 2018.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 4/19/2018

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: INDIVIDUAL TRAINING ACCOUNT POLICY REVISIONS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of a revised Individual Training Account (ITA) Policy, as set forth below.

STRATEGIC GOAL: **HIGH ROI THROUGH CONTINUOUS IMPROVEMENT**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of a revised Individual Training Account (ITA) Policy, as set forth below.

On August 17, 2017, the SFWIB approved a revision to the Individual Training Account (ITA) Policy. The policy guides SFWIB Center operators and Training Providers in the administration of an ITA. Federal and state law permit local workforce development boards to independently develop criteria for the selection and maintenance of Training Providers and Programs.

SFWIB staff recommends to the Global Talent and Competitiveness Council the following main ITA Policy revisions:

1. Formatting for consistent with all SFWIB Policies.
2. Definitions – added Classification of Instructional Program, Employ Florida, Labor Market Information, Occupational Information Network (O*NET), Occupation Training Area, Quadrant Benchmark, Recognized Postsecondary Credential, Stackable Credential, Standard Occupational Classification System; and revised the definitions for Individual Employment Plan, Individual Training Account, ITA Maximum Amount, ITA/voucher, Occupational Training Area, Pell Grant, Stackable Credential, and Targeted Occupational List.
3. ITA Fee Structure
 - a. ITA Cost - revisions to the submission date and cost structure information.
4. ITA Voucher – added language clarifying voucher process.

5. Financial Aid – added language clarifying documentation required for participant’s file, training vendors responsibility to the SFWIB or its authorized representative and the timeframe for reimbursement to the SFWIB.
6. Duplication of Payment – added criteria for training vendors to reimburse the SFWIB for duplicate payments consistent with the Training Vendor Agreement.
7. Limitations – added language consistent with the Training Vendor Agreement regarding the exception to the number of ITA participants are allowed and the language in which training programs may be delivered.
8. Performance Measures
 - a. Added the criteria for the Postsecondary Credential Attainment Rate which is one of the three required performance measures training vendors must satisfy for each training program offered.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

I. OF INTEREST TO

The Individual Training Account (ITA) Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), Workforce Development Area (WDA) 23 (Miami-Dade and Monroe Counties) CareerSource center contractors (Service Providers), Training Vendors, WDA 23 jobseekers, and SFWIB staff.

II. **Subject**

Training utilizing Individual Training Accounts (ITAs)

III. **Purpose**

The purpose of the ITA Policy is to provide all SFWIB stakeholders with uniform guidelines regarding the use of training funds to pay for approved training programs and to determine subsequent program eligibility.

IV. **Background**

An ITA is the vehicle through which the SFWIB expends training dollars. An ITA may be used to pay for or help defray the cost of training by an approved SFWIB Training Vendor. An ITA may also be used to provide training in an occupation clearly linked to a priority industry that is in local demand or appears on the WDA 23 Targeted Occupations List (TOL). Individual training accounts are available to customers eligible for WIOA Adult, Dislocated Worker, Youth and Welfare Transition programs; however, it should be noted that an ITA is neither an entitlement nor a right.

V. **STATUTORY AUTHORITIES**

Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128

Florida Statutes, Title XXXI, Chapter 445 – Workforce Services, State of Florida Workforce Innovation Act of 2000

VI. **DEFINITIONS**

1. Actual Start Date: the date that the participant commences classes.
2. Approved Training Program: a SFWIB-Approved occupational training program, including online training linked to occupational and program titles seen on WDA 23's current Targeted Occupations List.
3. Assessment: the process by which Career Center staff evaluates eligible participants before they enroll in a training program.
4. Classification of Instructional Program (CIP) Code: designed by the U.S. Department of Education's National Center for Education Statistics (NCES), the 10-digit CIP code provides a taxonomic scheme that supports the accurate tracking, assessment and reporting of fields of study and program completions activity.
5. Completion: the total number of classroom hours or competencies required for a participant's attainment of a certificate or degree.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

