



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Thursday, December 13, 2018

9:30 A.M.

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

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
 - a. October 18, 2018
3. Chairman's Report
4. Executive Director's Report
 - a. Executive Director Update
 - b. Recommendation as to Approval of 2019 SFWIB Meeting Calendar
5. Executive Committee
 - a. Information – Miami-Dade County Office of Inspector General Update
 - b. Recommendation as to Approval to Authorize SFWIB Staff to Release a RFP for the Selection of Refugee Employment and Training Service Providers
6. Finance and Efficiency Council
 - a. Information – Financial Report – October 2018
 - b. Information – USDOL National Dislocated Worker Program Audit
 - c. Recommendation as to Approval to Accept Fiscal Year 2017-2018 Audit Reports
 - d. Recommendation as to Approval to Allocate Funds for the Talent Development Network

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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."

7. Global Talent and Competitiveness Council
 - a. Recommendation as to Approval to Allocate Funds for the National Flight Academy Program
 - b. Recommendation as to Approval to Allocate Funds to Miami-Dade College for the Future Banker's Training Program
 - c. Recommendation as to Approval of Revisions to the Paid Work Experience (PWE) Training Policy
 - d. Recommendation as to Approval to Allocate Funds to Miami-Dade College for Culinary and Catering Employment Training Program
8. Performance Council
 - a. Information – Refugee Employment and Training Program Performance Overview
 - b. Information – Workforce Services Balanced Scorecard Report Update
 - c. Information – Consumer Report Card
 - d. Information – Youth Partners Regional Performance Update
9. Nominating Committee

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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

OTHER ATTENDEES		
Buitez, Jessica – <i>Cuban American National Council, Inc.</i>	Rodriguez, Maria – <i>Youth Co-Op, Inc.</i>	
Collazo, Janet – Cuban National Council, Inc.	Sante, Alicia – Youth Co-Op, Inc.	
Cordon, Mayelin – <i>Community Coalition, Inc.</i>	Somellien, Ana – <i>Adults Mankind Organization, Inc.</i>	
Farinas, Irene – Adults Mankind Organization, Inc.		
Fraguela, Aimee – <i>Lutheran Services Florida</i>		
Galano, Rosaida – <i>Cuban American National Council, Inc.</i>		
Gonzalez- Cruz, MaryJane – <i>Lutheran Services Florida</i>		
Loredo, Estefania – China Latin Trade		
Mendez, Jessy – Community Coalition Inc.		

Agenda items are displayed in the order in which they were discussed.

1. Call to Order and Introductions

Chairman Bridges called the meeting to order at Asked all those present introduce themselves and noted that a quorum had not been achieved.

2A. Approval of Meeting Minutes –SFWIB Meeting – August 16, 2018

Vice Chairman Andy Perez moved the approval of August 16, 2018 meeting minutes.
Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

[Mr. Joe Chi returned to the meeting room (arrived prior to meeting start time)]

3: Chairman’s Report

Deferred

4. Executive Director's Report

4a. Executive Director Update

Chairman Bridges introduced the item and Executive Director Rick Beasley presented his report. Each member received a copy. The report contained information on the following: FEDERAL - Appropriations & Budget; FEDERAL - Gainful Employment Rule; DOL / FEDERAL – How Did Employment Fare a Decade after Its 2008 Peak; and LOCAL - Summer Youth Internship Program

No further questions or discussions.

[Ms. Ferradaz stepped out of the meeting room]

5. Executive Committee

5A. Information – 2016-2020 CareerSource South Florida Strategic Operational Plans Update

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

Vice-Chairman Perez inquired about the status of an operational plan for first time offenders. Mr. Beasley provided details. Chairman Bridges noted to refer to Goal Goal# 3 of the report:

Mr. Gibson shared his comments regarding the importance of focusing on that particular population.

[Ms. Ferradaz stepped returned]

5B. Information – Miami-Dade County Office of Inspector General Update

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

No further questions or discussion.

5C. Recommendation as to Approval of the SFWIB to Continue to Provide Direct Employment and Training Services

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

Mr. Manrique inquired about a cost analysis and Mr. Beasley provided details.

Mr. Manrique recommended a cost analysis.

Mr. Roberto Datorre moved the approval of the SFWIB to Continue to Provide Direct Employment and Training as amended to include a cost analysis. Motion seconded by Mr. Carlos Manrique; **Motion Passed Unanimously as Amended**

5D. Recommendation as to Approval of a Contract Extension for Refugee Employment and Training Service Providers

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

Vice Chairman Perez moved the approval of a Contract Extension for Refugee Employment and Training Service Providers. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

5E. Recommendation as to Approval to Temporary Contract with ResCare E & T to Operate Two (2) Additional Career Centers

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

Mr. Philipp Ludwig moved the approval to temporary contract with ResCare E & T to Operate Two (2) Additional Career Centers. Motion seconded by Mr. Charles Gibson;
Motion Passed Unanimously

5F. Recommendation as to Approval to Continue the Performance Monitoring Contract with Anthony Brunson, Inc. P.A

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

Vice-Chairman Perez moved the approval to continue the performance monitoring contract with Anthony Brunson, Inc. P.A. Motion seconded by Ms. Monica Russo;
Motion Passed Unanimously

6. Finance and Efficiency Council

6A. Information – Financial Report – July 2018

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

Revenues:

No revenue adjustments

Expenses:

Minimal expenditures

No further questions or discussions.

6B. Information – Department of Economic Opportunity Monitoring Report

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

No further questions or discussions.

6C. Information - DEO 2018-19 Internal Controls Questionnaire and Assessment

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

No further questions or discussions.

7. Global Talent and Competitiveness Council

7. A. Recommendation as to Approval of a New Program for an Existing Training Provider

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

GTC Chairwoman Gilda Ferradaz presented and noted that a quorum of members had not been achieved.

Mr. Kenneth Scott moved the approval of a new program for an existing training provider. Motion seconded by Mr. Bruce Brecheisen; **Motion Passed Unanimously**

No further questions or discussions.

7B. Recommendation as to Approval of Refugee Services Contractors

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

[Request to speak had been acknowledged however rescinded by requester]

Chairwoman Ferradaz inquired about the extension period. And Mr. Beasley advised that it can be extended for an additional 30 days.

Chairman Bridges recommended extending the next scheduled Executive Committee meeting. Mr. Beasley

Ms. Russo moved the approval of Refugee Services Contractors as amended with an additional 30 day extension. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously as Amended**

7C. Recommendation as to Approval of a Comprehensive One-Stop Career Center Designation

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

Mr. Clarence Brown moved the approval of a comprehensive one-stop career center. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

7D. Recommendation as to Approval to Launch a TechHire Center for Women

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

Mr. Clarence Brown moved the approval to launch a TechHire Center for Women. Motion seconded by Vice-Chairman Andy Perez; **Further Discussion(s);**

Mr. Gibson inquired about the number of women that will participate. Mr. Beasley provided further details.

Motion Passed by Unanimous Consent

7E. Recommendation as to Approval to Launch a Homeless Initiative

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

Mr. Clarence Brown moved the approval to launch a Homeless Initiative. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

7F. Recommendation as to Approval to Launch a Career Development Center at

Florida Memorial University

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

Mr. Clarence Brown moved the approval to launch a Career Development Center at Florida Memorial University. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

8A. Information – Refugee Employment and Training Program Performance Overview

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

Ms. Ferradaz inquired about the two providers and Mr. Beasley provided details. She inquired about past performances and Mr. Beasley provided details.

8B. Information – Workforce Services Balanced Scorecard Report Update

Chairman Bridges introduced the item and Mr. Beasley further presented. Adult Programs Manager David Gilbert briefly presented.

No further questions or discussions.

8C. Information – Youth Partners Regional Performance Update

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

No further questions or discussions.

There being no further business to come before the Board, meeting adjourned at 10:32am.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: SFWIB CHAIRMAN'S REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 4A

AGENDA ITEM SUBJECT: SFWIB EXECUTIVE DIRECTOR'S REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



South Florida Workforce Investment Board

December 13, 2018

Executive Director's Report

1. FEDERAL – Appropriations

On Friday, December 8, President Trump signed a two-week stopgap spending bill that will keep the government open through Friday, December 21, setting up a pre-Christmas showdown with Congress over border wall funding. The two-week continuing resolution funds the Departments of Homeland Security, State, Interior, Justice, Transportation and Commerce, among others, at current funding levels. The legislation also provides a two-week stopgap for the National Flood Insurance Program and extends programs included in the last stopgap measure, such as the Violence Against Women Act, for an additional two weeks.

On Thursday, December 7, the House and Senate cleared legislation that allocates \$1.6 billion for border security and Democrats are holding strong that the level will not increase. President Trump has threatened to veto any spending measure that doesn't allocate his \$5 billion request. There are now two-weeks for Republicans and Democrats to hash out differences and try to avoid a shutdown over the holidays.

2. FEDERAL – Minimum Wage

On Wednesday, December 12, the House Education and the Workforce Subcommittee on Workforce Protections will hold the hearing "Mandating a \$15 Minimum Wage: Consequences for Workers and Small Businesses" in the Rayburn House Office Building at 10:00 a.m. EST. Republicans, in their last hearing in the majority, will use the hearing to make the case that a \$15 minimum will hurt businesses. Congressman Bobby Scott (VA), who's expected to take over as chairman, said last month that the committee will take up \$15 minimum wage legislation next year. Scott has said that the minimum wage bill will be one of the first the committee will consider with the expectation that something very similar, but not identical to, the Raise the Wage Act, which is \$15 by 2024, will be under consideration.

3. FEDERAL – Department of Education/Gainful Employment Rule

The Trump administration missed a key November 1 deadline to finalize Education Secretary Betsy DeVos' proposal to completely eliminate the Obama-era "gainful employment" rule. An inter-agency dispute over data-sharing; however, has already effectively killed the regulation. Since Department officials missed the deadline, the rule will likely remain on the books until at least July 2020. Education Department officials confirmed they remain unable to produce the data needed to gauge the performance of colleges under the rule, which cuts off federal funding to programs at for-profit schools and other career college programs where graduates have high loan debt relative to their earnings. The Social Security Administration, which must provide the earnings data, will not agree to renew an information-sharing agreement with the Education Department that expired in May.

The Education Department's independent watchdog warned the Trump administration earlier this year against eliminating the Obama-era rule targeting for-profit colleges over concerns about fraud and abuse in the industry. Outgoing Inspector General Kathleen Tighe disclosed in a report to Congress that her office disagreed with Education Secretary Betsy DeVos' plan to scrap the "gainful employment" regulations "without an adequate replacement to ensure accountability." The for-profit education sector "continues to be a high-risk area" for the Education Department, the report said, adding that it needs "particular accountability."

4. LOCAL – Miami-Dade Pre-Apprenticeship Program

At the August 16, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the renewal of Miami-Dade Youth Pre-Apprenticeship Career and Technical Training Program. The pre-apprenticeship training is a 23-month specialized program that targeted Workforce Innovation and Opportunity Act (WIOA) eligible Miami-Dade County Public Schools (M-DCPS) 11th and 12th grade students in six M-DCPS locations throughout Miami Dade County.

The program is designed to fill the employment gap by exposing students to the various trades. During the first year of the program, 11th graders were to complete 150 classroom-training hours; and in the second year, 12th graders will complete an additional one hundred fifty 150 classroom-training hours in one of the Pre-Apprenticeship programs. A total of 300 hours is required for program completion.