6. Credential: a formalized recognition (i.e., certificate, certification, degree) of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. The technical or occupational skills are generally based on standards developed and/or endorsed by employers. A credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder. A "work readiness" certificate is not included in this definition as it does not document measurable technical or occupational skills necessary to gain employment or advance within an occupation.
7. Credential Attainment: a participant's attainment of a certificate or degree issued by the State of Florida and/or competencies required for a specific job or occupational group at the conclusion of a course of study.
8. Economic Benefit per Placement: the return on investment per approved training program for each participant placed.
9. Employ Florida (EF): the State of Florida's system for tracking Federal performance on participants enrolled in an Individual Training Account. The tool is another component of the Employ Florida network of workforce services and resources. It is a powerful online tool specifically designed to help connect employers and job seekers.
10. Individual Employment Plan (IEP): is an individualized career service under the WIOA that is developed jointly by the participant and career planner when determined appropriate by the career center or career center operator. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals. As part of the IEP process, participants are provided with information regarding eligible providers of training services and career pathways to attain career objectives.
11. Individual Training Account (ITA): is a scholarship in the form of a voucher that covers training costs (i.e., tuition, fees, books, required materials and supplies) for eligible adult or dislocated workers in need of training services in order to secure employment. The scholarship pays for enrollment in an SFWIB approved training program.
12. ITA Maximum Amount: the maximum dollar amount that can be paid for each SFWIB approved program.
13. ITA Voucher: the system-generated instrument used to pay for SFWIB approved training programs. The instrument is only valid if it contains all required signatures (i.e., participant, career advisor and supervisor).
14. Labor Market Information (LMI): the Florida Department of Economic Opportunity's Labor Market Statistics Center produces, analyzes, and delivers timely and reliable labor statistics information to improve economic decision-making. Information regarding economic indicators, salaries, high and low demand occupations, occupational and demographic data, and more on Florida and more specifically local areas may be obtained. Additional information may be accessed through the U.S. Bureau of Labor Statistics.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

15. Occupational Information Network (O*NET): is a Standard Occupational Classification (SOC) based system, accessed as a free online database that contains hundreds of occupational definitions to help students, job seekers, workforce development and human resources professionals, researchers, and others to understand today's world of work in the United States.
16. Occupational Training Area: program titles linked to occupational titles below Bachelor's Degree level listed on the Standard Occupational Classification (SOC) to Classification of Instructional Program (CIP) Crosswalk.
17. Pell Grant: the federal grant available to eligible participants for training program costs, in whole or part.
18. Performance Measures/Standards: a set of Federal, State and local standards for determining a Training Vendor's compliance with completion and placement requirements.
19. Placements: the number of participants that obtain unsubsidized employment following completion of a training program.
20. Quadrant Benchmark: the linkage of an educational program to one of four quadrant categories: High Growth/High Wage (HG/HW), Low Growth/High Wage (LG/HW), High Growth/Low Wage (HG/LW), and Low Growth/Low Wage (LG/LW). The maximum dollar amount allocated for each occupational training area is a direct correlation of the four listed categories.
21. Recognized Postsecondary Credential: an award that requires completion of an organized program of study at the post-secondary level bestowed by an accredited educational institution, an industry recognized association, or an occupational association or professional society. The credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. The types of credentials includes educational diploma, certificate or certification (typically for one academic year or less of study); an associate (2-year) or baccalaureate (4-year) degree; registered apprenticeship certificate of completion; a license (typically awarded/recognized by the State involved or Federal Government); and industry-recognized or professional association certificate or certification (also known as personnel certifications); and other skill certificates for specific skill sets or competencies within one or more industries or occupations. Work readiness certificates or those awarded by workforce development boards are not part of this definition because neither type of certificate documents the measureable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Similarly, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

22. Stackable Credential: a credential that is part of a sequence of credentials that can be accumulated over time to build an individual's qualifications and help them move along a career path or up a career ladder to different and potentially higher-paying jobs.
23. Standard Occupational Classification (SOC) System: a system used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. This system of occupational code assignments assists users of the information relate a job title or occupational specialty to a six-digit Occupational Information Network (O*NET) SOC occupation.
24. Workforce Management System (WFMS) formerly the Service Account Management System (SAMS): the system for tracking participants' training-related information, i.e., expenditures and performance data.
25. Targeted Industries: industries determined by the SFWIB as a priority for occupational training; currently, those industries are Aviation; Creative Design; Hospitality & Tourism; Information Technology Banking & Finance; Life Science & Healthcare; and Trade & Logistic.
26. Targeted Occupations List (TOL): a State-compiled list of occupations that Local Workforce Development Boards may offer training in.
27. Training-Related Placement: the number of participants that obtain unsubsidized employment in an occupational area relevant to the training program completed.

VII. Assessment

CareerSource center staff is required to individually assess eligible participants for training **prior to** the issuance of an ITA voucher. The assessment process consists of examining a participant's academic and employment background as well as developing an Individual Employment Plan (IEP) which includes short- and long-term career interests. The intent of this process is to assist the participant in selecting a training program in which he/she is likely to succeed, and ultimately contribute to the achievement of economic self-sufficiency.

VIII. Individual Training Account Fee Structure

A. ITA Cost

Training Vendors are required to submit program cost modifications with supporting documentation to SFWIB staff, **no later than April 1st** of the current Program Year (PY) for the next PY. Program cost modifications may include, but are not limited to tuition, the cost of the credential(s) and the projected time frame of credential attainment. The information is used to update the program cost seen on the SFWIB website and in the WFMS. The maximum ITA amount for each program year is derived from the program cost information submitted by public education training vendors.

Specifically, the ITA limit per public school training program is set at 100% of the public institutions' submitted cost information. **Where there is no approved public education institution comparable program, the cost of the approved private training vendor's program will be based**

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

on the previous program year's maximum ITA amount, a Florida public education institution's comparable program, and within the applicable quadrant benchmark category.

B. Individual Training Account Cap

The maximum cap for the ITA is **\$10,000**.

C. ITA Amount for Occupational Training Areas

The ITA amount for each occupational training area is based on whether the occupation is identified as High Wage/High Growth, High Wage/Low Growth, Low Wage/High Growth, and Low Wage/Low Growth.

The maximum ITA amounts are divided into the four/quadrant categories as follows:

- Occupations identified as High Growth/High Wage **up to and including \$10,000**.
- Occupations identified as Low Growth/High Wage **up to and including \$7,500**.
- Occupations identified as High Growth/Low Wage **up to and including \$5,000**.
- Occupations identified as Low Growth/Low Wage **up to and including \$2,500**.

The formula to determine an occupation's quadrant category is based on the State of Florida's LMI data for the fastest growing occupations within WDA 23 by the growth and salary rates. Annually, the average growth and average salary rates are determined for the identified occupations, sorted by the growth rate and average salary, and placed in the appropriate category.

D. ITA Voucher

A voucher will be issued covering up to and including 50 percent of the maximum approved ITA amount. The actual start date must be entered in the WFMS and the participant must attend class for 14 days after the actual start date of training before the voucher can be submitted for payment. The 14-day period begins when the participant's information is entered in the WFMS, such as actual start date and length of program.

Upon the participant's completion of up to and including 50 percent of the training program, a voucher will be issued for the remaining maximum ITA amount. **Note:** payment of the remaining amount is contingent upon the training provider's submission of documentation evidencing the participant's attendance records to the applicable service provider.

All vouchers must be issued within the same Program Year in which the service(s) was/were rendered.

Please refer to the SFWIB Performance Reporting Requirements Policy & Procedures for more information.

IX. **Duration of Training for Individual Training Accounts**

Individual Training Accounts can only be used to cover the cost of **up to and including** one year of training. This is a lifetime limit.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

Exception: Programs identified by the SFWIB as targeted industries are exempt from the one-year limitation.