The second year of the program began October 29, 2018 in four Miami-Dade County Public Schools: Miami Carol City Senior High School, Miami Edison Senior High School, Coral Gables Senior High School, and Homestead Senior High School. The goal is to expose a new group of 120 11th grade students to the 12 targeted trades.

Through this collaborative partnership between the SFWIB and M-DCPS, the program will provide over two hundred participating students with a network of resources that offers a unique pathway into employment. Student participants will be exposed to various activities that will increase their knowledge of the industry. In addition, students will participate in activities during National Pre-Apprenticeship Week on November 12-18, 2018.

There are two field trips being hosted by M-DCPS. The first trip took place at the Bergeron Rodeo Grounds in Davie, FL for both 11th and 12th graders during Construction Career Days, October 23-24, 2018. The second field trip is scheduled to take place during the United joint Apprenticeship Committee of Miami Career Day on March 15, 2019 which will be held at the Air Conditioning, Refrigeration & Pipefitting Education Center.

5. LOCAL – YWCA Tech-Hire Center

At the October 18, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the launch of a TechHire Center for Women initiative. The SFWIB partnered with the Young Women's Christian Association (YWCA) of Miami to sponsor a Tech Hire Center at their location in downtown Miami. A memorandum of understanding was executed to solidify the partnership.

As part of the partnership, the YWCA provided the SFWIB with a large classroom, at no cost, on the second floor of the YWCA; and the SFWIB retrofitted the space into a TechHire Center by providing computers, furniture, and one staff member. The center can accommodate up to 20 students per class and will assist those in need by providing workforce services and Information Technology (IT) training opportunities. The SFWIB goal is to assist a minimum of 200 individuals through this initiative.

In accordance with the 2016-2020 Strategic Operational Plan's Goal 3 (Improving Services for Individuals with Barriers), the SFWIB launched this 2018-2019 initiative to specifically assist the clients of the YWCA and Lotus House. A soft opening for the TechHire Center took place on November 19, 2018 with the official grand opening set for the first week in January 2019. The first Women in IT training program is also slated to be held in January.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 4B

AGENDA ITEM SUBJECT: 2019 SFWIB MEETING CALENDAR

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The SFWIB Executive Director recommends to the Board to Approve the 2019 SFWIB Meeting Calendar.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

In accordance with Article III Section C of the SFWIB By-Laws, The Executive Director of the SFWIB shall serve ex officio as the Secretary of the SFWIB. The Secretary shall seek to insure that the proceedings of all SFWIB meetings, SFWIB committee meetings, and SFWIB task force meetings and any other meetings of the SFWIB are noticed and recorded in accordance with the Public Meetings Law of the State of Florida. As the duties are outlined, the Secretary recommends the approval of 2019 SFWIB Meeting Calendar.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

South Florida Workforce Investment Board (SFWIB)

2019 Schedule of Meetings

(Subject to Change)

New Councils:

Global Talent Competitiveness Council

Performance Council

Finance and Efficiency Council

January

Executive

Date

January 10, 2019

Time

8:15am

February

Executive

February 14, 2019

8:15am

Council

February 21, 2019

8:00am

Board

February 21, 2019

9:30am

March

Executive

March 14, 2019

8:15am

April

Executive

April 11, 2019

8:15am

Councils

April 18, 2019

8:00am

Board

April 18, 2019

9:30am

May

Executive

May 9, 2019

8:15am

June

Executive

June 13, 2019

8:15am

Councils

June 20, 2019

8:00am

Board

June 20, 2019

9:30am

July

Executive

July 11, 2019

8:15am

August

Executive

August 8, 2019

8:15am

Councils

August 15, 2019

8:00am

Board

August 15, 2019

9:30am

September

Executive

September 12, 2019

8:15am

October

Executive

October 10, 2019

8:15am

Councils

October 17, 2019

8:00am

Board

October 17, 2019

9:30am

November

Executive

November 14, 2019

8:15am

December

Executive

December 5, 2019

8:15am

Councils

December 12, 2019

8:00am

Board

December 12, 2019

9:30am



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 5A

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

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On July 19, 2018, the Office of the Inspector General (OIG) issued its Final Audit Report regarding the OIG's Final Audit, South Florida Workforce Investment Board d/b/a CareerSource South Florida – Providers Youth Co-Op, Inc. and Arbor E&T, LLC. In that final report, the OIG requested that the South Florida Workforce Investment Board (SFWIB) provide a status report regarding its implementation of the OIG's recommendations. The OIG received the SFWIB status report on October 18, 2018.

On November 1, 2018, the SFWIB received a response from the OIG regarding the SFWIB status report. The OIG thoroughly reviewed the SFWIB status report and were quite satisfied that the audit recommendations have been sufficiently addressed.

The OIG is encouraged that the new measures developed by SFWIB will increase transparency in its job placement reporting by delineating the types of employment attained (e.g., temporary, seasonal, part-time etc.). Future reporting of job placements should eliminate any misinterpretations regarding the number of individuals placed in permanent, full-time positions. Additionally, the OIG is pleased that administrative procedures have been bolstered to make clear the documentation required in order to support a job placement.

The OIG considers this audit closed, and as such, no further action is required by SFWIB. The OIG would like to thank SFWIB staff and the audited providers for making available all records required to conduct the audit.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



Memorandum



Miami-Dade County Office of the Inspector General
A State of Florida Commission on Law Enforcement Accredited Agency
19 West Flagler Street ♦ Suite 220 ♦ Miami, Florida 33130
Phone: (305) 375-1946 ♦ Fax: (305) 579-2656
Visit our website at: www.miamidadeig.org

To: Mr. Roderick Beasley, Executive Director

From: Mary T. Cagle, Inspector General

Date: November 1, 2018

Subject: Receipt of Status Report and Audit Closeout of the OIG's Final Audit, *South Florida Workforce Investment Board d/b/a CareerSource South Florida – Providers Youth Co-Op, Inc. and Arbor E&T, LLC*, Ref: IG 16-0030A

On July 19, 2018, the Office of the Inspector General (OIG) issued its Final Audit Report regarding the above-captioned matter.¹ In that final report, the OIG requested that the South Florida Workforce Investment Board (SFWIB) provide a status report regarding its implementation of the OIG's recommendations. The OIG is in receipt of your status report, dated October 18, 2018 (attached). Thank you.

The OIG has thoroughly reviewed your status report and we are quite satisfied that the audit recommendations have been sufficiently addressed. The OIG is encouraged that the new measures developed by SFWIB will increase transparency in its job placement reporting by delineating the types of employment attained (e.g., temporary, seasonal, part-time etc.). Future reporting of job placements should eliminate any misinterpretations regarding the number of individuals placed in permanent, full-time positions. Additionally, the OIG is pleased that administrative procedures have been bolstered to make clear the documentation required in order to support a job placement.

The OIG considers this audit closed, and as such, no further action is required by SFWIB. The OIG would like to thank SFWIB staff and the audited providers for making available all records required to conduct the audit.

cc: Honorable Carlos Gimenez, Mayor, Miami-Dade County
Honorable Chairman Esteban L. Bovo
and Members, Board of County Commissioners, Miami-Dade County
Cathy Jackson, Interim Commission Auditor, and Director, AMS.
Cissy Proctor, Executive Director, Florida Department of Economic Opportunity
James E. Landsberg, Inspector General, Florida Department of Economic Opportunity
Mark Douglass, President, Arbor E&T, LLC
Maria Rodriguez, President, Youth Co-Op, Inc.

¹ <http://www.miamidadeig.org/Reports2018/FinalAuditReport-CareerSourceSouthFlorida.pdf>



October 18, 2018

Ms. Mary Cagle
Inspector General
Miami-Dade County
Office of the Inspector General
601 NW 1st Court, South Tower, 22nd Floor
Miami, FL 33136

Re: Status Report to Office of the Inspector General (OIG) Audit Report

Dear Ms. Cagle:

South Florida Workforce Investment Board (SFWIB)/CareerSource South Florida (CSSF) is providing an update to the Office of the Inspector General's (OIG) Audit Report IG16-0030-A. CSSF would like to thank you for conducting the audit, as stewards of the tax payers dollars, CSSF always strives to provide the very best in services both effectively and efficiently.

As indicated in the Audit Report, Federal Law/Regulations allow Local Workforce Development Boards to report multiple job placements on an individual within a program year. Those procedures reference Federal Regulation 20 CFR 651.10 as the official guidance on what is required to record a job placement. As indicated in the July 2, 2018 response letter, since program year 2014 CSSF has limited the reporting of an individual jobseeker to one placement per program year. The limitation policy was a part several policies CSSF implemented to enhance employment services to jobseekers and strengthen the accountability of information reported.

Additionally, when the OIG staff brought an issue our attention, CSSF staff immediately addressed the issue by evaluating practical solutions, and implementing the appropriate measure to resolve the issue. The following are solutions implemented in our original response in the July 2, 2018 letter:

- In May of 2017, CSSF implemented several policy and system changes to strengthen programmatic oversight. CSSF revoked system access to those Career Center staff involved reassigning job placements, as well as, implemented new restrictions on all contracted provider staff to prevent the reassignment of placements to different Career Centers in the Employ Florida Marketplace (EFM) system. CSSF modified workforce services contracts for all Career Center providers to prohibit this practice.
- Federal/State regulations allow local workforce boards to report multiple placements; however, in program year 2014-15, CSSF executed performance base contracts for Career Center service providers. The contract modification were implemented to ensure credit is not given to the Career Centers for multiple placements during a program year.

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A key aspect of the CSSF contract modification is count a job placement only once per distinct social security number for the same jobseeker within the program year. This checks and balance process is fully automated through the programming of the CSSF Balance Scorecard and Automated Payment Invoice System, which is proprietary to this Region.

- In February of 2018, CSSF also developed an electronic customer satisfaction survey to validate the services received by the participant at the Career Centers when a direct job placement is entered in EFM. The CSSF Information Technology (IT) Unit controls this process and the Career Centers do not have the ability to view or tamper with the results. Should the participant indicate services were never received at the Career Center, the placement is removed from EFM, and the Career Center is not eligible for payment.
- Moreover, CSSF has developed electronic internal control systems to evaluate the quality of job order, referral processes and job placements of the Career Centers. The electronic evaluation process is conducted daily. The system was designed to ensure Career Centers are providing services in accordance with 20 CFR 651.10.
- In September of 2016, CSSF has a general auditing process of all placements entered into the EFM system by Career Centers to ensure accountability and accuracy of data reported. CSSF implemented the automation of the review of placements and developed the Placement Verification Report. Prior to September 2016, the process was manual using a two-layer approach, whereas the DEO Programs Unit performed reviews on the front-end and the OCI Quality Assurance Unit performed the reviews on the back-end. Because of the automation, CSSF is able to validate more placements, increase the accuracy of the validation process and reduce manpower hours.

Please find below a status update from South Florida Workforce Investment Board (SFWIB)/CareerSource South Florida (CSSF) in response to the OIG Audit Report recommendations, which improves accountability and ensures compliance with the Workforce Innovation and Opportunity Act (WIOA).

CSSF modified its workforce services contracts to include the items below:

1. Limited the number of Universal/Standard Direct Job Placements a provider can be compensated for each month.
 - Universal/Standard Direct Job Placements are typically individuals with no barriers to employment such as; receiving public assistance, having a criminal background or individuals that are physically or mentally disabled. These individuals do not require a lot of assistance and are usually easy to place. By limiting the number of "easy" placements, providers must focus more attention on the "harder to serve" population.