If the SFWIB participant's training cost is covered by another funding source, for example Pell Grants or scholarships, of the maximum ITA amount approved only **up to and including** \$2,000 may be issued via voucher to offset the costs of books, certification examination/testing fees, etc., for up **to and including** one year of training.

Note: the \$2,000 is included within the approved maximum ITA amount.

SFWIB participants who elect a training program that is longer than one year (i.e., an Associate in Science (A.S.) degree program) will be responsible for all training costs beyond the one year covered by the ITA.

Associate of Arts (A.A. Degree) and Bachelor Degree programs are not covered by ITAs, except when the SFWIB determines there is a training program that demonstrates effectiveness to serve targeted populations.

X. Financial Aid

A. Pell Grants

All SFWIB participants requesting an ITA are required to apply for the Pell Grant (Pell or Title IV) prior to enrolling in training by completing the Free Application for Federal Student Aid (FAFSA). The Expected Family Contribution (EFC) number and the Pell Award amount must be provided at time of enrollment. Documentation evidencing the participant applied for the PELL grant must be obtained by the training vendor and a copy provided to the service provider to be maintained in the participant's file.

In the case where the Pell award changes from the amount stipulated in the original award letter, the previously approved ITA amount paid by the SFWIB cannot be adjusted.

In the case where the Pell award is in excess of the ITA voucher amount used when the SFWIB participant enrolled, the Training Vendor must reimburse the SFWIB the difference within 10 days of the occurrence.

B. Other Financial Aid/Student Loans

SFWIB participants who are eligible for a Pell Grant that elect to attend training programs, may be required to obtain student loans, grants and/or other financial aid to cover the cost of the program in which they wish to enroll if the ITA amount and the Pell Grant do not cover the full cost of the program. An acknowledgement form stating the same must be signed by the participant and maintained in their file.

If the SFWIB participant is not Pell eligible, or the school or program is not Title IV eligible, the SFWIB participant is required to obtain student loans, grants and/or other financial aid to cover the cost of the program not covered by the ITA amount. The SFWIB will not be responsible for any debts incurred by an SFWIB participant. Any outstanding balances for training not covered by the ITA shall be the sole responsibility of the participant.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

The Training Vendor must provide the SFWIB or the SFWIB authorized representative with written documentation regarding other financial aid received by each participant. The documentation shall include, at a minimum, the notice of award with the participant's name, the last four digits of the social security number, student identification number that lists each type of financial aid received, the amounts (if known), and the source of the funds.

XI. Duplication of Payment

The Training Vendor shall reimburse the SFWIB for any duplicate payments. Additionally, the SFWIB reserves the right to withhold payments requested by the Training Vendor to offset duplicate payments.

XII. Limitations

- 1) Only one training program per SFWIB participant can be paid through the ITA; participants are limited to one lifetime ITA. **Exception:** Programs identified by the SFWIB as targeted industries are exempt from the one-year limitation.
- 2) The SFWIB participant must enroll in school half-time or full-time as defined by the Training Vendor.
- 3) The ITA can only be used for courses that are specifically required for the program of study.
- 4) The SFWIB will only pay once for each required class in an approved training program. The SFWIB will not pay for re-takes. This one-time payment includes remedial courses.
- 5) The SFWIB will only pay once for each required certification examination.
- 6) The Training Vendor is required to conduct all training in the English language in those occupations/programs where licensing and certification examinations are only offered in the English language. This requirement seeks to ensure that SFWIB participants are trained in the same language that they will be tested and able to comprehend the licensing and certification examinations. Associate of Arts (A.A. Degree) and Bachelor Degree programs are not covered by the Individual Training Account, unless as specified under Section IX, Duration of Training for Individual Training Accounts: Exception.
- 7) Individual Training Account (ITA) funds may not be utilized to pay for Microsoft Office Suite (MOS) training; or other training programs that integrate 30 percent or more of MOS training as part of a program's course offerings.

XIII. Workforce Management System (WFMS)

Approved SFWIB Training Vendors shall utilize the SFWIB WFMS Training Reconciliation module to submit information on training status (drop, withdrawals, Pell information, etc.), attendance, training progress, placement, credential attainment information, and performance data on a regular basis. The Training Vendor is required to provide credential information to the Service Provider and any follow-up data.

Service Provider case managers shall track SFWIB participants' training performance through WFMS.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

Please refer to the SFWIB Performance Reporting Requirements Policy & Procedures for more information on the responsibilities of Training Vendors and Service Providers relevant to WFMS data reconciliation.

XIV. Performance Measures

Training Vendors who agree to accept an ITA from the SFWIB are required to meet a minimum of three of the following five SFWIB performance measures relevant to each training program offered. Two of the three performance measures must be the Placement after Training and Postsecondary Credential Attainment Rate standard. The table below outlines the performance measure requirements.

Performance Measure	Performance Standard
Completion Rate	70%
Placement After Training	70%
Training-Related Placement	70%
Postsecondary Credential Attainment Rate	70%
Economic Benefit Per Placement	Quadrant Benchmark
Low Growth / Low Wage	\$14,785
High Growth / Low Wage	\$12,493
Low Growth / High Wage	\$31,542
High Growth / High Wage	\$29,201

A. Completion Rate

This measure examines the percentage of participants who successfully complete training in an approved SFWIB program.

B. Placement after Training

This measure examines those SFWIB participants who completed training and have been placed in unsubsidized employment within **180** days of training completion.

C. Training-Related Placements

This measure examines those SFWIB participants who have a training outcome and obtained unsubsidized employment in a training-related occupation within **180** days of the outcome. All Training Related Placements must have a wage rate at or above the training program's Quadrant Benchmark.

D. Postsecondary Credential Attainment Rate

A measure that examines SFWIB participants who, during a program year, obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from a training program; or who are in an education or training program that leads to a recognized postsecondary credential or employment and are achieving measurable skill gains toward such a credential or employment within one year after exit from the program.

SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

E. Economic Benefit per Placement

This measure examines the percentage of the return on investment per approved training program for each participant placed. **The approved program must meet and/or exceed the standard economic benefit per placement by quadrant.**

F. Subsequent Eligibility

Training vendors seeking to have an approved training program considered for renewal, must meet or exceed a minimum of three of the performance measures, of which, two must be the Placement After Training and Post-Secondary Credential Attainment Rate. A training program must have 12 months of continuous performance to review for a reporting period; otherwise the program will be removed. The program will not be considered for renewal for a minimum of one year from the date of removal.

Programs neither meeting nor exceeding a minimum of two of the required measures will be removed from the list of SFWIB approved offerings. Training vendors must resubmit the removed program for programmatic review and SFWIB approval a minimum of one year from the date of removal in order to have the program returned to the list of approved offerings.

XV. **Roles and Responsibility**

Training Vendors and Service Providers are required to input data relevant to each of the above measures into the Training Reconciliation Module of the WFMS. Additionally, Service Providers are required to input wage data per placement into the WFMS. Supporting documentation for each system entry must be readily available to the SFWIB for review. Please refer to the SFWIB Performance Reporting Requirements Policy and Procedures for additional information.

XVI. **Exceptions**

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 4/19/2018

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: NATIONAL FLIGHT ACADEMY PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The SFWIB Staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to allocate funding in an amount not to exceed \$180,000 to Temporary Assistance for Needy Families (TANF) Program fund to support the National Flight Academy Program.

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

STRATEGIC PROJECT: **Expand career exploration pathway programs**

BACKGROUND:

The National Flight Academy's mission is to inspire and educate future generations of leaders through positive exposure to Naval Aviation. The program blends the culture and excitement of Aviation with 21st century technology and core competencies in an exclusive, entertaining and engaging immersive environment to provide a learning adventure with a lasting impact. Through the application of Science, Technology, Engineering, and Mathematical (STEM) concepts in a non-class learning environment, students gain confidence in themselves and their ability to pursue career pathways in these fields of study.