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

CSSF has also completed and/or implemented the following enhancements:

5. The Balance Scorecard Direct Job Placement (DJP) Report has been modified to identify: Seasonal, Temporary, Part-time and Full-time employment. Refer to attached Balance Scorecard Report.

Ms. Mary Cagle
Miami-Dade County
Office of Inspector General
October 18, 2018
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- Federal regulations 20 CFR. 651.10 define how a workforce board is credited for a Direct Job Placement. However, the regulation does not state any other reporting requirements or require the separation of placements into the aforementioned categories. In an effort to be transparent as to the placements that are occurring and the types of jobs that are available, CSSF has modified its reporting structure to indicate the specific type of placement that is being reported.
6. SFWIB Administrative Order for Work Registration, Job Referral and Job Placement Requirements. Refer to attached Administrative Order on Work Registration, Job Referral and Placement Requirements.
- In an effort to continue to improve the Regional service delivery system, SFWIB staff developed administrative requirements that clearly define a complete job seeker work registration, job referral, and job placement in Local Workforce Development Area (LWDA) 23. The requirements will enhance the job seekers work registration profile and will help ensure that Career center staff provide quality services and job referrals to increase LWDA 23 employment outcomes.
 - The development of these requirements will create a standard for LWDA 23 to ensure compliance with all federal and state policies and guidelines. It will also improve the quality of services in LWDA 23 centers to both businesses and job seekers. The requirements will be implemented through an Administrative Order.

Please feel free to call me at (305) 929-1501 or Frances Gonzalez at (305) 929-1520, should you have any questions or concerns.

Sincerely,




Rick Beasley
Executive Director
South Florida Workforce Investment Board

Attachments

Pc: David Gilbert, Adult Programs Manager, CSSF
Robert Smith, Adult Programs Supervisor, CSSF
Yian Perrin, DEO Programs Manager, CSSF
Frances Gonzalez, Quality Assurance Coordinator, CSSF
Audit File

Report Date: 7/1/2018 To 10/15/2018

0.01	0.02	0.04	0.07	0.10	0.15	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.10	4.20	4.30	4.40	4.50	4.60	4.70	4.80	4.90	5.00	5.10	5.20	5.30	5.40	5.50	5.60	5.70	5.80	5.90	6.00	6.10	6.20	6.30	6.40	6.50	6.60	6.70	6.80	6.90	7.00	7.10	7.20	7.30	7.40	7.50	7.60	7.70	7.80	7.90	8.00	8.10	8.20	8.30	8.40	8.50	8.60	8.70	8.80	8.90	9.00	9.10	9.20	9.30	9.40	9.50	9.60	9.70	9.80	9.90	10.00
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ADMINISTRATIVE ORDER

SUBJECT:	Work Registration, Job Referral and Placement Requirements	Administrative Order No.
APPLIES TO:	All SFWIB Staff, Center Staff, Workforce Contracted Staff and Youth Contracted Staff	Effective Date: Immediate
		Revised Date:
		Expiration Date: Indefinite
REFERENCE	Job Order and Placement: DEO Administrative Policy 099	

A. PURPOSE

The purpose of implementing these requirements is to provide guidance on the minimum for documenting and completing a jobseekers work registration, job referral and the recording of placements in Employ Miami Dade (EMD) or Employ Monroe (EM) for Local Workforce Development Board (LWDB) 23.

B. BACKGROUND

The purpose of the EMD and EM employment service system is to bring together qualified jobseekers and employers. Additionally, each LWDB must administer a labor exchange system that can:

- Assist jobseekers in finding employment, including promoting their familiarity with EMD or EM;
- Assist employers in filling vacancies;
- Facilitate the match between jobseekers and employers;
- Participate in a system for clearing labor among the states, including the use of a standardized classification system;
- Meet the work test requirements of the Reemployment Assistance program; and
- Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

Approved By: Rick Beasley, Executive Director	Update to	Issued by: David Gilbert
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C. POLICIES AND PROCEDURES

1. Complete Work Registration

A complete EMD or EM registration must include all of the following components; a complete and current General Information section containing a verified residential and mailing address, a valid telephone number, and e-mail address. The jobseekers must also have been assigned an occupation title and occupation code (O*NET code). Additionally, staff must complete the Background Wizard section to include the Education Profile, the Employment History with previous hourly wages, O*NET code. To complete the registration, the jobseekers must have an active/online résumé that is viewable to employers, with a valid telephone number and e-mail address.

2. Job Referrals

A job referral is the act of facilitating the match between qualified jobseekers and employers with job openings; and the recording of such referral in EMD or EM. Prior to referring a jobseeker to a job opening, staff must ensure the jobseeker's qualifications match the minimum requirements listed in the job order by ensuring that the General Information section, Background Wizard section, and the résumé on their personal profile includes all the jobseekers skills, abilities, prior work experience, education and training, certifications and licensure. These items should be consistent with the requirements of the job order. Staff must ensure that job referrals are only provided to jobseekers that have completed work registration and who meet the minimum requirements as stated in the job order. **At no time should a staff member alter the minimum requirements of a job order to increase a jobseekers skills match.** Additionally, staff must obtain the consent of the jobseeker prior to making any job referral. Staff must enter a case note in EMD or EM to document the consent of the jobseeker.

3. Job Placements

A job placement is the hiring by a public or private employer of an individual referred by staff, for a job or an interview, and where the staff completed each of the following steps:

- Prepared a job order form for a job previously approved by an employer and submitted it to the Job Bank for approval and entry prior to the referral or prior to the position being filled, except in the case of a job development contact on behalf of a specific individual;
- Made prior arrangements with the employer for the referral of an individual or individuals;
- Obtained the individual's consent to be referred to the job order;
- Referred an individual who had not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;
- Verified from a reliable source, preferably the employer, the individual was hired and started work; and
- Properly recorded the placement.

Staff must verify the jobseeker began working prior to recording the appropriate placement code. Verification information must be documented and must include a case note identifying:

Approved By: Rick Beasley, Executive Director	Update to	Issued by: David Gilbert
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- The jobseeker's name;
- The name of the employer;
- The job title of the position and starting wage;
- The source of verification; and
- The date the customer started working at the designated jobsite.

Notification of an upcoming start or hire date is not acceptable for recording a placement. For all placements with a staffing agency or other similar type of employers that provides contracted or temporary labor; staff must also obtain documentation (i.e. pay stub or payroll register) that authenticates the jobseeker was assigned to a worksite and has earned wages. The first paystub after start date is preferred.

Note: Pursuant to 20 CFR 652.3, staff must ensure the O*NET code used for a specific job opening matches the job description. If no match can be found, staff must use the title the employer or third-party agent provided. Only one O*NET code may be used per job order. Placement into job openings that do not match the description in the job order or O*NET code is not permissible.

D. AUTHORITY

[Wagner-Peyser Act of 1933, as amended by the Workforce Innovation and Opportunity Act of 2014](#)

[Workforce Innovation and Opportunity Act of 2014](#)

[20 CFR 651.10, 652, 653.501](#)

[29 CFR 1604, 1606, 1625](#)

[42 U.S.C. 2000](#)

[Fair Labor Standards Act](#)

[ETA 9002 and VETS 200 Data Preparation Handbook; ETA Handbook No. 406](#)

[Vietnam Era Veterans' Readjustment Act of 1972](#)

[Chapter 760 Florida Statutes](#)

Approved By: Rick Beasley, Executive Director	Update to	Issued by: David Gilbert
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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 5B

AGENDA ITEM SUBJECT: REQUEST FOR PROPOSAL FOR THE SELECTION OF REFUGEE EMPLOYMENT AND TRAINING SERVICE PROVIDERS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board approval authorizing staff to release a Request for Proposal (RFP) to provide to provide Refugee Employment and Training Services for Program Year 2018-2019, as set forth below.

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) issued a Request for Proposal (RFP) to competitively procure its current Refugee Employment and Training Program (RETP) Providers to provide RETP services in Local Workforce Development Area (LWDA) 23 until September 30, 2018, which was subsequently extended to December 31, 2018.

Therefore, staff recommends to the Executive Committee to recommend to the Board the approval for staff to release an RFP to solicit Refugee Employment and Training Services for PY2018 to 2019.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 6A

AGENDA ITEM SUBJECT: FINANCIAL REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently. Accordingly, the attached un-audited financial report for the month of October 2018 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 6B

AGENDA ITEM SUBJECT: WIOA NATIONAL DISLOCATED WORKER PROGRAM AUDIT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Florida Department of Economic Opportunity (DEO) received notification that the U.S. DOL Office of Inspector General (OIG) Audit Division will conduct their review of National Dislocated Worker Grants (DWG) issued in response to Hurricane Irma and Hurricane Maria at CareerSource South Florida from December 3 - 14, 2018.

The objective of the audit is to determine if USDOL-Employment & Training Administration (ETA) properly administered DWG for 2017 wildfires and Hurricanes Harvey, Maria and Irma under the Bipartisan Budget Act of 2018. The audit will review the awarding process and controls in place, and determine if grantees expended grant funds properly and met their interim/final program goals.

The following are the questions to fulfill the audit objective:

- Were DWG program goals clear, measurable, and linked to the governing statute?
- Did ETA award DWGs in compliance with Federal and agency guidelines?
- To what extent were grantee fund expenditures tied to disaster relief employment and training?
- How well were DWG grantees performing during the grant period in relation to their plans and why?
- Has ETA addressed the DOL-OIG recommendations from prior National Emergency Grant audits?

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Entrance Conference
WIOA – National Dislocated Worker (DWG) Program Audit
December 3, 2018

AGENDA

- I. Introductions and Introductory Remarks
- II. Audit Objective – Did ETA properly administer DWGs for the 2017 wildfires and Hurricanes Harvey, Maria, and Irma under the Bipartisan Budget Act of 2018?

- Were DWG program goals clear, measurable, and linked to governing statute?
- Did ETA award DWGs in compliance with federal and agency guidelines?
- To what extent were grantee fund expenditures tied to disaster relief employment and training?
- How well were DWG grantees performing during the grant period in relation to their plans and why?
- Has ETA addressed the DOL-OIG recommendations from prior National Emergency Grant audits?

III. Audit Scope

This audit will cover DWGs in response to the 2017 Wildfires and Hurricanes Harvey, Maria, and Irma. Our audit will review the awarding process and controls in place, and determine if grantees expended grant funds properly and met their interim/final program goals.

IV. Audit Methodology

We will:

- Interview LWDB officials, staff and participants
- Obtain and analyze financial and performance data reported
- Review expenditures and participant files
- Possible cleanup/humanitarian assistance site visits
- Statement of Facts

V. Audit Timeline

VI. Information and Data Requests

VII. Questions/Comments



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 6C

AGENDA ITEM SUBJECT: FISCAL AUDIT APPROVAL

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance and Efficiency Council recommends to the Board the approval of the Fiscal Year 2017-2018 agency-wide Audit Reports, and the authorization to exercise the option to renew the Fiscal Auditors' contract for program year 2019-2020, as set forth below.

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On December 14, 2017, the South Florida Workforce Investment Board (SFWIB) approved the negotiation of a contract with Anthony Brunson P.A. for the performance of an external independent audit of the agency's financial records and reports for Fiscal Year 2017-2018.

The SFWIB Fiscal Year 2017-2018 audit was recently completed by Anthony Brunson P.A. The audit was performed pursuant to generally accepted auditing standards, government auditing standards, and the Rules of Florida's Auditor General. It included a review of internal controls as well as compliance with applicable laws and regulations. Mr. Brunson will present the audit results to the members of the committee. Major items noted in the report include:

- An unmodified opinion on the financial statements, which fairly present the financial position of CareerSource South Florida for the year ending June 30, 2018;
- No deficiencies in internal control over financial reporting;
- No instances of noncompliance or other matters that are required to be reported in accordance with Government Auditing Standards;
- No disclosure of reportable conditions in internal control, in general;
- No disclosure of reportable conditions in internal control over major federal programs;
- No disclosure of any audit findings relative to the major federal award programs which are reportable under the US OMB Circular A-133 or Chapter 10.650, Rules of the Auditor General, State of Florida;
- No findings related to the audit of federal awards or state projects in the prior fiscal year.

In accordance with the Final Guidance (AWI FG 05-019) issued by the Florida Department of Economic Opportunity on Audit and Audit Resolution, dated August 12, 2005, auditors must appear before the Board, or an appropriate committee of the Board, to explain the opinions expressed by the auditor and to discuss the significance of any audit findings, including findings contained in the Management Letter. Copies of the audit, management letter, and any corrective action plan must be submitted to the DEO Inspector General, the State Auditor General's Office, Department of Financial Services, the Federal Audit Clearinghouse, as well as, to the Chief Elected Official for Workforce Development Area 23.

As stipulated in the contract with Anthony Brunson P.A., the SFWIB has the option to renew the contract for one additional year at this time. SFWIB staff recommends that the Finance and Efficiency Council recommends to the Boards to authorize staff to negotiate a one year extension of the contract for the performance of the 2018-2019 fiscal audit.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



ANTHONY BRUNSON P.A.

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA**

2018 AUDIT RESULTS AND REQUIRED COMMUNICATIONS

REPORT TO THOSE CHARGED WITH GOVERNANCE



ANTHONY BRUNSON P.A.

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

Governing Body

South Florida Workforce Investment Board

d/b/a CareerSource South Florida

7300 Corporate Center Drive Suite 500

Miami, FL 33126

Attention: Governing Body

We are pleased to present this report related to our audit of the financial statements of South Florida Workforce Investment Board ("SFWIB") for the year ended June 30, 2018.

This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for **the SFWIB's** financial reporting process.

This report is intended solely for the information and use of the Board Chair and Members, and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the opportunity to meet with you to discuss the contents of this report, and to answer any questions that you may have about this report or any other audit-related matters. If you have any questions, please contact Anthony Brunson at (305)789-6673.

ANTHONY BRUNSON P.A.



November 30, 2018

Miramar Office

3350 SW 148th Avenue | Suite 110

Miramar, FL 33027

(954) 361-6571



CLIENT FOCUSED: SOLUTION DRIVEN

info@abcpasolutions.com

Miami Office

801 Brickell Avenue | Suite 900

Miami, FL 33131

(305) 789-6673

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
2018 AUDIT RESULTS AND REQUIRED COMMUNICATIONS
REPORT TO THOSE CHARGED WITH GOVERNANCE**

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Adjusting Journal Entries

Management Representation Letter

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
2018 AUDIT RESULTS AND REQUIRED COMMUNICATIONS
REPORT TO THOSE CHARGED WITH GOVERNANCE**

AU-C Section 260 requires the auditor to communicate certain matters to keep those charged with governance adequately informed about matters related to the basic financial statements audit that are, in our professional judgment, significant and relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. The following summarizes these communications.

Matter To Be Communicated	Auditor's Response
Auditor's Responsibility Under Professional Standards	<p>Our responsibility is to form and express an opinion about whether the basic financial statements prepared by management are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America.</p> <p>We are also responsible for conducting the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <i>Governmental Auditing Standards</i>. Those standards require that we obtain reasonable rather than absolute assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, an audit is not designed to detect error or fraud that is immaterial to the basic financial statements.</p>
Accounting Practices	<p>Significant or Unusual Transactions</p> <p>We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p>Alternative Treatments Discussed with Management</p> <p>We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit period.</p>
Management's Judgments and Accounting Estimates	<p>The preparation of the financial statements requires the use of accounting estimates. We are required to inform those charged with governance of such accounting estimates about our conclusions regarding the reasonableness of those estimates.</p> <p>For fiscal year ended June 30, 2018, management's judgement was called upon to establish the useful lives of fixed assets and the collectability of receivables. We have determined that such estimates are reasonable.</p>

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
2018 AUDIT RESULTS AND REQUIRED COMMUNICATIONS
REPORT TO THOSE CHARGED WITH GOVERNANCE**

Matter To Be Communicated	Auditor's Response
Financial Statement Disclosures	We did not identify any items relating to the neutrality, consistency, and clarity of the disclosures in the financial statements which we deemed are required to be discussed with the Organization's management.
Audit Adjustments	See attachment.
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the basic financial statements.
Consultations with Other Accountants	We are not aware of consultations management had with other accountants about significant accounting or auditing matters.
Significant Issues Discussed with Management	<ul style="list-style-type: none"> • Uniform Guidance Procurement compliance • Deferred Income • Level of funding by Program
Difficulties Encountered in Performing the Audit	We did not encounter any difficulties in dealing with management during the audit. We had the cooperation of management and free access to all appropriate information necessary to conduct our audit.
Certain Written Communications Between Management and Our Firm	<ul style="list-style-type: none"> • Engagement letter • Management representation letter
Other Matters	There were no relationships that we believe impair our independence, and we confirm that we are independent of the Agency.
Material Uncertainties Related to Events and Conditions that May Cast Doubt on the Ability to Continue as a Going Concern	We are not aware of any material uncertainties that cast doubt on the Agency's ability to continue as a going concern.
Deficiencies in Internal Control	No deficiencies identified.

ATTACHMENT

CareerSource South Florida

Year End: June 30, 2018

Adjusting journal entries

Date: 7/1/2017 To 6/30/2018

Prepared by	Reviewed by	Reviewed by	Reviewed by
AR 11/29/2018		AB 12/11/2018	

GEN-32

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2018	Furniture&Equipment	1405	F-2		41,422.00			
1	6/30/2018	Investment in Fixed Assets	2901	F-2		152,270.00			
1	6/30/2018	Investment in Fixed Assets	2901	F-2			41,422.00		
1	6/30/2018	Furniture&Equipment	1405	F-2			152,270.00		
Entry to adjust capital assets to reflect depreciation expense and capital outlay for period ending 6/30/2018									
						193,692.00	193,692.00		
Net Income (Loss)			(41,459.37)						



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

D/B/A CAREERSOURCE SOUTH FLORIDA

AUDIT RESULTS & FINANCIAL OVERVIEW

June 30, 2018



ANTHONY BRUNSON P.A.

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

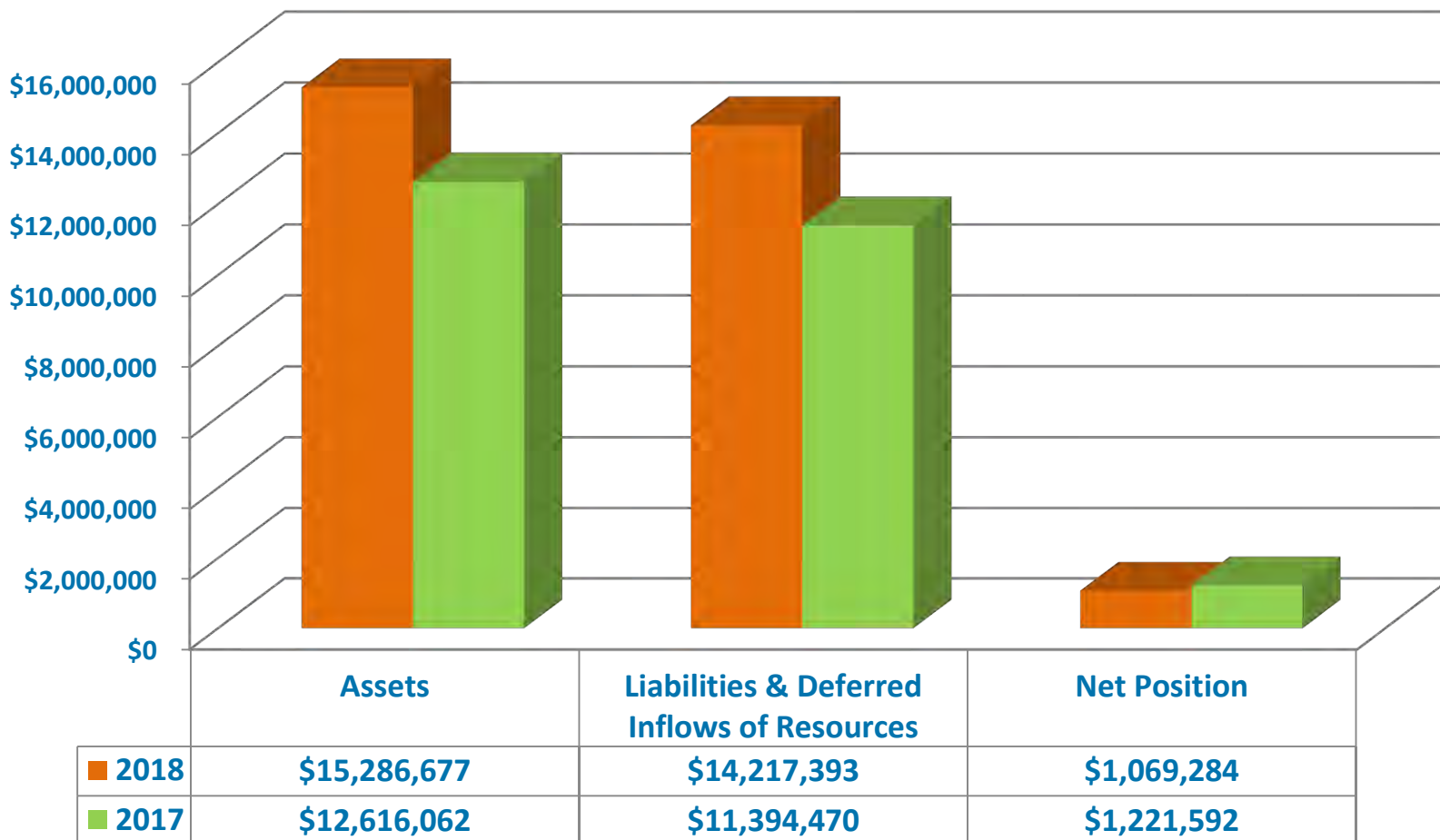
Scope of Examination

- **Audit of financial statements pursuant to Generally Accepted Auditing Standards and *Government Auditing Standards***
- **Review of internal controls governing financial operations, as well as laws and regulations**
- **Tests of compliance pursuant to the Uniform Guidance and the Department of Economic Opportunity Audit and Audit Responsibilities.**

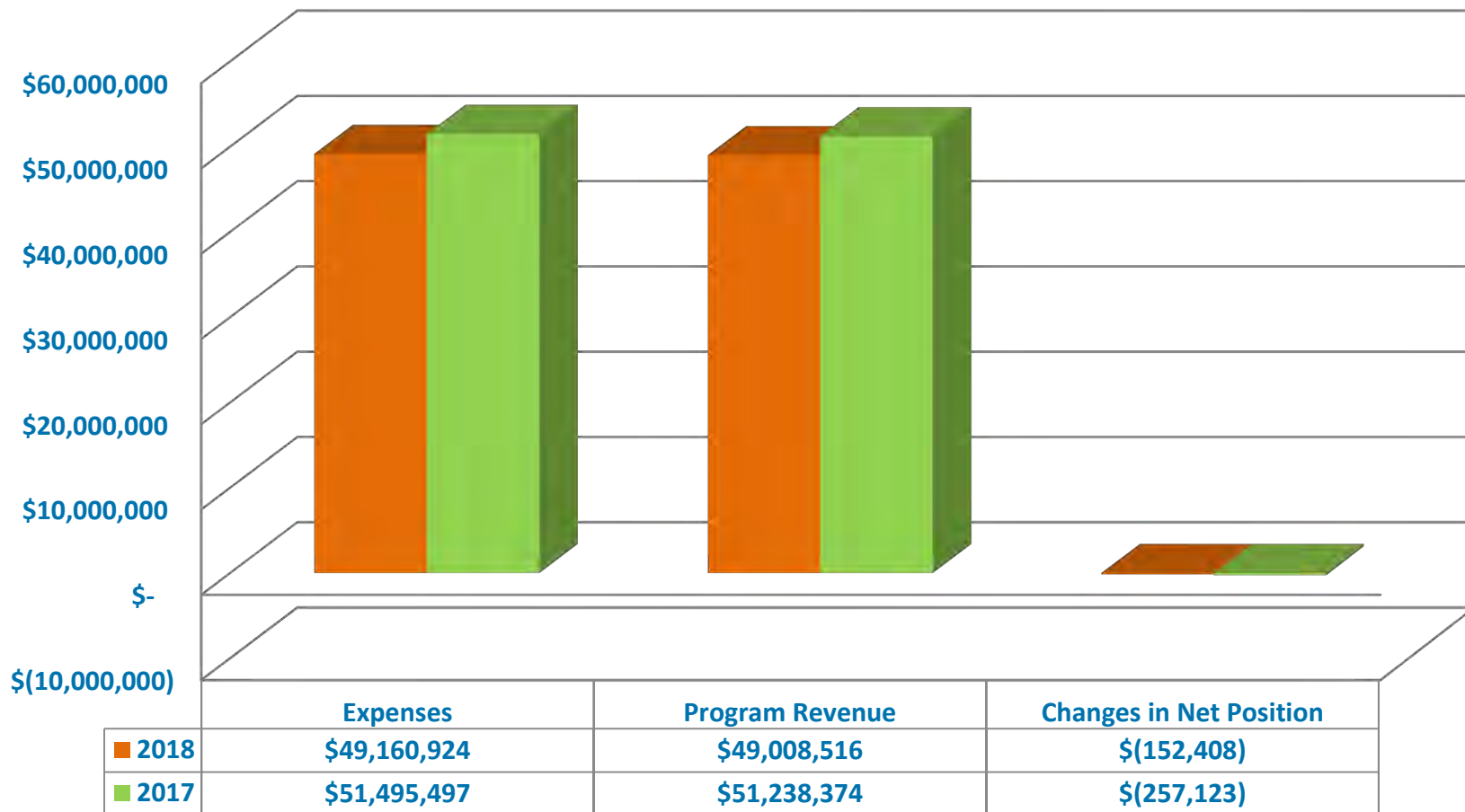
Significant Audit Results

- **Unmodified Audit Opinion on Financial Statements and the Uniform Guidance Audit**
- **No Findings on Compliance with the Uniform Guidance**
- **No Significant Weaknesses Noted in the Internal Control Systems Governing Financial Statements**

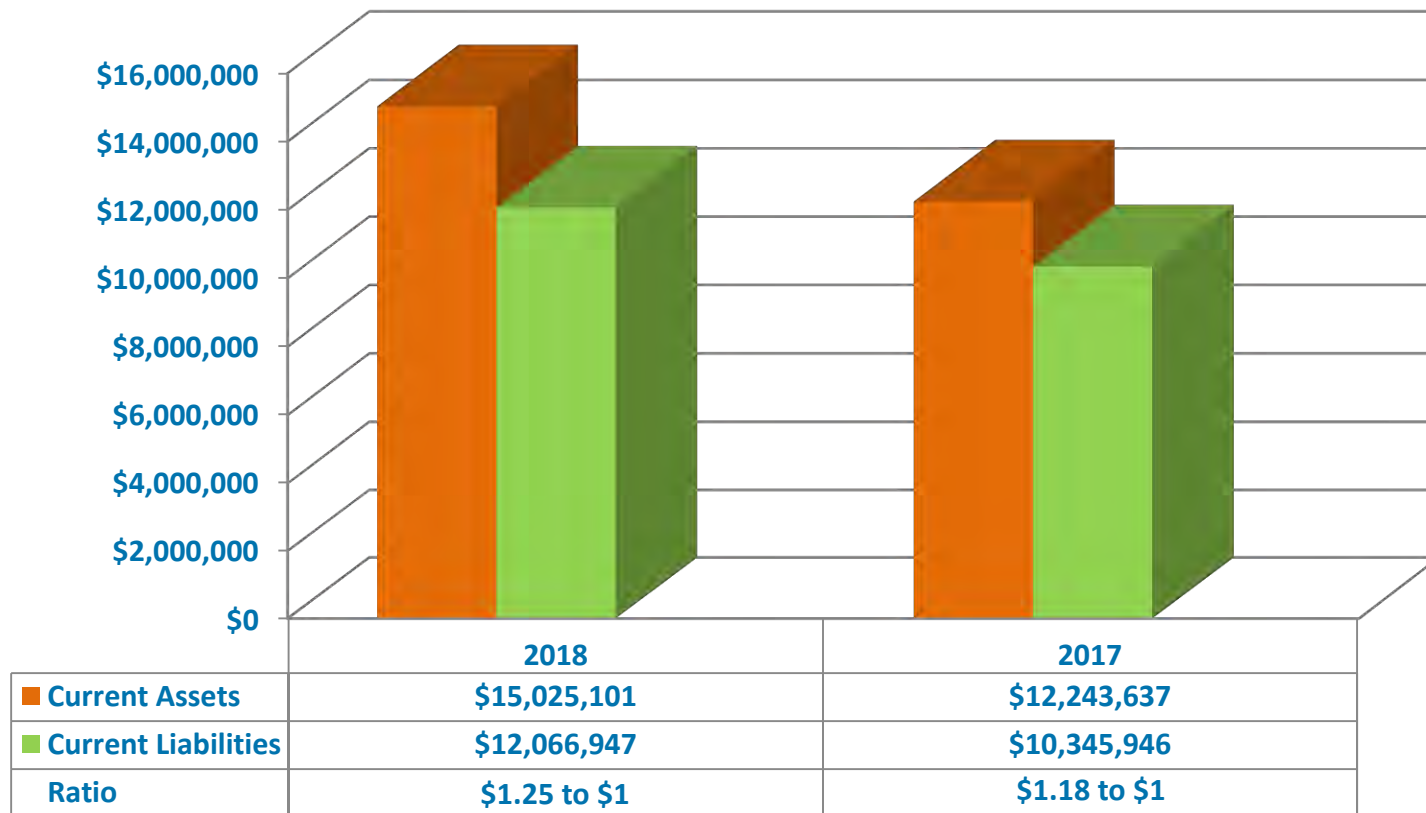
Statements of Net Position



Statements of Activities

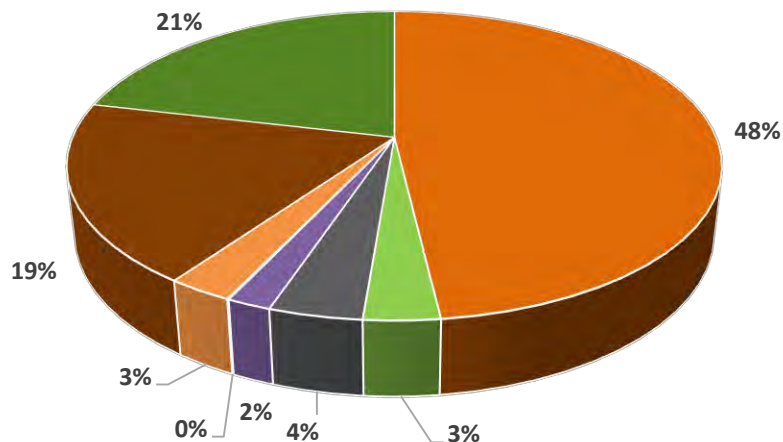


Current Ratios



Schedules of Expenditures of Federal Awards

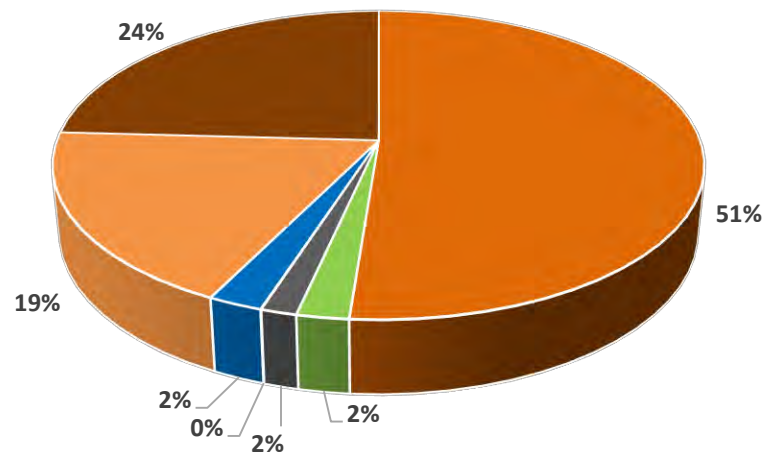
2018



- Workforce Investment Opportunity Act (WIOA) Cluster - \$22,751,480 - 48%
- Workforce Investment Opportunity Act (WIOA) National Emergency Grant - \$1,496,510 - 3%
- Employment Services (ES) Cluster - \$1,845,003 - 4%
- Unemployment Insurance - \$876,048 - 2%
- Trade Adjustment Assistance - \$30,886 - 0%
- U.S. Department of Agriculture - \$1,298,258 - 3%
- Temporary Assistance for Needy Families (TANF) - \$8,891,160 - 19%
- Refugee and Entrant Assistance Program - \$10,092,664 - 21%

\$ 47,282,009

2017



- Workforce Investment Opportunity Act (WIOA) Cluster - \$26,172,319 - 51%
- Employment Services (ES) Cluster - \$1,139,620 - 2%
- Unemployment Insurance - \$786,951 - 2%
- Trade Adjustment Assistance - \$12,693 - 0%
- U.S. Department of Agriculture - \$1,198,076 - 2%
- Temporary Assistance for Needy Families (TANF) - \$9,444,356 - 19%
- Refugee and Entrant Assistance Program - \$12,332,677 - 24%

\$ 51,086,692



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 6D

AGENDA ITEM SUBJECT: TALENT DEVELOPMENT NETWORK

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance and Efficiency Council recommends to the Board the approval to allocate \$150,000 in Workforce Services Funding to Florida International University to offer youth paid internships through the Talent Development Network, as set forth below.

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

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

BACKGROUND:

The purpose of One Community One Goal is to provide Miami-Dade County with a roadmap for its future economic development success. Education has been identified as the foundation of One Community One Goal. As a result, One Community One Goal has brought together seven major educational institutions to form an Academic Leaders Council, whose members have been recognized as being among the top educational leaders in the region.

One Community One Goal Academic Leaders Council Members:

- Miami Dade College President Eduardo J. Padrón
- University of Miami President Julio Frenk
- Florida International University President Mark B. Rosenberg
- Barry University President Sister Linda Bevilacqua
- Florida Memorial University Interim President Dr. Jaffus Hardrick
- St. Thomas University President Msgr. Franklyn M. Casale
- Miami-Dade, County Public Schools Superintendent, Alberto M. Carvalho

For South Florida's economy to continue to grow and thrive, the Academic Leaders Council determined that one of the primary needs in the education arena was to develop a One Community One Goal Talent Development Network (TDN).

The Talent Development Network (TDN) is an innovative economic and career development program on a mission to stop Miami's "brain drain." In the next 12 years, approximately 500,000 students will graduate from our local high schools. If we want to keep Miami's best and brightest, we need to build an internship culture for the future.

TDN focuses solely on paid internship positions and the program is accessible to all students regardless of race, income, or background. Paid internships enable students with low incomes to advance/begin their careers without maintaining a separate full-time employment because of financial needs or family income dependency. These internships help students gain the skills, experience and connections they need to successfully enter the workforce with permanent jobs. Students are also positioned with industry partners offering valuable connections with mentors and leaders in the community.

The TDN portal links students with internships offered by top employers. Employers can hire students at any of the seven academic institutions at no cost, while students from across Miami-Dade gain access to top-notch paid internships and the opportunity to develop soft skills and form mentorships.

TDN's goals are to build and retain talent, establish and grow a regional internship culture, and align academic curriculum with industry needs in South Florida.

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 Florida International University, an allocation not to exceed \$150,00 in Workforce Services Funding to support paid internships through the Talent Development Network.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 7A

AGENDA ITEM SUBJECT: NATIONAL FLIGHT ACADEMY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$100,000 in Temporary Assistance for Needy Families (TANF) Program funds to support the National Flight Academy - Explore Ambition Program, as set forth below.

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

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

BACKGROUND:

The National Flight Academy-Explore Ambition's (NFA) mission is to inspire and educate future generations of leaders through positive exposure to Naval Aviation. The NFA program blends the culture and excitement of 21st century Aviation technology and core competencies in an exclusive, entertaining, engaging, and immersive environment to provide a learning adventure with a lasting impact.

The NFA program's application of Science, Technology, Engineering, and Mathematics (STEM) concepts are delivered in a non-traditional classroom style "hands-on and minds-on" learning environment that provides students with the opportunity to gain confidence in themselves and their ability to pursue career pathways in these fields of study. STEM education creates critical thinkers, increases science literacy, enables the next generation of innovators, and is critical in helping the United States remain a world leader.

The attendance of CareerSource South Florida Youth Programs participants at the NFA will broaden their perspective of career pathways in the Aerospace Industry and help in the development of leadership skills as preparation for their future as productive citizens and leaders.

Previously, the SFWIB has partnered with the Mexican American Council, iCare, Kiwanis Club of Little Havana, Big Brother Big Sister, Take Stock In Children and the Miami Dade County Police Department in an effort to form a capacity building partnership that aligns career education and pathways to expose Youth participants to STEM occupations.

Funding for the NFA Aviation Program for PY 2018-2019 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.

A total of up to 100 students will participate and visit the NFA during 2019 Spring Break and/or during the school's 2019 Summer Break.

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 the National Flight Academy, an allocation not to exceed \$100,000 in Temporary Assistance To Needy Families (TANF) funds to support the National Flight Academy-Explore Ambition Program cost.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 7B

AGENDA ITEM SUBJECT: FUTURE BANKERS TRAINING CAMP 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 \$125,000 in Workforce Innovation and Opportunity Act Youth funding to support the Miami Dade College Future Bankers Training Camp Program, as set forth below.

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

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

BACKGROUND:

The Future Bankers Training Camp (Future Bankers Camp) Program is designed to motivate and tap into the talent of minority students in low income areas and provide them with a promising career path in the financial services industry. Upon completing the program, students are eligible to receive the American Bankers Association (ABA) and America Institute of Banking (AIB) Bank Tellers Certificates. Students that graduate high school are eligible for a Miami-Dade College (MDC) Vocational Certificate, which allows them to work towards an Associate of Science degree in Financial Services. Students may also participate in industry based internships with partnering financial institutions.

The Future Bankers Camp is partnering with the Cuban America National Council (CNC) Youth Program to facilitate the recruitment of youth into the program. This innovative four week camp provides hands-on experience for future students interested in a financial services career. The camp provides students with the opportunity to enhance their math, communication, and financial literacy skills by completing an internship with a financial institution and receiving an industry certification.

The Future Bankers Camp received matching program dollars from various banking institutions for Program Year (PY) 2017-2018 and provided opportunities to students as follows:

Future Bankers Training Program	
# of program participants	50
# of who completed 150 classroom training	50
# of participants who participated in an Internship	50
# of participants who received the ABA Bank Tellers Certification	50
# of Financial Institutions that Provided Internship	31
# of High schools who participated in the program	13

The Future Bankers Camp is supported by more than 25 local banks and is aligned with the Miami-Dade County Public School district's partnership and involvement in the One Community One Goal Targeted Industries Implementation Plan.

The track for PY 2018-2019 will include Teller and Customer Service Training. The Customer Service track includes a 3-credit class through MDC. Upon successful completion of the camp, students will be eligible to receive the American Bankers Association Bank Teller and Customer Service Representative Certificates. This national industry standard certificate meets the educational requirement for the certification exam offered by the Institute of Certified Bankers.

Miami-Dade County Public School students enrolled in the Academy of Finance programs are also welcome to participate in the Future Bankers Camp.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the 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-third (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami-Dade College an allocation not to exceed \$125,000 in Workforce Innovation and Opportunity Act (WIOA) Youth funds for the Future Bankers Training Camp Program.

FUNDING: Workforce Innovation and Opportunity Act Youth

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 7C

AGENDA ITEM SUBJECT: REVISIONS TO THE PAID WORK EXPERIENCE (PWE) POLICY FOR MONROE COUNTY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval of a revised Paid Work Experience (PWE) Policy to implement a minimum wage rate of \$15.00 per hour for youth participants, ages 14-24, residing in Monroe County, as set forth below.

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

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

BACKGROUND:

On August 20, 2015, the SFWIB approved revisions to the Paid Work Experience (PWE) Policy. The policy guides SFWIB stakeholders in the administration of PWE. The policy has three principal benefits: provide minimum standards and suggestions for implementing federally funded PWE, promote an increase in the workforce development area's utilization of PWE, and encourage the development of effective protocol to streamline PWE agreements to best meet the needs of the local business community.

Due to the high cost of living in Monroe County, employers are making a concerted effort to attract and retain talent in the area by offering competitive wages for jobs that would normally pay only minimum wage. This is due in great part to Monroe County's population of citizens whose needs vary greatly from those of other areas.

As detailed in the Monroe County Wage Rates chart below, employers are currently paying wages of \$10.00 to \$15.00 per hour for entry level positions.

Monroe County Wage Rates		
Employers	Job Title	Minimum Wage Rate
Casa Marina Resort	Front Desk	\$10.00
TJ Maxx Department Store	Cashier	\$12.00
Five Guys Burgers and Fries	Cashier	\$12.00
Miami Subs	Customer Service	\$12.00
Taco Bell	Cashier	\$12.50
The Perry Hotel	Front Desk	\$13.00

Key Largo Bay Marriott Beach Resort	Front Desk	\$15.00
Home Depot	Cashier	\$15.00
Ross Department Store	Cashier	\$15.00

In order to support the efforts of the employers and to ensure that Monroe County has the employment resources to thrive, SFWIB staff recommends that the Youth PWE wage rate is increased from \$10.00 per hour to \$15.00, which is consistent with wages employers are paying in the area.

Implementing a minimum wage rate will help provide youth participants with the learning experiences, opportunities for career exploration and skills development that can lead to long term employment and self-sufficiency.

Therefore, SFWIB staff recommends to the Global Talent and Competitiveness Council the following revisions to sections of the PWE policy:

- Section VIII. PWE Agreement
 - *Compensation* reflects the minimum wage rate of \$15.00 per hour an employer entering into a PWE agreement may compensate Youth participants' ages 14-24.
- Section XI. Prohibitions
 - Added language waiving the restriction for part-time employment as it relates to youth participants.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

SFWIB PAID WORK EXPERIENCE POLICY

I. OF INTEREST TO

The Paid Work Experience Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), SFWIB staff, SFWIB Contractors (i.e. Service Providers), Training Vendors, Businesses, Job Seekers, and Employees in Region 23 (Miami-Dade and Monroe counties).

II. SUBJECT

Paid Work Experience (PWE)

III. PURPOSE

The purpose of the PWE Policy is to provide all SFWIB stakeholders with parameters regarding the use of WIOA funds for PWE agreements. To encourage an increase in the utilization of the Paid Work Experience (PWE) Program within the region. The PWE is an excellent tool to assist in enhancing work experience and placement goals for WIOA participants.

IV. STATUTORY AUTHORITIES

Workforce Innovation and Opportunity Act (WIOA), Public Law (Pub. L.) 113-125 enacted July 22, 2014, supersedes Public Law 105-220, Workforce Investment Act of 1998 (WIA)

WIA regulations at 20 CFR 663.200 (a) and (b) for all participants served

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

V. BACKGROUND

The WIOA includes PWE as one of its approved career service. SFWIB provides PWE services via an agreement between the grantees such as the service provider, other grant contractors/partners, or business serve as the employer of record with a work experience workplace (public, private non-profit or private for-profit).

The intent of PWE is to provide adult, dislocated workers and youth with opportunities for career exploration and skill development and to enhance their work readiness skills in preparation for employment or reemployment.

VI. DEFINITIONS

A. *Paid Workforce Experience (PWE)*

WIOA Regulations defines Work Experience as:

Adult and Dislocated Worker

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for profit sector, the

nonprofit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Youth

Paid work experiences for youth that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

1. Summer employment opportunities and other employment opportunities available throughout the school year;
2. Pre-apprenticeship programs—a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship programs;
3. Internships and job shadowing;

A PWE agreement may be executed between the grantees such as the service provider, other grant contractors/partners, or business may serve as the employer of record with a work experience workplace (public, private non-profit or private for-profit).

B. Conflict of Interest

1. SFWIB will not favor a referral from and/or to a member of the SFWIB over another worksite/business in the community. PWE placements shall be made based upon what will be most beneficial to the participant.
2. The SFWIB shall be notified whenever the PWE Agreement is connected to a SFWIB member, PWE Grantee or employee.
3. PWE Grantees are prohibited from recommending an agreement or making PWE referrals to worksites/businesses who are members of their immediate family or members of families of other PWE Grantee staff or SFWIB staff.
4. The contracted PWE grantee / worksite or business shall not hire a participant who is a relative (member of the family) of the business. Relative is defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. (Section 112.3135, Florida Statutes)

Participant's eligibility must be determined prior to placement in the program and prior to the execution of a PWE agreement.

VII. ELIGIBILITY (applicable if the Business is to serve as the employer of record)

A. Business

Prior to entering into an agreement for PWE services with a business, the PWE Grantee shall ensure that the business is eligible.

Businesses that meet the following criteria are considered eligible and may, subject to available funding, enter into a PWE agreement:

1. Located in the State of Florida;
2. Hold valid business occupational license;
3. Maintains Workers Compensation Insurance (if applicable);
4. Active business as verified by Florida Department of State Division of Corporations (www.sunbiz.org);
5. Business has operated at current location for at least 120 days.

B. Participant (Unemployed)

Participants that meet the following criteria maybe, subject to available funding, may receive PWE through an executed agreement:

1. Eligible under one of the SFWIB funded programs: Workforce Innovation and Opportunity Act (WIOA): Youth, Adult, Dislocated Worker, etc.
2. Under the WIOA, has received ~~has received~~ basic or individualized career -service.

VIII. PWE AGREEMENT

A. Conditions

1. Eligible individuals shall not commence participation in a PWE prior to the execution of the PWE agreement. The agreement is executed when signed by all required parties, i.e., service provider, other grant contractors/partners, or business that serves as the employer of record with a work experience workplace (public, private non-profit or private for-profit).
2. The following sections must be pre-negotiated and included in the PWE agreement:
 - a. Timeframe for work experience
 - b. Location of work experience
 - c. Intervals at which the business will provide PWE related documents and reports
3. (If the Business is the employer of record) - The appropriate signatory for the business shall be either the owner where the business is incorporated; a partner where the business is a partnership; or an officer if the business is a corporation. Corporations sometimes designate signatories other than their officers. In such instances, written authority transferring signatory responsibilities must be obtained by the individual responsible for developing the agreement.
4. PWE grantees are responsible for reviewing the agreement with the worksite prior to execution to assure that the worksite wholly understands and is familiar with the requirements of the agreement.

5. PWE may be sequenced with, or accompanied by, other services, such as remedial education, basic skills training or occupational skills training.
6. PWE grantees shall establish and maintain records with respect to all matters covered by the PWE agreement. PWE grantees shall retain such records for at least five (5) years from the date of final payment, or until all related federal and state audits or litigation is completed, whichever is later. PWE grantees shall allow public inspection of all documents, papers, letters or other materials made or received by the PWE grantees in conjunction with the PWE agreement, unless the records are exempt under federal or state law.
7. PWE worksite/business shall allow PWE Grantee and SFWIB staff access to worksites in order to conduct monitoring activities.

The PWE worksite/business shall comply with the nondiscrimination and equal opportunity provisions of federal or state law.
8. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act (FLSA), exists.

B. Duration

1. A PWE agreement shall be limited to the period of time required for a participant to become acquainted or reacquainted with basic work experience/skills and be introduced to the particular work experience/skills of the type of industry and occupation for which the participant has been placed into. In determining the appropriate length of the agreement, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP.
2. PWE agreements shall not exceed three months unless there is documented justification and written approval from the SFWIB Executive Director.
3. An PWE agreement may be written or extended beyond the initial periods under the following conditions:
 - a. A barrier to skills attainment is identified during the period of work experience, which was not evident during the assessment.
 - b. The participant has been unable to fully explore the various job skills within the agreement's time frame.
 - c. The employability plan measures used during the assessment to identify participant's skills proficiencies prove to be inadequate based upon worksite/business evaluation after participant is placed on the job.

C. Compensation

1. Eligible PWE grantees may not execute PWE agreements exceeding a total cost of \$7,500 per participant without prior written SFWIB approval.

2. The minimum wage rate for an employer entering into a PWE agreement for Youth participants' (ages 14-24) residing in Monroe County is \$15.00 per hour.

~~2-3.~~ Participants referred to a worksite/business under a PWE agreement shall be compensated at comparable rates as similarly situated employees. In no event, however, shall PWE participants be paid less than the higher of the minimum wage specified under the Fair Labor Standards Act of 1938, as amended or the applicable state or local minimum wage.

~~3-4.~~ Participants referred under a PWE agreement may receive the same fringe benefits and shall be subject to the same working conditions granted to regular employees under the same or similar occupational title.

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IX. GRIEVANCES AND APPEALS

PWE grantees shall advise participants of their right of appeal using either the worksite/business' grievance procedures, or those of the SFWIB, if previously agreed with the worksite/business. If a PWE grantee or worksite/business elects to use its own grievance procedures, the PWE grantee must agree to provide information to the SFWIB as to actions taken under those procedures. If the participant is not satisfied with the outcome after using the PWE grantees and/or worksite/business' grievance procedures, then he/she may elect to file a grievance with SFWIB under the SFWIB grievance procedures.

X. EXCEPTIONS

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

XI. PROHIBITIONS

1. Participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
2. PWE agreements shall not be written for part-time employment. Proof of full-time employment shall be established and documented by the worksite/business. Whether the participant is categorized as full-time shall be verified by the PWE Grantee. Service Providers may submit a written request to the SFWIB Executive Director for an exception to this rule prior to execution of an agreement. The only exception to this prohibition is an agreement written for youth participating in specific initiatives requiring and/or limited to part-time hours.
3. The encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 7D

AGENDA ITEM SUBJECT: KITCHEN COOK EMPLOYMENT TRAINING IN PARTNERSHIP WITH CAMILLUS HOUSE

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$150,000 in Workforce Innovation and Opportunity Act (WIOA) funds to Miami Dade College (School of Continuing Education and Professional Development) for the Kitchen Cook Employment Training cohorts, as set forth below;

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

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

BACKGROUND:

The Kitchen Cook Employment Training (KCET) cohorts are another collaborative partnership between the South Florida Workforce Investment Board (SFWIB), Miami Dade College (MDC) and Camillus House to assist Camillus House residents participating in the program in entering or returning to the workforce.

The cohorts will prepare up to 60 SFWIB eligible participants to successfully complete the course and receive hands-on kitchen lab training, food safety and sanitation training. participants will earn the associated certifications to become more employable and placed into positions within the culinary industry. The SFWIB will provide training-related funding; and MDC will provide the hands on training in the fully equipped kitchen at Camillus House.

Performance outcomes for the 2018-19 KCET training cohorts are as follows:

Camillus House Training:	Projected Performance
Training Goal	60
Total Completed	42
Completion Rate	70%
Total Placed	42
Placement Rate	100%
Average Wage Rate	\$12.57

In following the procurement pokes 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 the quorum present is required to waive the competitive procurement process and award to Miami Dade College (Hospitality Institute – Miami International Center) an allocation not to exceed \$150,000 in Workforce Innovation and Opportunity Act (WIOA) funds for Hospitality Certification and Employment Training (HCET) and Kitchen Cook Certification and Employment Training (KCET).

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: As outlined below:

KITCHEN COOK CERTIFICION AND EMPLOYMENT TRAINING

Number of Participants Served – 60

Number of Participants to Complete Training – 42

Number of Participants to be Placed in Jobs – 42

Number of Cohorts – 3

Cost Per Placement – \$3,571.42

Average Wage – \$12.57

Net Economic Benefit \$22,574.18

Return-On-Investment \$6.32

Economic Impact – \$948,115.20

ATTACHMENT

Miami Dade College – Wolfson Campus
School of Continuing Education and Professional Development
Kitchen Cook Employment Training Proposal
January 7, 2019 to June 30, 2019

Program Overview

The School of Continuing Education in partnership with Camillus House is offering comprehensive employment training which will: (1) provide qualified eligible individuals with the necessary skills training for entry into a career in the Food and Beverage industries; (2) help address current and future labor shortages; (3) increase participants' employment opportunities upon course completion. Graduates are ready to perform the acquired job skills and customer relations skills at a new level of service excellence and are prepared for entry level employment.

For 2019, CEPD is proposing to offer the following employment trainings:

- Kitchen Cook Employment Training (KCET)
 - Three cohorts

Culinary and Catering Employment Training (CCET)

KCET consists of a total of 8 weeks / 200 hours of instruction in basic cooking and job skills training: orientation and workforce readiness training, classroom instruction, hands-on kitchen lab training, food safety and sanitation training, and industry related workforce readiness training.

The training will take place at Camillus House in a fully equipped kitchen at Camillus House, or in other locations throughout Miami-Dade County agreed upon by Miami Dade College CEPD and CareerSource South Florida. Classes will be taught by experienced Miami Dade College instructors and expert industry trainers.

The American Culinary Federation standards and American Hotel & Lodging Educational Institute (AHLEI) Kitchen Cook program will be used to structure the curriculum components. Participants will receive an extensive overview of the food and beverage industry, and training in the job skills necessary for the position of entry/line level cook. A catering component has been added to the curriculum due to the high demand for events and banquet catering in South Florida. To enhance participants' employability, educational experiences including hands-on training, industry related workforce readiness training, guest speakers and site visits are an essential part of the overall program.

CCET will target, train and prepare up to sixty (60) South Florida Workforce Investment Board (SFWIB) qualified eligible participants to successfully complete training, receive practical experience in kitchen cook skills with associated certifications, and become employable and find employment in entry level positions within the industry.

Program Summary

- Number of participants: 20 participants per cohort / 60 participants maximum
- Program Cost: \$150,000.00
- Participant cost: \$2,500.00 per participant
- Number of cohorts: 3 cohorts
- Cohort length: 8 weeks / Monday through Friday from 9:00 am to 2:00 pm daily
- Program Term: January 7, 2019 to June 30, 2019

Main Program Components

- Orientation and workforce readiness training
- Classroom instruction, hands-on kitchen lab training, food safety and sanitation training, catering, industry related workforce readiness training
- AHLEI testing and Kitchen Cook certification (if the participant achieves a score of 70% or better on the written exam graded by AHLEI)
- State mandated Florida Safe Staff Food Handler Certification
- Job placement assistance in coordination with CareerSource South Florida

Program Offerings

- Orientation and workforce readiness
- Classroom training based on American Culinary Federation standards and American Hotel & Lodging Educational Institute (AHLEI) Kitchen Cook program.
- Classroom instruction and skills training in cooking, food service, food safety and sanitation, and related industry operations
- Customer service skills training
- Hands on experience and participation in industry and college events
- Increased vocabulary and terminology in the culinary industry
- Employability skills, professionalism and work ethics
- Enhanced communication and interview skills
- Instruction on the proper dress code and industry code of professionalism
- Testing during and at the end of the instructional period
- AHLEI testing and certification (if the participant achieves a score of 70% or better on the written exam graded by AHLEI)
- Florida Safe Staff Food Handler Training, Testing and Certification
- Miami Dade College Certificate of Completion

Training Overview

- Three eight-week cohorts of Kitchen Cook Employment Training are scheduled within the program term that aligns with CareerSource South Florida's fiscal year from January 7, 2019 to June 30, 2019 (schedule to be determined in consultation with CareerSource and NANA).
- The training will take place at Camillus House in a fully equipped training kitchen at Camillus House.
- Training will consist of orientation and work readiness training to prepare participants to successfully complete the entire eight-week training. Participants will be on probation during weeks one and two. Upon successful completion of weeks one and two, participants will progress to week three of the training.
- Participants that pass a drug test and reside in specified zip codes will be eligible to receive a stipend (contingent on funding) from Neighbors and Neighbors Association (NANA) upon successful completion of a eight-week Kitchen Cook Employment Training.
- Camillus House will recruit an adequate number of participants to ensure that a minimum of fifteen (15) up to twenty (20) qualified eligible participants are enrolled per cohort.
- CareerSource South Florida will send the list of enrolled participants to Camillus House five (5) days prior to the first day of each cohort. Participants must be enrolled as Miami Dade College students before beginning class.
- Before each cohort, during breaks between cohorts, and after each cohort, CEPD employees will continue to work on case management, recruitment and screening of new participants, job referrals and job placement tracking, curriculum development, record-keeping, reporting, ordering supplies, scheduling and other matters pertaining to the management of the Kitchen Cook Employment Training.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 8A

AGENDA ITEM SUBJECT: REFUGEE EMPLOYMENT AND TRAINING PROGRAM PERFORMANCE OVERVIEW

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

The South Florida Workforce Board's contract with Department of Children and Family Services (DCF) requires 486 monthly placements for an annual goal of 6,144. The Refugee Employment and Training (RET) Balanced Scorecard measures the performance of the Workforce Development Area (WDA) 23 Service Partners. The report for program year 2018-2019 is from October 1, 2018 through October 31, 2018

The WDA's RET Balanced Scorecard Job Placements from through October 31, 2018, shows a total of 488 job placements; which is 4.7 percent below the maximum standard.

- None of the six Refugee Services contractors met or exceeded their maximum YTD Job placement standard. However, all six achieved the minimum monthly standard.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

CSSF RET Performance Overview Report

Report Date: 10/1/2018 To 10/31/2018

Employment						
Location	Standard Monthly	Maximum	YTD Goal	Actual Placements	YTD % Achieved	Actual Vs. Goal
AMO	95	100	100	95	95.0%	-5
Arbor E&T, LLC	47	50	50	47	94.0%	-3
CANC	46	49	49	46	93.9%	-3
Community Coalition	41	43	43	42	97.7%	-1
Lutheran Services	116	122	122	117	95.9%	-5
Youth Co-Op	141	148	148	141	95.3%	-7
Region	486	512	512	488	95.3%	-24

ND = No data

NA = Region performance not applicable for this measure



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 8B

AGENDA ITEM SUBJECT: WORKFORCE SERVICES BALANCE SCORECARD REPORT UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Conduct an analysis of Career Centers**

BACKGROUND:

The Balance Scorecard Report tracks Workforce Development Area (WDA) 23 Direct Job Placements (DJP), Obtained Employment (OE) placements and the overall total number of placements. The Balance Scorecard's Year-to-Date (YTD) summary for Program Year 2018-19, is from July 1, 2018 through November 30, 2018.

The WDA 23 Balance Scorecard Report shows the Region had a total of 8,655 job placements with the following breakdown:

- Obtained Employment 5,003 or 68.4%
- Direct Job Placement 2,729 or 31.5%

Seventy-five percent of the Direct Job Placements were in full-time positions. The following is the breakdown of job placement types:

- Seasonal DJP 201 or 7.4%
- Part-Time DJP 324 or 11.9%
- Temporary DJP 143 or 5.2%
- Full-Time DJP 1,076 or 39.4%
- WIOA Full-Time DJP 985 or 36.1%

The attached report displays the above information by month for this program year.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

CSSF Balanced Scorecard Report

Report Date: 7/1/2018 To 11/30/2018

Location	Total			Obtained			Direct Job Placement								Direct Job		Max Earned	Earned	% Earned	OE %	DJP %
							Universal				Total Universal										
	1Qrt				>1Qrt				1Qrt	>1Qrt											
	1Qrt	>1Qrt	Tot	1Qrt	>1Qrt	Tot	Season	Temp			Part	Full	Season	Temp	Part	Full					
Hialeah Downtown center	1,034	314	1,348	574	261	835	0	29	1	280	0	2	0	20	310	22	\$349,452	\$308,400	88.3%	61.94%	38.06%
City of Miami center	210	193	403	186	190	376	1	0	3	17	0	0	0	1	21	1	\$289,578	\$11,600	4.0%	93.30%	6.70%
Carol City center	448	282	730	297	237	534	0	37	23	78	0	10	7	8	138	25	\$416,324	\$77,400	18.6%	73.15%	26.85%
Florida Keys center	173	115	288	82	97	179	0	10	18	53	0	2	3	5	81	10	\$375,876	\$84,450	22.5%	62.15%	37.85%
Miami Beach center	236	112	348	154	91	245	0	9	2	65	0	2	0	7	76	9	\$165,489	\$48,750	29.5%	70.40%	29.60%
North Miami Beach center	412	351	763	316	304	620	0	15	0	41	0	2	1	5	56	8	\$490,528	\$119,600	24.4%	81.26%	18.74%
Northside center	326	289	615	281	267	548	2	4	0	22	0	4	0	1	28	5	\$500,806	\$55,900	11.2%	89.11%	10.89%
Opa Locka center	107	111	218	83	102	185	0	2	2	16	0	1	1	4	20	6	\$130,304	\$15,800	12.1%	84.86%	15.14%
South Miami	51	70	121	41	69	110	0	0	0	10	0	0	0	1	10	1	\$99,000	\$3,200	3.2%	90.91%	9.09%
Transition Offender Service center	292	159	451	154	117	271	1	0	2	34	1	0	1	5	37	7	\$216,250	\$199,950	92.5%	60.09%	39.91%
Homestead center	538	263	801	212	197	409	187	29	2	56	8	4	1	11	274	24	\$343,644	\$192,100	55.9%	51.06%	48.94%
Little Havana center	487	212	699	227	158	385	0	11	0	151	0	9	0	12	162	21	\$393,776	\$206,400	52.4%	55.08%	44.92%
Perrine center	489	327	816	255	275	530	0	71	33	31	0	6	13	3	135	22	\$487,079	\$184,950	38.0%	64.95%	35.05%
West Dade center	709	345	1,054	411	288	699	1	60	27	127	0	5	3	12	215	20	\$570,737	\$189,650	33.2%	66.32%	33.68%
Total	5,512	3,143	8,655	3,273	2,653	5,926	192	277	113	981	9	47	30	95	1,563	181	\$4,828,843	\$1,698,150	35.2%	68.47%	31.53%

ND = No Data

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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 8C

AGENDA ITEM SUBJECT: CONSUMER REPORT CARD UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

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

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) Individual Training Account (ITA) Policy requires the monitoring of the performance of SFWIB approved Training Vendors. Accordingly, staff developed and implemented the Consumer Report Card Tool. The tool is an online report that updates ITA performance on a daily basis. The goal of the tool is to function as an "ITA Consumer Report Card", enabling the consumer (participant) as well as the Career Advisor the ability to check on the success of individual programs and to evaluate the economic benefit per placement by program.

The attached Program Year (PY) 2018-2019 Consumer Report Card table, dated October 10, 2018, indicates that the South Florida Workforce Investment Board generated \$1,110,415.86 of wages into the South Florida regional economy. For every dollar spent on training, SFWIB obtained a return of \$2.59. Ninety-eight percent of training services participants completed classroom training. Of those completing training, seventy-two percent have obtained employment with an average wage of \$19.48. Eighty-four percent of the participants were placed in a training-related occupation. The net economic benefit per placement is \$29,221.47.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Consumer Report Card

07/01/2018 - 06/30/2019

Training Agent	Total Outcome	Number of Completions	Number of Placements	% of Placements	# of Training Related Placements	% of Total Training Related Placements	Training Expenditures			Economic Benefit		Net Economic Benefit Per Placement	Value Added per Placement
							Avg. Cost Per Participant	Total Completion Expenditures	Total Expenditure Per Placement	Average Wage	Average Economic Benefit		
Apex Training Center - Main Campus	1	1	-	0.00 %	-	0.00 %	\$ 10,000.00	\$ 10,000.00	-	-	-	-	-
Dade Institute of Technology	11	11	2	18.18 %	2	100.00 %	\$ 8,850.00	\$ 97,350.00	\$ 48,675.00	\$ 13.95	\$ 29,005.60	(\$ 19,669.40)	(\$ 0.40)
Florida Vocational Institute	6	5	5	100.00 %	5	100.00 %	\$ 7,213.17	\$ 36,065.83	\$ 7,213.17	\$ 10.15	\$ 21,112.00	\$ 13,898.83	\$ 1.93
Metropolitan Trucking and Technical Institute	1	1	-	0.00 %	-	0.00 %	\$ 1,948.32	\$ 1,948.32	-	-	-	-	-
Miami-Dade College	1	1	1	100.00 %	1	100.00 %	\$ 2,082.02	\$ 2,082.02	\$ 2,082.02	\$ 22.00	\$ 45,760.00	\$ 43,677.98	\$ 20.98
New Horizons	17	17	15	88.24 %	12	80.00 %	\$ 10,000.00	\$ 170,000.00	\$ 11,333.33	\$ 18.10	\$ 37,638.29	\$ 26,304.96	\$ 2.32
The Academy -- Fort Lauderdale Campus	3	3	3	100.00 %	3	100.00 %	\$ 4,251.59	\$ 12,754.76	\$ 4,251.59	\$ 22.22	\$ 46,210.67	\$ 41,959.08	\$ 9.87
The Academy -- Miami Campus	14	14	12	85.71 %	9	75.00 %	\$ 7,130.04	\$ 99,820.51	\$ 8,318.38	\$ 25.12	\$ 52,251.33	\$ 43,932.96	\$ 5.28
	54	53	38	71.70 %	32	84.21 %	\$ 8,096.94	\$ 429,137.67	\$ 11,293.10	\$ 19.48	\$ 40,514.57	\$ 29,221.47	\$ 2.59



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 12/13/2018

AGENDA ITEM NUMBER: 8D

AGENDA ITEM SUBJECT: YOUTH SERVICES BALANCED SCORECARD UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Improve service delivery outcomes**

BACKGROUND:

The Youth Balance Scorecard measures the performance of the Workforce Development Area (WDA) 23 Youth Service providers. The Youth Balanced Scorecard was recently updated to provide detailed information regarding the first quarter program performance for PY' 18-19. The report measures New Enrollments, Measurable Skills Gains, 2nd and 4th Quarter Entered Employment Rate, Median Earnings 2nd Quarter after exit, Credential Attainment and Follow-Up's. The Youth Balance Scorecard Report for Program Year (PY) 2018-2019 is from July 1, 2018-November 19, 2018.

The WDA 23 Youth Balance Scorecard Report for In-School Youth (ISY) details are as follows:

A total of 83 ISY New Enrollments were reported during the first quarter of PY 2018-2019.

- The Measurable Skills Gain indicator is used to measure interim progress of participants who are enrolled in education or training (basic skills, work readiness skills, and occupational skills) services for a specified reporting period. The WDA's measurable skills gain performance measure is 25% for the 1st Quarter of the PY'18-19.
- The Credential Attainment Measure consist of the percentage of those participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or with one year after exit from the program. The WDA's credential attainment for the 1st Quarter of the PY'18-19 is 100%.
- The Follow-Up measure consists of the total number of WIOA Youth follow-up's completed divided by the number of all WIOA Youth # with a follow-up due during the quarter. The WDA's Follow-Up measure for the 1st Quarter of the PY'18-19 is 81%.

The WDA 23 Youth Balance Scorecard Report for Out of School Youth details are as follows:

- A total of 211 OSY New Enrollments were reported during the 1st Quarter of PY 2018-2019.
- The WDA's Measurable Skills Gain performance measure is 18% for the 1st Quarter of PY 2018-2019.
- The WDA's Credential Attainment Measure performance for the 1st Quarter of PY 2018-2019 is 83%.
- The WDA's Follow-Up measure is 39% for the 1st Quarter of PY 2018-2019.

FUNDING: N/A

PERFORMANCE:

ATTACHMENT

CSSF Youth Balanced Scorecard Report

Report Date: 7/1/2018 thru 11/19/2018

ISY Providers

Required Quarterly Measures		
Measure	Standard	Region
New Enrollments	120	83
Measurable Skills Gain	90%	25%

Required Annual Measures		
Measure	Standard	Region
Credential Attainment	90%	100%

Additional Performance Measures		
Measure	Standard	Region
WIOA Follow-up	100%	81%

CSSF Youth Balanced Scorecard Report

Report Date: 7/1/2018 thru 11/19/2018

OSY Providers

Required Quarterly Measures		
Measure	Standard	Region
New Enrollments	686	211
Measurable Skills Gain	90%	18%

Required Annual Measures		
Measure	Standard	Region
Credential Attainment	90%	100%

Additional Performance Measures		
Measure	Standard	Region
WIOA Follow-up	100%	39%