Attendance at this academy for students for participants of CareerSource South Florida's Youth Programs to broaden their perspective on future career pathways in the Aerospace Industry while also developing leadership skills and enhancing academy proficiency in preparation for their future as productive citizens and leaders. In building the capacity to align career education, develop career pathways and expose students to STEM occupations, the SFWIB has developed the following partnerships:

- Miami-Dade County Public Schools, Miami Dade College, and Florida Memorial University
- Experience Aviation, ICare, Kiwanis Club, Mexican American Council, 100 Black Men of South Florida, Take Stock In Children
- AAR and Boeing Aviation
- Miami-Dade County, Federal Aviation Administration, Miami International Airport
- One Community One Goal Aviation Committee -- Beacon Council

Through dedication and funding of the South Florida Workforce Investment Board, High School students have immersed themselves in Science, Technology, Engineering and Mathematics (STEM) learning through the National Flight Academy - Explore Ambition Program (NFA) in the summer of PY 2013-2014 and PY 2013-2014. Funding covers the cost 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 through the NFA Aviation Program

A total of 100 students will participate. The students will visit the NFA during the school Summer Break, June 20-24, 2016.

In the following procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A Two-Thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award National Flight Academy, an allocation not to exceed \$180,000 in Temporary Assistance To Needy Families (TANF) funds to support the National Flight Academy Program cost.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 4/19/2018

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: FLORIDA COLLEGE PLAN SCHOLARSHIPS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to approve the purchase of Fifty (50) 4-year and Twelve (12) 2-years Florida Prepaid College Plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc. in the amount of \$ 1,479,278 in Temporary Assistance for Needy Families funds and to allocate the plans, as set forth below.

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

STRATEGIC PROJECT: **Joint contribution for youth career pathway models**

BACKGROUND:

The Stanley G. Tate Florida Prepaid College Foundation, Inc., which was authorized by the Florida legislature in 1989, is a partnership between state government and the private sector. The Foundation administers the Stanley Tate Project STARS Scholarship Program, which was designed to provide Prepaid postsecondary tuition scholarships to low-income students at risk of dropping out of school who may not otherwise be able to afford a college education. Once selected, the student must abide by their school's code of conduct, meet with a mentor on a regular basis, remain drug and crime free and maintain passing grades. The Stanley G. Tate Florida Prepaid College Foundation, Inc. is a non-profit 501(c)(3) direct support organization for the Florida Prepaid College Board.

The allocation of the Florida Prepaid College plans is outlined as follow:

Florida Prepaid College Plan	2019 Scholarships		2020 Scholarships		Total Scholarships	
	#	\$	#	\$	#	\$
Take Stock In Children	0	\$ -	24	\$ 664,916	23	\$ 664,916
5000 Role Models	12	\$ 94,037	8	\$ 221,639	16	\$ 315,676
Mexican American Council	0	\$ -	6	\$ 166,229	6	\$ 166,229
Big Brothers Big Sisters	0	\$ -	6	\$ 166,229	6	\$ 166,229
Pace School for Girls	0	\$ -	6	\$ 166,229	5	\$ 166,229
TOTALS	12	\$ 94,037	50	\$ 1,385,241	62	\$ 1,479,278

Take Stock in Children will continue to manage the scholarship program and serve as the administrator, purchasing and fiscal agent for the above organization. The organization is responsible for program implementation, youth eligibility, program selection, case management, and tracking. All organizations provide educational, social, and mentoring services to youth who are likely to enroll in a post-secondary institution. In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of the SFWIB. A Two-Thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$479,278 in Temporary Assistance for Needy Families funds for Stanley G. Tate Florida Prepaid College Foundation, Inc. to purchase Fifty (50) 4-year and Twelve (12) 2-years Florida Prepaid College Plans.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT