



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
Thursday, August 15, 2019
9:30 A.M.

Big Brothers Big
Sisters of Miami -
550 NW 42nd Avenue
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
 - a. December 13, 2018
 - b. February 21, 2019
 - c. April 18, 2019
 - d. June 25, 2019
3. Chairman's Report
4. Executive Director's Report
 - a. Executive Director Presentation
 - b. Miami-Dade Economic Advocacy Trust (MDEAT) Presentation
 - c. TechHire YWCA Cohort Presentation
5. Consent/Ratification Agenda Items
 - a. Ratification of the Approval to Allocate Funds for the National Flight Academy
 - b. Ratification of the Approval of New Training Providers and Programs and New Program for an Existing Provider
 - c. Ratification of the Approval of an Adjustment to the FY 2018-2019 Budget
 - d. Ratification of the Approval to Release a Request for Proposal for the Selection of Workforce Service Providers
 - e. Ratification of the Approval of Refugee Services Contractors
 - f. Ratification of the Approval to Launch a Career Development Center at St. Thomas University

CareerSource South Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

"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."

- g. Ratification of the Approval to Allocate Funds for the MARS Community Development Corporation Apprenticeship Program for Men and Women, GNJ
- h. Ratification of the Approval to Accept State of Florida Department of Economic Opportunity Workforce Funding
- i. Ratification of the Approval of New Programs for an Existing Training Provider
- j. Ratification of the Approval to Accept and Allocate Funds for the City of Homestead Summer Youth Employment Program
- k. Ratification of the Approval to Accept and Allocate Funds for the City of Miami Gardens Summer Youth Employment Program
- l. Ratification of the Approval of the Women In IT Web Development Certification Training
- m. Ratification of the Approval to Accept and Allocate Funds for the City of Opa Locka Summer Youth Employment Program
- n. Ratification of the Approval to Allocate WIOA Adult and Dislocated funding for WIOA Retention Payments
- o. Ratification as to Approval of the 2019-2020 Budget
- p. Ratification of the Approval of the SFWIB to continue to provide direct Employment and Training Services
- q. Ratification of the Approval to Allocate Funds to continue to Operate the SFWIB Special Project Initiatives
- r. Ratification of the Approval to Renew Existing Workforce Services Contract for Program Year 2018-19
- s. Ratification of the Approval to Renew Existing Youth Services Contract for Program Year 2018-19

6. Consent/Ratification Agenda Items

- a. Ratification of the Approval of the Virtual Career College Portal
- b. Ratification of the Approval to Allocate Funds for the Pre-Apprenticeship Internship Program
- c. Ratification of the Approval to Allocate Funds to Miami-Dade County Public School District for the Summer Youth Internship Program
- d. Ratification of the Approval to Allocate funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc.
- e. Ratification of the Approval of an Allocation to Contract with Monroe County for an Employed Worker Training Initiative
- f. Ratification of the Approval of an Allocation to Contract for the Miami Community Ventures Pilot
- g. Ratification of the Approval of Allocation to Contract with Miami- Dade

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County Public Schools for the Commercial Foods and Culinary Arts, Construction Technology, Construction Technology & Forklift, and Private Security Trainings

7. Consent/Ratification Agenda Items

- a. Ratification of the Approval of an Allocation to Contract for the Future Bankers Training Camp Program
- b. Ratification of the Approval of an Allocation to Contract with Miami Dade College for the Camillus House and Lotus House Hospitality and Employment Certification Training
- c. Ratification of the Approval of an Allocation to Contract with Miami-Dade College for Culinary and Hospitality Certification Training

8. Consent/Ratification Agenda Items

- a. Ratification of the Approval to Allocate Funds for the TechHire Internship Program
- b. Ratification of the Approval of an Allocation to Contract Training Services & Support Services for the TechHire Summer Boot Camps
- c. Ratification of the Approval of an Allocation to Contract Educational Support Services for the TechHire Summer Boot Camps

9. Consent/Ratification Agenda Items

- a. Ratification of the Approval of Related Party Training Vendor Agreements
- b. Ratification of the Approval of the Florida International University Urban Potential Laboratory (UP Labs) Pilot Program

10. Executive Committee

- a. Information – U.S. Department of Labor/Employment and Training Administration’s Comprehensive Compliance Review of CareerSource Pinellas and CareerSource Tampa Bay
- b. Information – 2016-2020 CareerSource South Florida Strategic Operational Plan Update
- c. Information - Comcast Internet Essentials Expansion
- d. Information - TechHire Summer Boot Camps Update
- e. Information - Summer Youth Internship Program Update
- f. Recommendation as to Approval of TechHire Summer Boot Camp Training Providers
- g. Recommendation as to Approval to Accept a Donation for the City of Miami Gardens Summer Youth Employment Program

11. Finance and Efficiency Council

- a. Information – Financial Report – June 2019
- b. Recommendation as to Approval to Allocate funds for the Stanley G.

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Tate Florida Prepaid College Foundation, Inc.

- c. Recommendation as to Approval to Accept funds for Project Second Chance for Incarcerated Parents with Minor Children

12. Global Talent and Competitiveness Council

- a. Recommendation as to Approval of Workforce Services Contractors
- b. Recommendation as to Approval to Allocate funds to Monroe County for an Employed Worker Training Initiative
- c. Recommendation as to Approval to Allocate funds to Big Brothers Big Sisters of Miami, Inc. for Take Stock in Children Program Administration
- d. Recommendation as to Approval to Allocate funds to Miami Dade County Public Schools for the Miami-Dade Youth Pre-Apprenticeship Career and Technical Training Initiative
- e. Recommendation as to Approval to Allocate funds to Monroe County Public Schools for the Marathon High School Fire Academy Training Program

13. Performance Council

- a. Recommendation as to Approval to Renew Existing Refugee Services Contracts for Program Year 2019-20

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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2A

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: August 15, 2019 at 9:30AM
 Doubletree Hotel Convention Center
 711 NW 72nd Avenue Miami, Florida 33126

SFWIB MEMBERS IN ATTENDANCE	SFWIB MEMBERS NOT IN ATTENDANCE	
<ol style="list-style-type: none"> 1. Bridges, Jeff <i>SFWIB Chairman</i> 2. Perez, Andre, <i>Vice Chairman</i> 3. Brecheisen Bruce 4. Clayton, Lovey 5. Davis-Raiford, Lucia 6. Ferradaz, Gilda 7. Garza, Maria 8. Gazitua, Luis 9. Gibson, Charles 10. Lampon, Brenda 11. Ludwig, Philipp 12. Regueiro, Maria C. 13. Rod, Denis 14. Roth, Thomas 15. Scott, Kenneth 16. Wensveen, John 	<ol style="list-style-type: none"> 14. Adrover, Bernardo 15. Brown, Clarence 16. Datorre, Roberto 17. Chi, Joe 18. del Valle, Juan-Carlos 19. Diggs, Bill 20. Huston, Albert 21. Jordan, Barbara 22. Manrique, Carlos 23. Maxwell, Michelle 24. Piedra, Obdulio 25. Russo, Monica 26. Thurman, Karen 27. West, Alvin 	<p>SFW STAFF</p> <p>Beasley, Rick Almonte, Ivan Anderson, Frances Azor, Christine Butkowski, Denis Gilbert, David Graham, Tomara Jean-Baptiste, Antoinette Smith, Marian Smith, Robert</p>
		<p>Assistant County Attorney (s)</p> <p>Shanika Graves - Miami-Dade County Attorney's office</p>

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.	Rodriguez, Maria – <i>Youth Co-Op, Inc.</i>
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

SFWIB Chairman Jeff Bridges called the meeting to order at 9:41am. Asked all those present introduce themselves and noted that a quorum had not been achieved.

3: Chairman’s Report

Chairman Bridges shared with the Board of his official last day (today) as Chairman. He noted it’s been “fun and exciting”. The enjoyed his years as Chairman, working with SFWIB Executive Director Rick Beasley, staff and the full Board, and noted that newly appointed Chairman (former Vice-Chairman) Andy Perez has his full confidence and support.

4. Executive Director's Report

4b. Recommendation as to Approval of 2019 SFWIB Meeting Calendar

SFWIB Executive Director Rick Beasley presented the 2019 SFWIB Meetings calendar.

Mr. Clayton questioned February's meeting dates and Mr. Beasley further explained. SFWIB staff Antoinette Jean-Baptiste provided additional details.

Miami-Dade Assistant County Attorney (SFWIB's Legal Counsel) Shanika Graves noted that items be ratified.

4a. Executive Director Update

Deferred

5. Executive Committee

5B. Recommendation as to Approval to Authorize SFWIB Staff to Release a RFP for the Selection of a Refugee Employment and Training Service Providers

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

Item passed by consensus of the members present.

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

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

Mr. Gazitua inquired about a final report and Mr. Beasley provided details.

No further questions or discussions.

6. Finance and Efficiency Council

6A. Information – Financial Report – October 2018

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

Mr. Beasley reviewed with the Board the following items:

Budget Adjustments

- No budget adjustments

Expenses:

- ✓ Refugee Services increased by \$5,063,770
- ✓ Unallocated Funds decreased by \$5,070,918
- ✓ Training and Support Services increased by \$15, 148

Explanation of Significant Variances:

1. **Adult Services** – 15.5% versus 34%
2. **Training and Support Services** – 8% versus 34%
3. **Other Programs and Contracts** – 11.6% versus 100%

Mr. Roth inquired about the potential impact to services and Mr. Beasley provided details.

There was continued discussion related to the budget.

Mr. Beasley reviewed with the Board the financial reports (additional sheets that were included in the agenda).

There was continued discussion.

6B. Information – USDOL National Dislocated Worker Program Audit

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

Chairman Bridges later introduced Mr. Anthony Brunson of Anthony Brunson P.A. Certified Public Accountants & Business Advisors who appeared before the Board and presented the external auditor's report.

There was continued discussion.

No further questions or discussions.

He discussed the governmental fund basis, statement of activities.

He later asked whether if anyone had any questions or concerns.

[Chairman Bridges noted into record that a quorum had been achieved. As such, all items requiring approval would be discussed].

No further questions or discussions.

6C. Recommendation as to Approval to Accept Fiscal Year 2017-2018 Audit Reports

Chairman Bridges called the item and introduced Tony Brunson of Anthony Brunson, P.A. who appeared before the Board and presented the 2017-2018 Audit Report.

SFWIB Vice-Chairman Andy Perez moved the approval to accept fiscal Year 2017-18 Audit Reports. Motion seconded by Mr. Bruce Brecheisen; **Motion Passed Unanimously**

2A. Approval of Meeting Minutes –SFWIB Meeting – October 13, 2018

Vice-Chairman Andy Perez moved the approval of SFWIB Meeting Minutes of October 13, 2018. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

4B. Recommendation as to Approval of 2019 SFWIB Meeting Calendar

Mr. Lovey Clayton moved the approval of 2019 SFWIB Meetings Calendar. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

5. Executive Committee

5B. Recommendation as to Approval to Authorize SFWIB Staff to Release a RFP for the Selection of a Refugee Employment and Training Service Providers

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

Dr. Denis Rod moved the approval to authorize SFWIB Staff to release a RFP for the selection of a Refugee Employment and Training Services Providers (extension until March 2019); Motion seconded by Mr. Lovey Clayton; **Motion Passed Unanimously**

6D. Recommendation as to Approval to Allocate Funds for the Talent Development Network

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

Mr. Kenneth Scott moved the approval to allocate funds for the Talent Development Network. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

7. Global Talent and Competitiveness Council

7. A. Recommendation as to Approval to Allocate Funds for the National Flight Academy Program

Chairman Bridges introduced the item. GTC Chairwoman Gilda Ferradaz further presented and noted the Council did not have quorum at today's (12-13-18) meeting. However, the consensus of the members that were present recommended the approval of this item to the full Board.

Chairman Bridges moved the approval to allocate funds for the National Flight Academy program. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

[Dr. John Wensveen abstained from voting due to a declared conflict]

7B. Recommendation as to Approval to Allocate Funds to Miami-Dade College for the Future Banker's Training Program

Chairman Bridges introduced the item and GTC Chairwoman Ferradaz further presented.

[Dr. Wensveen stepped out of the meeting room]

Dr. Denis Rod moved the approval to allocate funds to Miami-Dade College for the Future Banker's Training Program. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

Mr. Kenneth Scott later questioned quorum and Mr. Beasley provided a brief overview of parliament procedures (as requested off the record).

[No longer a quorum; item moved by consensus of the members present.]

Item moved by consensus of the full Board

[Dr. Wensveen returned to the meeting room; **Quorum Reestablished**]

7C. Recommendation as to Approval of Revisions to the Paid Work-Experience (PWE) Training Policy

Chairman Bridges introduced and Chairwoman Ferradaz further presented.

Vice Chairman Perez moved the approval of revisions to the paid work experience training policy. Motion seconded by Bruce Brecheisen; **Motion Passed Unanimously**

7D. Recommendation as to Approval to Allocate Funds to Miami-Dade College for Culinary and Catering Employment Training Program

Chairman Bridges introduced the item and GTC Chairwoman Ferradaz further presented.

Mr. Bruce Brecheisen moved the approval to allocate funds to Miami Dade College for Culinary and Catering Employment Training Program. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

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

8B. Information – Workforce Services Balanced Scorecard Report Update

8C. Information – Consumer Report Card

8D. Information – Youth Partners Regional Performance Update

Chairman Bridges introduced the item. Mr. Beasley further presented the above items at the request of Performance Council Chairwoman Maria Garza.

Mr. Roth inquired about South Miami and Transition Inc.'s current percentages listed in item 8C. Mr. Beasley provided details.

9. Nominating Committee

Chairman Bridges introduced the item and Mr. Beasley further presented the following recommendation by the SFWIB's Nominating Committee:

- Andy Perez as SFWIB Chairman
- Charles Gibson as SFWIB Vice-Chairman

Mr. Luis Gazitua moved he approval of the recommendation set forth by the Nominating Committee. Motion seconded by Mr. Phillipp Ludwig; **Motion Passed Unanimously**

Special Award Presented to Former Chairman Jeff Bridges for his outstanding leadership and loyal support as Chairman of the SFWIB during his tenure.

Former Chairman Bridges thanked everyone.

[Group Pictures were taken]

There being no further business to come before the Board, meeting adjourned at 10:26am.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2B

AGENDA ITEM SUBJECT: MEETING MINUTES

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OTHER ATTENDEES	

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

1. Call to Order and Introductions

SFWIB Chairman Andy Perez called the meeting to order at 9:30am. He provided a brief tutorial on microphone use, and asked all those present introduce themselves. Executive Director Rick Beasley noted that a quorum had not been achieved. As such the Executive Committee convened its meeting to approval of all of the following items as presentations:

Executive Committee Meeting convened its meeting:

- Chairman Perez
- Vice-Chairman Charles Gibson
- Ms. Maria Garza

5D.

7A.

7B.

7A.

7B. Recommendation as to Approval of New Training Providers and Programs and a New Program for an Existing Provider

[Special Presentation from Key Club House of South Florida]

Mr. Beasley introduced the representatives. Executive Director Debra Webb of Key Club House appeared before the Board and presented.

[Testimonial Presentation]

She welcomed the board members to visit for a tour the facility.

Mr. Brecheisen requested the address and Ms. Webb provided the following:

1400 NW 54th Street, Suite 102
Miami, FL 33142

Mr. Scott inquired about the number of veterans nationwide and Ms. Webb noted 10% locally and 30% nationwide.

Mr. Scott briefly shared his comments and inquired about collaboration.

Mr. Beasley provided additional details.

[Video Presentation]

Chairman Perez commended the representatives for their presentation and shared the current mental health crisis.

[Dr. Maria Regueiro arrived; Quorum Achieved]

5D. Recommendation as to Approval to Allocate Funds to Miami-Dade County Public School District for the Summer Youth Internship Program

Ms. Maria Garza moved the approval to allocate funds to Miami-Dade County Public Schools District for the Summer Youth Internship Program. Motion seconded by Vice Chairman Charles Gibson; **Motion Passed unanimously/ (Passed by Unanimous Consent)**

7. Global Talent and Competitiveness Council

7A. Recommendation as to Approval to Allocate Funds for the National Flight Academy

Chairman Perez introduced the item. Mr. Beasley further presented.

Vice-Chairman Charles Gibson moved the approval to allocate funds for the National Flight Academy. **Motion Passed Unanimously/ (Passed by Unanimous Consent)**

7B. Recommendation as to Approval of New Training Providers and Programs and New Program for an Existing Provider

Ms. Maria Garza moved the approval of new training providers and programs and new program for an existing provider. Motion seconded by Mr. Charles Gibson; **Motion Passed unanimously/ (Passed by Unanimous Consent)**

[Vice-Chairman Gibson left the meeting room]

4. Executive Director's Report

4a. Executive Director's Update

4b. Presentation on Tax Cuts and Jobs Act of 2017 (Opportunity Zones)

4c. Transition Inc. Quality Assurance Report

Mr. Datorre asked whether if funds have been reimbursed. Mr. Beasley provided details. He further inquired about the investigation and Mr. Beasley explained.

Mr. Datorre inquired about potential impact should the contractor neglect to reimburse the agency. Mr. Beasley explained.

Mr. Beasley presented his report and each member received a copy. The report contained the following:

Mr. Datorre inquired about fraud insurance and Mr. Beasley explained.

Mr. Gazitua inquired about a process to debar contracts in such case. Mr. Beasley explained.

Mr. Gatzitua explained the agency would have to disclose this incident in order to prohibit the agency from bidding on any contracts within Florida.

[Dr. Denis Rod Arrived]

Ms. Garza inquired about potential errors with other funding sources (funders, funding streams) they receive from local organizations. Mr. Beasley explained.

Mr. Beasley on behalf of Assistant County Attorney Shanika Graves confirmed there is a clause noted in the contract regarding a debar process.

Mr. Datorre asked whether if CSSF has to refund the monies back to the Department of Economic Opportunity once reimbursement is received by Transition, Inc. Mr. Beasley provided further details.

5. Executive Committee

5a. Information – Pathways to Prosperity Initiative Grant Award

5B. Information – Sector Strategies Grant Award

6A. Information – Financial Report – December 2018

Mr. Beasley presented the above items.

Items Deferred

2A. Approval of Meeting Minutes –SFWIB Meeting – December 13, 2018

3. Chairman's Report

5C. Information – Sector Strategies Grant Award

6. Finance and Efficiency Council

6B. Information – Bank Reconciliation – December 2018 and January 2019

6C. Recommendation as to Approval of an Adjustment to the FY 2018-2019 Budget

7C. Recommendation as to Approval to

8. Performance Council

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

8B. Information – Workforce Services Balanced Scorecard Report Update

8C. Information – Hard to Serve Placement Update

8D. Information – Consumer Report Card

There being no further business to come before the Board, meeting adjourned at 10:24am.

DRAFT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2C

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: August 15, 2019 at 9:30AM
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OTHER ATTENDEES	
Castano, Maureen – <i>Department of Economic Opportunity (DEO)</i>	Sante, Alicia – <i>Youth Co-Op, Inc.</i>
Cooper, Jamie – <i>New Horizons Inc.</i>	Somellian, Ana – <i>Adults Mankind Organization, Inc. (AMOR)</i>
Farinas, Irene – <i>Adults Mankind Organization, Inc. (AMOR)</i>	Valdes, Vanessa – <i>Florida International University (FIU)</i>
Harper, Daniel – <i>Department of Economic Opportunity (DEO)</i>	
Kisner, Ken – <i>Atlantic University</i>	
LLorena, Luis – <i>CBT College</i>	
Mendez, Jessy - <i>Community Coalition, Inc.</i> ---- <i>Department of Economic Opportunity (DEO)</i>	

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

1. Call to Order and Introductions

SFWIB Chairman Andy Perez called the meeting to order at 9:30am. He provided a brief tutorial on microphone use, and asked all those present introduce themselves. Executive Director Rick Beasley noted that a quorum had not been achieved. As such, he further noted the Executive Committee meeting would convene its meeting to approve of all of the following items as presentations:

- 5C.
- 5F.
- 5G.
- 6B
- 6C
- 7C
- 8A
- 8B
- 8C
- 8E
- 8F

The Executive Committee Convened its meeting accordingly to approve the above items and the following attended:

- ✓ Chairman Andy Perez
- ✓ Vice-Chairman Gibson
- ✓ Mr. Juan Carlos del Valle
- ✓ Ms. Maria Garza

5C. Recommendation as to Approval of Refugee Contractors

Rick Beasley introduced and read the item into record.

Mr. Juan Carlos del Valle moved the approval of Refugee Contractors. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

5F. Recommendation as Approval of Virtual Career College Portal

Mr. Rick Beasley introduced the item and further presented. Through consent of Shanika Graves Assistant County Attorney to move forward with contact and bring back for to the full board for ratification.

Mr. Juan Carlos del Valle moved the approval to moved forward with the Virtual Career College contract and bring back to the full Board for ratification. Motion seconded by Chairman Andy Perez; **Motion Passed Unanimously**

5G. Recommendation as to Approval to allocate funds for the MARS Community Development Corporation Apprenticeship for Men and Women, GNJ

Mr. Beasley introduced the item and further presented.

[Ms. Monica Russo Arrived]

Vice-Chairman Charles Gibson moved the approval to allocate funds for the MARS Community Development Corporation Apprenticeship for Men and Women. GNJ. Motion seconded by Chairman Andy Perez; **Motion Passed Unanimously**

[Ms. Carlos Manrique stepped out of the meeting room]

6B. Ratification of the Approval to Allocate Funds to the National Flight Academy

Mr. Beasley introduced and presented the item.

Vice-Chairman Charles Gibson moved the approval to allocate funds to the National Flight Academy. Motion seconded by Chairman Andy Perez; **Motion Passed Unanimously**

[Ms. Carlos Manrique returned to the meeting room]

6C. Ratification of the Approval of New Training Providers and Programs and a New Program for an Existing Provider

Mr. Beasley introduced and presented the item. He noted into record approval of the following training provider and programs:

1. Adrienne Arsht Center for the Performing Arts, GJ (One New Program: Stage Technician – Certificate of Completion of Apprenticeship)
2. Mars CDC Apprenticeship Program for Men and Women GNJ (Three New Programs Carpenter Framing & Finishing Level 1: Heating & Air Conditioning Installer – Servicer; and Plumber Certifications of Completion of Apprenticeships)
3. Plumbing Contractors Association Apprenticeship Program, Inc. (One New Program Plumber Certification of Apprenticeship)
4. Gang Alternative, Inc. GNJ (One New Program Carpenter Certification of Apprenticeship)
5. Sister of New Pre-Apprenticeship of South Florida Corp. (Two New Programs: Carpenter; and Plumber Certificates of Completion of Pre-Apprenticeships)

Request to add a New Program(s) for Existing Training Providers:

1. Florida Keys Community College Apprenticeship Program GNJ (Four New Programs: Carpenter certification; Electrician certification; Heating and Air Conditioning Installer –Servicer – Certification of Completion of Apprenticeship; and Plumber Certification of Apprenticeship)

Chairman Andy Perez moved the approval of New Training Providers, Programs, and New Program for an Existing Provider. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

7C. Recommendation as to Approval to Accept State of Florida Department of Economic Opportunity Workforce Funding

Mr. Beasley introduced and presented the item.

Chairman Andy Perez moved the approval to Accept State of Florida Department of Economic Opportunity Workforce Funding. Motion seconded by Mr. Juan Carlos del Valle; **Motion Passed Unanimously**

8A. Recommendation as to Approval of New Programs for an Existing Training Provider

Mr. Beasley introduced and presented the item.

Chairman Perez moved the approval of new programs for an existing training provider. Motion seconded by Ms. Maria Garza; **Motion Passed Unanimously**

8B. Recommendation as to Approval of New Programs for an Existing Training Provider

Mr. Beasley introduced and presented the item.

Ms. Maria Garza moved the approval of new programs for an existing training. Motion seconded by Vice-Chairman Charles Gibson; **Motion Passed Unanimously**

8C. Recommendation as to Approval of New Programs for an Existing Training Provider

Mr. Beasley introduced and presented the item.

Mr. Juan Carlos del Valle moved the approval of new programs for an existing training provider. Motion seconded by Vice-Chairman Charles Gibson; **Further Discussion(s):**

Vice-Chairman Gibson verified whether if the funds would be matched. Mr. Beasley responded, “Yes”.

Mr. Clayton asked whether if cities that are unable to provide matching funds would be able to still participate in this initiative. Mr. Beasley responded, “No”. He further explained.

Motion Passed by Unanimous Consent

8E. Recommendation as to Approval of New Programs for an Existing Training Provider

Chairman Perez moved the approval of new programs for an existing training provider. Motion seconded by Mr. Juan Carlos del Valle; **Motion Passed Unanimously**

8F. Recommendation as to Approval of the Women in IT Web Development Certification Training

Vice-Chairman Charles Gibson moved the approval of the Women in IT Web Development Certification Training. Motion seconded by Mr. Juan Carlos del Valle; **Motion Passed Unanimously**

4.A Executive Director Update

Mr. Beasley presented his report and each member received a copy. The report contained information regarding the following: (1) FEDERAL – Budget & Appropriation; and (2) LOCAL – YWCA Tech Hire Center.

4. B Department of Economic Opportunity Annual Performance Presentation

Mr. Beasley introduced representatives of the Department of Economic Opportunity. Both Maureen Castano and Daniel Harper appeared before the Board and presented.

[Ms. Maria Garza left]

The Board had questions regarding the following:

- ✓ Soft Skills (Ms. Castano explained)
- ✓ Gig Economy (Mr. Harper explained)
- ✓ Budget/Funding of all of Florida’s 24 CareerSource Boards and DEO (Ms.Castano explained further details would be provided at a later date (not readily available)

[Chairman Perez left]

[Mr. del Valle left]

Mr. Beasley provided further details.

Deferred SFWIB Agenda Items:

- 2. Approval of Meeting Minutes of December 13, 2018 and February 21, 2019**
- 3. Chairman's Report**
- 5a. Information – 2019 National Flight Academy Spring Break Deployment Update**
- 5b. Information – Preliminary In-State Allocations**
- 5c. Recommendation as to Approval of the Florida International University Urban Potential Laboratory (UP Labs) Pilot Program**
- 5e. Recommendation as to Approval to Launch a Career Development Center at St. Thomas University**
- 6. a. Ratification of the Approval to Allocate Funds to Miami-Dade County Public District for the Summer Youth Internship Program**
- 7a. Information- Financial Report – February 2019**
- 7b. Information - Bank Reconciliation – February 2019 and March 2019**
- 8d. Recommendation as to Approval to Allocate Funds to Miami-Dade County Public Schools for the Miami-Dade Pre-Apprenticeship Internship Program**

There being no further business to come before the Board, meeting adjourned at 10:26am.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2D

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: August 15, 2019 at 9:30AM
 Doubletree Hotel Convention Center
 711 NW 72nd Avenue Miami, Florida 33126

SFWIB MEMBERS IN ATTENDANCE	SFWIB MEMBERS NOT IN ATTENDANCE	SFW STAFF
<ol style="list-style-type: none"> 1. Perez, Andre, <i>SFWIB Chairman</i> 2. Bridges, Jeff 3. Brown, Clarence 4. Chi, Joe 5. Clayton, Lovey 6. del Valle, Juan- Carlos 7. Ferradaz, Gilda 8. Garza, Maria 9. Gazitua, Luis 10. Lampon, Brenda 11. Maxwell, Michelle 12. Piedra, Obdulio 13. Rod, Denis 14. Scott, Kenneth 	<ol style="list-style-type: none"> 15. Gibson, Charles, Vice-Chairman 16. Adrover, Bernardo 17. Brecheisen Bruce 18. Davis-Raiford, Lucia 19. Datorre, Roberto 20. Diggs, Bill 21. Huston, Albert 22. Jordan , Barbara 23. Ludwig, Philipp 24. Manrique, Carlos 25. Regueiro, Maria C. 26. Roth, Thomas 27. Russo, Monica 28. Wensveen, John 29. West, Alvin 	<p>Beasley, Rick Almonte, Ivan Anderson, Frances Butkowski, Denis Ford, Odell Gilbert, David Graham-Mays, Tomara Jean-Baptiste, Antoinette Kavehersi, Cheri Perrin, Yian Smith, Marian Smith, Robert</p> <p>Assistant County Attorney (s)</p> <p>Angela Benjamin - Miami-Dade County Attorney's office</p>

OTHER ATTENDEES	
<p>Buitrago , Jessica – <i>Cuban American National Council (CNC), Inc.</i></p> <p>Cordon, Mayelin – <i>Community Coalition, Inc.</i></p> <p>Kisner, Ken – <i>Atlantis University</i></p> <p>Farinas, Irene – <i>Adults Mankind Organization, Inc. (AMOR)</i></p> <p>Girnun, Arnie – <i>New Horizons, Inc.</i></p> <p>LLorena, Luis – <i>CBT College</i></p> <p>Perez, Burroto, Connie – <i>Youth Co-Op, Inc.</i></p>	<p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>Sante, Alicia – <i>Youth Co-Op, Inc.</i></p> <p>Somellian, Ana – <i>Adults Mankind Organization, Inc. (AMOR)</i></p>

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

1. Call to Order and Introductions

SFWIB Chairman Andy Perez called the meeting to order at 9:48am and asked all those present introduce themselves. Executive Director Rick Beasley noted that a quorum had not been achieved. As such, he further explained that the Executive Committee would convene its meeting to approve all of the following items and presentations:

Executive Committee Members Present:

- ✓ Chairman Andy Perez
- ✓ Vice-Chairman Charles Gibson
- ✓ Mr. Juan Carlos del Valle
- ✓ Ms. Maria Garza

* 5A through 5E & 6A through 6J have already been implemented, however required ratification.

*All items requiring a 2/3 vote of board members would be deferred.

The Executive Committee (read into record in the following order by Rick Beasley) heard the following items:

7B. Recommendation as to Approval of the Virtual Career College Portal

8A. Recommendation as to Approval of an Allocation to Contractor Training Services & Support Services for the TechHire Summer Camps

8C. Recommendation as to Approval to Accept and Allocate Funds for the City of Opa-Locka Summer Youth Employment Program

8D. Recommendation as to Approval to Allocate WIOA Adult and Dislocated Funding for WIOA Retention Payments

9C. Recommendation as to Approval of the 2019-2020 Budget

10E. Recommendation as to Approval of an Allocation to contract for the Future Bankers Training Camp Program

10F. Recommendation as to Approval of the SFWIB to Continue to Provider Direct Employment and Training Services

10G. Recommendation as to Approval of the SFWIB to Continue to Provide Direct Employment and Training Services

11A.

11E. Recommendation as to Approval to Renew Existing Workforce Services Contract for Program Year 2018-19

11B.

11F. Recommendation as to Approval to Renew Existing Youth Services Contract for Program Year 2018-19

**Chairman Perez asked whether if there were any items to be pulled from the agenda.*

No requests made.

(Block Vote)

Mr. Juan Carlos del Valle moved the approval of all above said items. Motion seconded by Ms. Maria Garza; Motion Passed Unanimously

4. Executive Director's Report

4.A Executive Director Update

Mr. Beasley thanked Chairman Perez, board members that were able to attend (Maria Garza, Juan Carlos del Valle, Gilda Ferradaz and Carlos Manrique). He additionally commended staff (Assistant Director of Administration Marian Smith, Youth Programs Manager Tomara Graham-Mays, youth staff Pat Shorter and Travis Kelly) for their diligent work with coordinating the first apprenticeship graduates recognition ceremony in partnership with Miami-Dade County Public Schools. The honorable Governor Ron DeSantis was present.

[Mr. Luis Gazitua arrived]

3. Chairman's Report

Chairman Andy Perez shared with the Board regarding his recent meeting with President and CEO of CareerSource Florida, Michelle Dennard. He commended Rick Beasley for his amazing work communicating diligently with the State of Florida.

[Mr. Kenneth Scott arrived]

There was continued discussion.

Mr. Beasley briefed the Board on a current partnership with Comcast.

He requested sponsorship for the purchase of additional 100 new Personal Computers (PCs).

Chairman Perez inquired about 501.3.c. donations and Mr. Beasley explained.

Ms. Garza commended staff as well and shared her feedback.

Mr. Scott shared with the Board the advantages of pre-apprenticeship program.

[Ms. Maria Garza left]

Mr. Gazitua inquired about sponsorship packages or incentives prepared for donors/sponsors. Mr. Beasley responded.

Deferred Items:

2A – 2C. Approval of Meeting Minutes of December 13, 2018, February 21, 2019 and April 18, 2019 Meeting Approval Items

7A. Recommendation as to Approval of the Florida International University Urban Potential Laboratory (UP Labs) Pilot Program

8B. Recommendation as to Approval of an Allocation to Contract Educational Support Services for the TechHire Summer Boot Camps

9. Finance and Efficiency Council

9A. Information- Financial Report – April 2019

9B. Recommendation as to Approval to Allocate Funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc.

10. Global Talent and Competitiveness Council

10. A. Information – Employed Worker Training Update for Ametrade, Inc.

10. B. Information – Employed Worker Training Update for City of Key West Police Department

10. C. Recommendation as to Approval of an Allocation to Contract with Monroe County for an Employed Worker Training Initiative

10. D. Recommendation as to Approval of an Allocation to Contract for the Miami Community Ventures Pilot

10. H. Recommendation as to Approval of an Allocation to Contract with Miami Dade College for the Camillus House and Lotus House Hospitality and Employment Certification Training

10. I. Recommendation as to Approval of an Allocation to Contract with Miami-Dade College for Culinary and Hospitality Certification Training

10. J. Recommendation as to Approval of Allocation to Contact with Miami Dade County Public Schools for the Commercial Foods and Culinary Arts, Construction Technology, Construction Technology & Forklift, and Private Security Trainings

10. K. Recommendation as to Approval of Related Party Training Vendor Agreements

There being no further business to come before the Board, meeting adjourned at 10:18am

DRAFT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: SFWIB CHAIRMAN'S REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 4A

AGENDA ITEM SUBJECT: SFWIB EXECUTIVE DIRECTOR'S REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 2/21/2019

AGENDA ITEM NUMBER: 5A

AGENDA ITEM SUBJECT: NATIONAL FLIGHT ACADEMY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not exceed \$20,000 in Temporary Assistance for Needy Families (TANF) funds to provide stipends to youth that complete the Spring Deployment at the National Flight Academy Program, as set forth below.

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

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

At the December 13, 2018, the South Florida Workforce Investment Board (SFWIB) approved a total of up to 100 students to participate and visit the National Flight Academy (NFA) during the 2019 Spring Break. The NFA Spring Deployment is from March 24, 2019 to March 29, 2019. 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 SFWIB dba CareerSource South Florida (CSSF) is partnered with Our Kids, I-CARE, The Kiwanis Club of Little Havana, Mexican American Council, and the Miami-Dade County Police Department to increase youth exposure in science literacy to empower the next generation of innovators. The attendance of CSSF Youth Programs participants at the NFA will broaden their perspective of career pathways in the aviation industry and help in the development of leadership skills as preparation for their future as productive citizens and leaders.

In an effort to increase youth participation in the NFA Spring Deployment, CSSF will provide a \$200 stipend to each youth that completes the program.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 2/21/2019

AGENDA ITEM NUMBER: 5B

AGENDA ITEM SUBJECT: NEW TRAINING PROVIDERS AND PROGRAMS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval of New Training Providers and Programs, as set forth below.

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

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

BACKGROUND:

In accordance with Section 122 of the Workforce Innovation and Opportunity Act, regional workforce boards are permitted to independently develop criteria for the selection and subsequent eligibility of Training Providers and programs. The South Florida Workforce Investment Board (SFWIB) developed processes to evaluate an applicant's programmatic capabilities.

Six apprenticeship entities submitted applications and/or eligibility documentation as part of the review process to become an SFWIB Eligible Training Provider. The SFWIB staff completed the review process and is presenting the information to the Global Talent and Competitiveness Council for a recommendation to the Board for approval.

Below are the requests to become a Training Provider and program addition(s) for the review and approval of the Council.

New Request(s) to be added as a Training Provider and Program:

1. Adrienne Arsht Center for the Performing Arts, GJ
New Program(s): Stage Technician – Certificate of Completion of Apprenticeship
2. Mars CDC Apprenticeship Program for Men and Women, GNJ
New Program(s):
 - Carpenter Framing & Finishing Level 1 – Certificate of Completion of Apprenticeship
 - Heating & Air Conditioning Installer-Servicer – Certificate of Completion of Apprenticeship
 - Plumber – Certificate of Completion of Apprenticeship
3. Plumbing Contractors Association Apprenticeship Program Inc.

New Program(s): Plumber - Certificate of Completion of Apprenticeship

4. Gang Alternative Inc. GNJ

New Program(s): Carpenter - Certificate of Completion of Apprenticeship

5. Sister of New Pre-Apprenticeship of South Florida Corp.

New Program(s):

- Carpenter - Certificate of Completion of Pre-Apprenticeship
- Plumber - Certificate of Completion of Pre-Apprenticeship

Request to add a New Program(s) for Existing Training Provider(s):

1. Florida Keys Community College Apprenticeship Program GNJ

New Program(s):

- Carpenter - Certificate of Completion of Apprenticeship
- Electrician - Certificate of Completion of Apprenticeship
- Heating and Air Conditioning Installer-Servicer - Certificate of Completion of Apprenticeship
- Plumber - Certificate of Completion of Apprenticeship

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 2/21/2019

AGENDA ITEM NUMBER: 5C

AGENDA ITEM SUBJECT: FISCAL YEAR 2018-19 BUDGET ADJUSTMENT FOR THE ACTUAL AWARDS AND CARRY-FORWARD FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance and Efficiency Council recommends to the Board to Ratify the approval to adjust the Fiscal Year 2018-2019 budget for the actual awards received and carry-forward amount adjustments, as set forth below.

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On June 21, 2018, the South Florida Workforce Investment Board approved the fiscal year 2018-2019 budget. The approved budget included an estimated \$18,303,068 in carry-forward funds, and \$38,824,004 in new funding. Following the end of the fiscal year, once the audit was complete and the final figures were confirmed, it was determined that actual carry-forward dollars were \$16,376,686. Additionally, once the notice of funds available was received, the actual funding was \$40,661,621.

Attached is a table summarizing the adjustments to the carry-forward and new funding amounts.

FUNDING: Workforce Innovation and Opportunity Act Adult, Youth and Dislocated Worker Program; Wagner Peyser; Refugee Employment and Training Program; and other Department of Economic Opportunity Funding.

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 2/21/2019

AGENDA ITEM NUMBER: 5D

AGENDA ITEM SUBJECT: RECOMMENDATION TO APPROVE THE AUTHORIZATION FOR SFWIB STAFF TO RELEASE AN RFP FOR THE SELECTION OF WORKFORCE SERVICE PROVIDERS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval authorizing staff to release a Request for Proposal to provide Workforce Services for Program Year 2019-2020, as set forth below.

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

In December 2017, CareerSource Florida approved South Florida Workforce Investment Board (SFWIB) staff to temporarily provide employment and training services in Local Workforce Development Area (LWDA) 23 CareerSource centers until June 30, 2018. The SFWIB released Workforce Services Request for Proposals (RFP) to solicit organizations capable of providing employment and training services on March 14, 2018 and April 10, 2018.

Due to a lack of respondents by the applicable deadlines, at the June 21, 2018 meeting, the SFWIB approved a recommendation for SFWIB staff to continue providing employment and training services. Accordingly, the SFWIB assumed daily operations of the Carol City, Opa-Locka, Miami Beach, Key Largo, and Key West CareerSource centers on July 1, 2018.

In accordance with CareerSource Florida Administrative Policy 83, at its October 18, 2018 meeting, the SFWIB approved a formal request for an extension to continue providing direct employment and training services for PY 2018-2019. The approved extension permits SFWIB staff to provide direct services for a period not to exceed three years from the initial effective date of December 2017; and authorizes the release of a Workforce Services RFP for program year 2019-2020, and in the future if needed.

Therefore, SFWIB staff recommends the Global Talent and Competitiveness Council to recommend to the Board approval authorizing staff to release an RFP to provide Workforce Services for PY 2019-2020. The RFP will include all five centers currently operated by the SFWIB.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5E

AGENDA ITEM SUBJECT: REFUGEE SERVICES CONTRACTORS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval authorize staff to a negotiate contract with Refugee Services RFP respondents based on available funding, as set forth below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At the December 13, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the Global Talent and Competitiveness Council's recommendation to authorize staff to release a Request for Proposal (RFP) to provide Refugee Employment and Training Services for Program Year 2018-2019, as set forth below.

SFWIB staff released a Refugee Services RFP to the public on February 5, 2019, soliciting proposals from organizations capable of providing Refugee Employment and Training Services within Workforce Development Area (WDA) 23. Two organizations responded by the prescribed deadline.

The proposals submitted were evaluated based on the criteria detailed in the RFP. A Public Review Forum was held on March 6, 2019 wherein respondents' preliminary scores were disclosed. The attached table indicates the results of the Public Review Forum.

SFWIB staff recommends to the Executive Committee to recommend to the Board the authorization for staff to negotiate contracts with the Refugee Employment and Training Services RFP respondents that have the highest score over the 80-point threshold, and have met the due diligence and other requirements for the location(s) requested, based on available funding.

Respondents that satisfied the minimum 80-point threshold but did not meet due diligence, a contract award is contingent upon the respondent meeting the required due diligence. Respondents will have the opportunity to provide documentation to the SFWIB Office of Continuous Improvement to meet the due diligence requirement.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5F

AGENDA ITEM SUBJECT: ST. THOMAS UNIVERSITY CAREER DEVELOPMENT CENTER

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$50,000 in Workforce Services funding to launch a Career Development Center at St. Thomas University, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

At the October 18, 2018 meeting, the SFWIB approved an allocation to launch a Career Development Center at Florida Memorial University (FMU) to assist the university's students in obtaining career opportunities prior to and upon graduation. In less than a year, the Career Development Center has become an invaluable resource to the university and its student's by assisting several graduates to obtain employment.

The successful results of the Career Development Center model at the FMU campus, prompted St. Thomas University (STU) to view this as a prime opportunity to improve career services on their campus. Thereafter, STU approached SFWIB staff and requested assistance in implementing the same model.

The SFWIB recognized this as an opportunity to continue its path of bridging the gap between the traditional university career development office and the economic development engine that is the local workforce board.

In accordance with the SFWIB 2018-2019 Strategic Goal 6, Strong Workforce System Leadership, the SFWIB will assume the daily operations of STU's career development center and provide career assistance to the current 850 undergraduate s, graduate students and alumni. As part of the partnership, STU will provide the SFWIB with free usage of their new Career Development Center, and the SFWIB, under the administrative entity know as ABC Workforce Services, will provide one full-time staff member, computers and the support necessary to provide career development assistance.

The SFWIB's projected 2018-2019 program year operating costs to staff the center and provide direct services to the students and alumni of STU will not exceed \$50,000. A separate allocation request will be presented for the training related costs.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5G

AGENDA ITEM SUBJECT: CARPENTER, FRAMING, FINISHING LEVEL ONE APPRENTICESHIP PROGRAM COHORT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$113,865.00 in WIOA Funds to Contract with MARS Community Development Corporation (CDC) Apprenticeship Program for Men and Women, GNJ for the Carpenter, Framing & Finishing Level 1, as set forth below.

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

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

BACKGROUND:

Specialty construction jobs are expected to grow within Florida by nearly 19% through 2024 as per Florida Department of Economic Opportunity. Carpentry is one of the most versatile occupations in the construction industry, with workers doing many different tasks. The Carpenter, Framing & Finishing Level 1 apprentice will receive On-The-Job (OJT) training in creating and setting concrete forms, rigging, welding, scaffold building, and working within a confined workspaces. The classroom instruction will consist of Occupational Safety and Health Administration (OSHA) training, National Center for Construction Education & Research (NCCER) training, carpentry basics, blueprint reading, construction mathematics, and building code requirements.

The participants will begin a two year apprenticeship period of which 300 hours are classroom instruction and 4000 hours of On-the-Job Training (OJT). Upon program completion, the apprentice will possess all the required knowledge and skills to become licensed in Level One Carpentry with an average annual salary of \$40,000. The SFWIB will reimburse the employer for the relevant classroom training, participant supportive services and a portion of the OJT salaries for the first year of the program. The total cost to the SFWIB for the program is \$113,865.00.

The SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to allocate an amount not to exceed \$113,865.00 in Workforce Innovation and Opportunity Act (WIOA) funds for year one of the apprenticeship. The SFWIB will not assume any cost for the second year of the apprenticeship program.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: As outlined below:

PROJECT TOTAL

Number of Participants Served – 15

Number of Participants to Complete Training – 15

Number of Participants to be Placed in Jobs – 15

Number of Cohorts - 1

Cost Per Placement - \$7,591.00

Average Wage - \$13.58

Net Economic Benefit - \$19,569.00

Return-On-Investment - \$2.58

Economic Impact - \$293,535.00

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5H

AGENDA ITEM SUBJECT: ACCEPTANCE OF WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to accept \$420,000 in Workforce Innovation and Opportunity Act Pathways to Prosperity 2019 – Technology Advancement for Women grant funds, as set forth below.

STRATEGIC GOAL: **IMPROVED DIGITAL LITERACY**

STRATEGIC PROJECT: **Close the Gap between Digital Literacy Skills**

BACKGROUND:

On March 19, 2019, the South Florida Workforce Investment Board (SFWIB) received a Notice of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) in the State of Florida for Pathways to Prosperity 2019 - Technology Advancement for Women, for a total award of \$420,000 in Workforce Innovation and Opportunity Act (WIOA) program funds.

The purpose of the grant award is to provide technology training for 80 WIOA eligible Adult and Dislocated Workers.

Use of these grant funds must follow all applicable Federal and state laws, rules and regulations, and must be consistent with the program year 2017 Annual Funding Agreement between the United States Department of Labor and the DEO.

FUNDING: Workforce Innovation and Opportunity Act

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2018

AGENDA ITEM NUMBER: 5I

AGENDA ITEM SUBJECT: EXISTING TRAINING PROVIDER AND PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to add a new program at an existing location for an Existing Training Provider, as set forth below.

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

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

BACKGROUND:

In accordance with Section 122 of the Workforce Innovation and Opportunity Act, local workforce development boards are permitted to independently develop criteria for the selection and subsequent eligibility of Training Providers and programs. The South Florida Workforce Investment Board (SFWIB) developed processes to evaluate an applicant's programmatic capabilities.

SFWIB staff completed the review process and documentation is being presented to the Global Talent and Competitiveness Council for a recommendation to the Board for approval.

Below is a request to add a new program at an existing location for an existing training provider for the review and approval of the Council.

Request to add New Programs for Existing Training Provider:

1. College of Business & Technology Inc.

Request to Add new programs to existing locations:

Hiialeah Campus

- Air Conditioning and Refrigeration Technician – Diploma
- Electricity Technician - Diploma

Flagler Campus

- Electricity Technician - Diploma

Cutler Bay Campus

- Electricity Technician - Diploma

FUNDING: N/A

PERFORMANCE: N/

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5J

AGENDA ITEM SUBJECT: SUMMER YOUTH EMPLOYMENT PROGRAM FOR THE CITY OF HOMESTEAD

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to accept \$50,000 general revenue funds from the City of Homestead for a Summer Youth Employment Program and allocate funds to Youth Co-Op, Inc., as set forth below.

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

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

BACKGROUND:

The City Council City of Homestead City Council, under the leadership of Mayor Jeff Porter, agreed to enter into a partnership with the South Florida Workforce Investment Board (SFWIB) to provide employment opportunities to up to 87 youth residents of the City of Homestead. The SFWIB will provide summer job placement for youth between the ages of 15 to 18. Youth enrolled in the program will also receive employability skills training.

As part of the partnership, the City of Homestead will provide \$50,000 in general revenue to the SFWIB toward the program. The SFWIB will provide \$100,000 in Temporary Assistance for Needy Families (TANF) funds. The total amount being allocated for the program is \$150,000 for the SYEP. The program will provide entry-level positions with local businesses, public sector and community-based organizations to the City of Homestead's future workforce.

The youth participants will earn \$9.00 per hour for a total of 140 hours, 20 of which is for work readiness training. Youth will also receive financial literacy training from Miami- Dade County Credit Union and information related to budgeting and investing.

Youth CO-OP, Inc. will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the youth participants.

The program is scheduled to take place beginning June 10, 2019 through August 11, 2019.

FUNDING: City of Homestead General Revenue and Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5K

AGENDA ITEM SUBJECT: SUMMER YOUTH EMPLOYMENT PROGRAM FOR THE CITY OF MIAMI GARDENS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to accept \$150,000 general revenue funds from the City of Miami Gardens for a Summer Youth Employment Program and allocate funds to Adults Mankind Organization, Inc., as set forth below.

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

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

BACKGROUND:

The City of Miami Gardens City Council, under the leadership of Mayor Oliver Gilbert, agreed to enter into a partnership with the SFWIB to provide employment opportunities to up to 173 youth residents of Miami Gardens. The SFWIB will provide summer job opportunities for youth between the ages of 15 to 18. Youth enrolled in the program will also receive employability skills training.

As part of the partnership, the City of Miami Gardens will provide \$150,000 in general revenue to the SFWIB toward the program. The SFWIB will provide \$150,000 in Temporary Assistance for Needy Families (TANF) funds. The total amount being allocated for the program is \$300,000 for the SYEP. The program will provide entry-level positions with local businesses, public sector and community-based organizations to the City of Miami Gardens' future workforce.

The youth participants will earn \$9.00 per hour for a total of 140 hours, 20 of which will be work readiness training. Youth will also receive financial literacy training from Miami- Dade County Credit Union and information related to budgeting and investing.

Adults Mankind Organization, Inc. will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the youth participants.

The program is scheduled to take place beginning June 10, 2019 through August 11, 2019.

FUNDING: City of Miami Gardens and Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 5L

AGENDA ITEM SUBJECT: YOUNG WOMEN CHRISTIAN ASSOCIATION WEB DEVELOPMENT CERTIFICATION TRAINING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$200,000 in WIOA Funds to Contract with JMJ Clutch Enterprises LLC dba Wyncode Academy, as set forth below.

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Close the digital skills gap**

BACKGROUND:

At the October 18, 2018 meeting, the SFWIB approved funding to launch a TechHire Center for Women at the Young Women's Christian Association (YWCA) of Miami to help increase the number of women in the Information Technology (IT) industry. In a recent survey by Inc. 5000, women make up 59 percent of the total workforce but average less than 20 percent of the tech jobs with major tech companies.

Women hold only 17 percent of the tech jobs at Google, 15 percent at Facebook and 10 percent at Twitter. The national average entry-level salary in the IT industry is \$44,985 per year.

In an effort to address the existing gender gap in the IT field, the SFWIB will collaborate with Wyncode Academy to deliver the first IT training cohort in the Women in IT initiative. The Full Stack Web Development certification training cohort for women will be held at the YWCA of Miami TechHire location.

The cohort will prepare up to 20 SFWIB eligible female participants to successfully complete the 10-week web development training, which will include instruction in JavaScript, React, jQuery, and HTML. The SFWIB will provide the training-related funding, and Wyncode Academy will provide the relevant training and placement services. The total cost for the cohort is \$200,000.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: As outlined below:

Number of Participants Served – 20

Number of Participants to Complete Training – 20

Number of Participants to be Placed in Jobs – 17

Number of Cohorts - 1

Cost Per Training - \$10,000.00

Cost Per Placement - \$11,764.71

Average Wage - \$21.63

Net Economic Benefit - \$33,225.69

Return-On-Investment - \$2.82

Economic Impact - \$564,836.80

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 5M

AGENDA ITEM SUBJECT: SUMMER YOUTH EMPLOYMENT PROGRAM FOR THE CITY OF OPA LOCKA

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to accept up to \$50,000 funds from CareerSource Florida for a Summer Youth Employment Program for the City of Opa Locka and allocate funds & contract with Adults Mankind Organization, Inc., as set forth below.

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

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

BACKGROUND:

CareerSource Florida has agreed to enter into a partnership with the SFWIB to provide employment opportunities to up to 86 youth residents of the City of Opa Locka. The SFWIB will provide summer job opportunities for youth between the ages of 15 to 24. Youth enrolled in the program will also receive employability skills training.

As part of the partnership, CareerSource Florida will provide up to \$50,000 in workforce funding to the SFWIB toward the program. The SFWIB will provide \$100,000 in Temporary Assistance for Needy Families (TANF) funds. The total amount being allocated for the program is \$150,000 for the SYEP. The program will provide entry-level positions with local businesses, public sector and community-based organizations to the City of Opa Locka's future workforce.

The youth participants will earn \$9.00 per hour for a total of 140 hours, 20 of which will be work readiness training. Youth will also receive financial literacy training from Miami- Dade County Credit Union and information related to budgeting and investing.

Adults Mankind Organization, Inc. will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the youth participants.

The program is scheduled to take place beginning June 10, 2019 through August 11, 2019.

FUNDING: City of Miami Gardens and Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 5N

AGENDA ITEM SUBJECT: WIOA RETENTION PAYMENT ALLOCATIONS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$48,375 in WIOA Funds for retention payments, as set forth below.

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

STRATEGIC PROJECT: **Enhance CSSF performance system**

BACKGROUND:

At the December 14, 2017 meeting, the South Florida Workforce Investment Board (SFWIB) approved the recommendation to authorized staff to modify Workforce Services contracts to allow retention payments to service providers for each Workforce Innovation and Opportunity Act (WIOA) participant employed or who earned wages during the second and fourth quarters after exiting the system.

The WIOA established performance indicators and reporting requirements to assess the Local Workforce Development Board's (LWDB) effectiveness in serving individuals participating in the workforce development system. The second and fourth quarters after exit are two of the primary performance indicators the State uses to measure the LWDB's employment retention rate. The two measures indicate the number of WIOA participants who obtained employment, exited the system and are either still employed or earned wages in the two quarters following their exit from the system.

In an effort to meet and exceed established WIOA primary performance indicators, SFWIB staff is requesting authorization to allocate retention payments to incentivize service providers to track employment retention, update information on the gainfully employed, and reengage job seekers in need of additional services. The SFWIB operated centers are not eligible to receive retention payments.

FUNDING: Workforce Innovation Opportunity Act

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 50

AGENDA ITEM SUBJECT: FISCAL YEAR 2019 - 2020 BUDGET

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance and Efficiency Council recommends to the Board to Ratify approval of the Fiscal Year 2019-2020 Budget, as set forth below.

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The attached "SFWIB Budget - 2019-20" chart is a summary of the annual budgeted revenues and expenditures for the South Florida Workforce Investment Board (SFWIB). The chart is comprised of three major sections:

1. 2019-20 State Funding: The first section's group of columns reflects the new funding awards that the SFWIB is anticipating it will receive during the upcoming budget year. The total award dollars are divided into two amounts: the funds that will be utilized during budget year 2019-20 and the amounts that will be reserved for budget year 2020-21.
2. 2019-20 Program Budget: The second section is the funding amounts that comprise the 2019-20 revenue Budget. The amounts shown under the column "Prior Budget Year Reserves" are the amounts that were reserved in the current year's budget and are available for use in the new 2019-20 budget year. The amounts shown under the column "Prior Budget Year Carryover" are the remaining funds available from the previous year's awards. These unexpended amounts roll over to the new budget year. The amounts under the column "New Budget Year Funding" are the new funds that will be utilized in the 2019-20 budget year.
3. 2019-20 Cost Distributions: This section of the budget shows all the proposed expenditures for the 2019-20 budget year. Expenditures are sub-divided into four major cost categories:
 - a. HQ (Programs and Administrative) – this column reflects the anticipated expenditures for operating the SFWIB Headquarter office. Included under this category are all the staffing and occupancy costs associated with operating the SFWIB main office.
 - b. Training – this column reflects the anticipated costs associated with the skills training services offered by the SFWIB. Note that only certain grants allow for training expenditures, but all grants require that employment services be offered to participants.

- c. Career Center Facility Costs – this column reflects the occupancy costs associated with operating the Career Centers. The SFWIB leases all of the facilities from third parties; and pays directly for insurance, utilities, and other facility expenditures. The SFWIB does not own any of the locations.
- d. Provider Contracts – this column reflects the amounts that will be awarded to the subcontractors that perform employment services on behalf of SFWIB.

FUNDING: N/A

PERFORMANCE: N/

A NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 5P

AGENDA ITEM SUBJECT: REQUEST THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD TO CONTINUE TO PROVIDE DIRECT EMPLOYMENT & TRAINING SERVICES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to continue to provide direct employment and training services, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

At its December 2017, board meeting CareerSource Florida (CSF) approved the South Florida Workforce Investment Board (SFWIB) to temporarily provide direct employment and training related services in Workforce Development Area (WDA) 23 CareerSource centers. The SFWIB released a Workforce Services Request for Proposals (RFP) on March 15, 2019. The results of the RFP solicitation, review process, and board recommendation are scheduled for August 15, 2019.

Due to the solicitation timetable, SFWIB staff is requesting approval to continue to provide direct employment and training services at the Carol City, Key Largo, Key West, Miami Beach, and Opa-Locka CareerSource center locations. The extension will commence on July 1, 2019 until the completion of the current RFP solicitation and the Board approval process for a successful respondent(s) for the SFWIB operated locations or not to exceed June 30, 2020.

In accordance with Administrative Policy 83, the SFWIB was granted approval by CSF to temporarily provide direct services for a period not to exceed three years from December 2017.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 5Q

AGENDA ITEM SUBJECT: CONTINUATION OF SFWIB SPECIAL PROJECTS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not to exceed \$517,996 in Workforce Services Funding to continue to provide workforce services through special project initiatives, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

In accordance SFWIB Strategic Goal 3 (Improve Services for Individuals with Barriers) and 6 (Strong Workforce System Leadership), the SFWIB staff recommends to continue to provide workforce services for the following special workforce initiatives:

- The Career Development Center (CDC) on the campus of Florida Memorial University, Inc. (FMU) facility that will assist university students obtain internships and/or career opportunities. The CDC is operated for the benefit of over 1,200 current students and alumni. The estimated project cost for PY2019-20 is \$118,995.00.
- The Career Development Center (CDC) on the campus of St. Thomas University (STU) facility that will assist university students obtain internships and/or career opportunities. The CDC is operated for the benefit of over 850 current undergraduate students and alumni. The estimated project cost for PY2019-20 is \$104,704.00.
- The TechHire Center in partnership with the Young Women's Christian Association (YWCA). The collaboration between the SFWIB and the YWCA is to increase the number of women expanding careers in the Information Technology (IT) industry. The employment and training services are extended to residents of Lotus House Women's Shelter, Camillus House, and Chapman Partnership. The SFWIB has set a goal of assisting a minimum of 200 individuals through this initiative. The estimated project cost for PY2019-20 is \$72,940.00.
- The Camillus House Homeless Shelter initiative to enhance employment services to the residents of Camillus House and surrounding areas. This initiative will allow daily employment and training operations at Camillus House, which is to increase employment for the homeless population. The SFWIB has set a goal of assisting a minimum of 300 individuals through this initiative. The estimated project cost for PY2019-20 is \$221,357.00.

- The training related cost for each identified initiatives will be allocated separately.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 5R

AGENDA ITEM SUBJECT: WORKFORCE SERVICES CONTRACTORS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Performance Council recommends to the Board to Ratify the approval to authorize staff to renew the existing Workforce Services contractors for program year 2019-2020; and to renew the Arbor E&T, LLC Workforce Services contract for up to 60 days, as set forth below.

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The current Workforce Services contractors were competitively procured in June 2017 to provide Workforce Services on behalf of the South Florida Workforce Investment Board (SFWIB) for Program Year (PY) 2017-2018. The second year of this contract will expire on June 30, 2019, and may be renewed for one additional year pursuant to the contract terms that allows renewals contingent upon the availability of funds.

The Performance Council recommends to the Board to authorize staff to renew the existing Workforce Services Contractors, Arbor E&T, LLC and Youth Co-Op, Inc. for PY2019- 2020 for CareerSource center locations detailed below:

Workforce Services Contractors	Location(s)
Arbor E&T, LLC	Hialeah Downtown center
Youth Co-Op	Homestead Center
Youth Co-Op	Little Havana center
Youth Co-Op	Perrine center
Youth Co-Op	West Dade center

Additionally, at its October 18, 2018 meeting, the SFWIB approved Arbor E&T, LLC to temporarily operate the North Miami Beach and Northside centers from October 1, 2018 to June 30, 2019 or until the SFWIB conducts another Request for Proposals (RFP). SFWIB staff released the Workforce Services RFP on May 15, 2019; however, the solicitation's timetable will require renewal, of up to 60-days, of the Arbor E&T, LLC Workforce Services contract for the two centers. The renewal period, July 1, 2019 to August 31, 2019, will allow the RFP solicitation and review process to be completed in order that the Board may approve the results at its August 15, 2019 meeting.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 5S

AGENDA ITEM SUBJECT: YOUTH SERVICE CONTRACTORS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Performance Council recommends to the Board to Ratify the approval to authorize staff to renew the existing Youth Service contractors for Program Year (PY) 2019-2020, as set forth below.

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

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

BACKGROUND:

On July 22, 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA) which includes a number of improvements to ensure low income workers, youth and adults, have the skills and support needed for full participation in the American workforce. The WIOA includes several significant provisions that will increase the focus on comprehensive programming for youth those who face the greatest challenges. With the implementation of the WIOA on July 1, 2015, current Youth Service contractors have built career pathways infrastructures in the community to better serve the needs of youth who are unemployed and basic skills deficient.

The Performance Council recommends to the Board to authorize staff to renew the existing Youth Service contractors for PY 2019-2020. The current Youth Services contractors delivering year round service are as follows:

Youth Providers	Program (s)
Adults Mankind Organization	In-School and Out of School
Community Coalition	Out of School
Cuban American National Council	In-School and Out of School
Miami-Dade CAHSD	Out of School
Youth CO-OP Miami-Dade	In-School and Out of School
Youth CO-OP Monroe County	In-School and Out of School

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 6A

AGENDA ITEM SUBJECT: VIRTUAL CAREER COLLEGE PORTAL

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$97,000 in Workforce Services funding to Contract with Geographic Solutions Inc. to provide a Virtual Career Center Portal, as set forth below.

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

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

Several members of the One Community One Goal (OCOG) Academic Council (Florida International University (FIU), Florida Memorial University (FMU) and St. Thomas University (STU)) contacted the SFWIB to request the agency's assistance in placing their respective graduates in gainful employment. As a result, SFWIB staff solicited the services of Geographic Solutions, Inc. to build a Virtual Career Center (VCC) portal that can be used by FIU, FMU, STU, and all future partnering education institutions.

The VCC is a career exploration and pathways tool that will help students identify, research and build the appropriate resumes necessary to enter their chosen career path. The VCC will allow academic advisors to track students' progress relevant to the soft skills and job readiness training available through the portal. The portal can also be used to search for employment, paid and unpaid internships or graduate schools. The VCC is compatible with the Employ Florida portal, where the information will simultaneously feed into that the state's system.

Geographic Solutions, Inc. will deliver the VCC platform in the distinct brand designs of each partnering educational institution. The interconnectivity of the platform feeds into a single workforce system that will allow the SFWIB to provide maximum assistance to students at each partnering education institution.

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-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award Geographic Solutions, Inc., an allocation not to exceed \$97,000.00 in Workforce Services funding for a Virtual Career Center Portal.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 2/21/2019

AGENDA ITEM NUMBER: 6B

AGENDA ITEM SUBJECT: SUMMER YOUTH INTERNSHIP PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not exceed \$1,500,000 in TANF Funds Contract with Miami-Dade County Public Schools for the Summer Youth Internship Program (SYIP), set forth below.

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

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

BACKGROUND:

At the February 15, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved funding to support the Together for Children Youth Initiative. The Together for Children Youth Initiative includes a partnership with Miami-Dade County, The Children's Trust, Miami-Dade County Public Schools (The School Board), the Foundation for New Education Initiatives, Inc., and the SFWIB. The initiative launched the SYIP to provide employment opportunities to South Florida's future workforce, while decreasing crime within Miami-Dade County.

Together for Children is a coalition of government, education, business, law enforcement, justice, and funding entities that have joined together to leverage resources that promote youth safety and addresses the root cause of breaking a cycle of youth violence plaguing communities. The coalition of partners recruited a total of 2,967 youth in the 2018 SYIP.

The following are the overall program results for the 2018 SYIP:

- Of the 2,967 youth who were recruited and applied to the internship program, 2,593 were placed with 784 Miami-Dade County organizations.
- 2,526 (97%) completed the program.
- The program intentionally recruited participants from high risk populations. 84% (2,117) qualified for free/reduced lunch and 13% (324) were youth with disabilities.
- A \$3.13 million economic impact on the county with 23,583 in community hours served.

A total of 2,450 participants completed the program and earned high school credits. In addition 123 youth received college credit through dual enrollment.

The following chart provides a side-by-side comparison of the SYIP outcomes for the funding SFWIB invested:

SYIP CATEGORIES	PY2017	PY2018
SFWIB Funding Invested	\$581,000	\$1,500,000
Youth Served / Completed	333	894
Qualified for Free and Reduced Lunch	333	894
Youth with a Disability	36	55
Earned High School Credit	100%	100%
Cost Per Youth Completed	\$1,745	\$1,678

The SFWIB Staff is recommending the Board invest Temporary Assistance for the Needy Families (TANF) funds to cover summer youth employment activities and services for youth with barriers to employment, particularly those youth whose families are receiving cash and or free or reduced lunch.

The SYIP will provide participants ages 15-18 with 30 hours of work per week and a wage subsidy of \$1,237.50 over a five week period. In addition to receiving a wage subsidy, participants will earn high school course credits and be given an opportunity to earn college credits. The wage subsidy will consist of the following:

- \$112 within the first week of the internship to cover transportation and other incidental expenses to help remove barriers that may prohibit participation; and
- Two subsequent payments of \$567.50 each.

These funds will be distributed via direct deposit through collaboration with the South Florida Educational Federal Credit Union and the Foundation for New Initiatives, Inc.

The internships will assist youth in obtaining needed skills while gaining a better understanding of the workplace by linking participants to employers that will provide work experience and career advice.

The SYIP recruitment will begin in April 2019 and the program will end in September 2019.

In the following procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement as it recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Miami-Dade County Public Schools, an allocation not to exceed \$1,500,000 in Temporary Assistance for Needy Families Funds for the Summer Youth Internship Program.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: The following chart contains the proposed performance outcomes for the PY2019 SYIP:

SYIP CATEGORIES	PY2019
SFWIB Funding Invested	\$1,500,000
Youth Served / Completed	789
Qualified for Free and Reduced Lunch	789
Youth with a Disability	78
Earned High School Credit	100%
Cost Per Youth Completed	\$1,900

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 6C

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE FUNDS FOR THE MIAMI-DADE PRE-APPRENTICESHIP PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$147,970 in Workforce Innovation and Opportunity Act Youth (WIOA) funds for the Miami Dade Pre-Apprenticeship Internship Program, as set forth below.

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

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

BACKGROUND:

At its August 17, 2017, the South Florida Workforce Investment Board (SFWIB) approved the Miami-Dade County Public School Pre-Apprenticeship Program Career and Technical Training Program. The Miami-Dade County Public Schools (M-DCPS) Pre-Apprenticeship Program formed 12 Miami-Dade Youth Pre-Apprenticeship Career and Technical Training programs in four Miami-Dade County Public Schools: Coral Gables Senior High School, Miami Edison Senior High School, Miami Carol City Senior High School, and Homestead Senior High School.

The 23-month program currently exposed 137 students to trades such as Bricklayer, Carpentry, Heating and Air Conditioning Installer Servicicer, Drywall Finisher/ Painter, Electrician, Elevator Constructor, Insulation Worker, Operating Engineer, Pipefitter (Construction), Plumber, and Sheet Metal Worker.

In an effort to increase student exposure to the 12 trades, the SFWIB will provide a paid summer internship opportunity to up to 56 eleventh grade students who are currently participating in the program. Each participant will complete 150 hours at \$11.50 per hour. Additionally, each student will open an account with the South Florida Educational Federal Credit Union or other financial institutions prior to the start of the internship.

The five week summer internship opportunity is scheduled to take place June 24, 2018 through July 29, 2019. The following Youth Service Providers will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for up to 56 youth participants:

Provider	Amount	Number of Youth
Adults Mankind Organization, Inc.	\$23,745	10
Cuban American National Council	\$56,987	24
Youth Co-Op, Inc.	\$52,238	22

Additionally, in order for the students to receive the instructional program hours, a certified Miami-Dade County Public School teacher must supervise the programmatic and academic part of the Pre-Apprenticeship Program. The teachers will be responsible for supervising the students at their worksite and ensuring that the data elements of the grades are put into the Miami-Dade County Public School system. Miami-Dade County Public Schools will hire two certified teachers for seven (7) weeks, beginning June 10, 2018 through July 26, 2019, at a salary of up to \$7,500.00 per teacher.

In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, it is recommend 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 quorum present is required to waive the competitive procurement process and award the Miami-Dade County Public Schools an allocation not to exceed \$15,000 in Workforce Innovation and Opportunity Act (WIOA) Youth funds to serve youth in the Pre-Apprenticeship Internship Program.

FUNDING: Workforce Innovation and Opportunity Act (WIOA) Youth

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 6D

AGENDA ITEM SUBJECT: FLORIDA COLLEGE PLAN SCHOLARSHIPS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance and Efficiency Council recommends to the Board to Ratify to approve the purchase up to of sixty (60), 4-year Florida Prepaid College Plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc. in the amount of \$1,695,475 in TANF Funding and to allocate the plans, as set forth below.

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

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

BACKGROUND:

The Stanley G. Tate Florida Prepaid College Foundation, Inc., authorized by the Florida legislature in 1989, is a partnership between state government and the private sector. The Foundation, a 501(c)(3) non-profit direct support organization for the Florida Prepaid College Board, administers the Stanley Tate Project STARS Scholarship Program.

The program is designed to provide prepaid postsecondary tuition scholarships to low-income students who are at risk of dropping out of school and may not otherwise be able to afford a college education. Once selected, the students must abide by their school's code of conduct, meet with a mentor on a regular basis, remain drug and crime free, and maintain passing grades.

Take Stock In Children / Big Brothers Big Sisters Miami (TSIC / BBBS Miami) will continue to manage the scholarship program and serve as the administrator and fiscal agent for participating organizations. TSIC / BBBS Miami is responsible for program implementation, youth eligibility, program selection, case management, and tracking. All participating organizations will provide educational, social and mentoring services to youth who are likely to enroll in a post-secondary institution. The allocations for the Florida Prepaid College plans are outlined in the attached document.

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-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$1,695,475 in Temporary Assistance for Needy Families funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc. to purchase sixty (60) 4-year Florida Prepaid College Plans.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 6E

AGENDA ITEM SUBJECT: EMPLOYED WORKER TRAINING (EWT) APPLICATION FOR MONROE COUNTY SHERIFF'S OFFICE

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not to exceed \$19,600 in WIOA Adult Funds to Contract with Monroe County Sheriff's Office, as set forth below.

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

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

BACKGROUND:

The Monroe County Sheriff's Office (MCSO) is an agency responsible for providing law enforcement and correctional facilities from Key Largo to Key West. The MCSO has a deep water recovery dive team, SWAT team, Bomb Squad, Crisis Intervention team, and is also responsible for staffing and maintaining the county's only fleet of air ambulances.

The MCSO is facing a severe staffing shortage due to the high cost of housing. The shortage of affordable housing has resulted in failed attempts to recruit certified deputies from other areas of the State. As such, the MCSO is refocusing its recruitment strategy on offering training assistance to qualified local residents; and in doing so MCSO is creating a law enforcement career pathway in Monroe County that will help appeal to local residents.

Florida Keys Community College will deliver training to seven of its 528 employees, and will focus on the following:

- Basic Law Enforcement Academy (BLE 72) – course prepares students to meet requirements of the Florida Department of Law Enforcement (FDLE) and the Criminal Justice Standards and Training Commission (CJSTC). Trainees will also be taught the code of ethics, statutory authority of the FDLE CJSTC, investigation knowledge and skills, knowledge of use of force and traffic control and direction.

The table below sets forth the cost of the project.

Program Year	Project Amount	Number of Employees to be Trained	Cost per Trainee
2018-2019	\$9,800.00	7	\$1,400.00
2019-2020	\$9,800.00	7	\$1,400.00

Trainees successfully completing the basic training program will be eligible to take the State Officer Certification Exam (SOCE). The training is projected to be completed by October 3, 2019.

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-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award the Monroe County Sheriff's Department an allocation not to exceed \$19,600 in Workforce Innovation and Opportunity Act (WIOA) Adult funds for Employer Worker Training.

FUNDING: As described within the background section

PERFORMANCE: As described within the background section

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 6F

AGENDA ITEM SUBJECT: MIAMI COMMUNITY VENTURES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not exceed \$300,000 in WIOA Funds for a contract renewal of The Beacon Council Economic Development Foundation, Inc. for the Miami Community Ventures pilot program, as set for below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At its August 16, 2018, meeting, the South Florida Workforce Investment Board (SFWIB) approved funding for the Beacon Council Economic Development Foundation, Inc. for the Miami Community Ventures (MCV) pilot program. Due to delays in program's implementation, the funds allocated for the pilot were not utilized. The MCV pilot is an innovative approach that connects social welfare recipients "structurally unemployed" and under-employed individuals to sustainable living wage jobs.

The targeted population to be served will be 77 participants who are public assistance recipients, returning citizens, and the disabled with an emphasis on sub-groups consisting of female head-of-household, veterans and at-risk youth (ages 19-29). The targeted location to be served will be Liberty City, Overtown and Goulds.

The program is designed to empower participants to succeed long-term by providing wrap-around support services in the areas of job training, childcare, success coaching, education (emphasizing financial literacy), and social services for up to three years. The MCV program is based on an existing award winning model in Michigan, which generated successful state audited results that exceeded all objectives.

The MCV program will bring together partners that have an interest in giving back to community, job creation, sustainable economic development, and alleviating poverty in under-served communities; and will extend their services and support as members of the MCV community stakeholder team. Specific roles will be defined with input from community stakeholder partners' that will focus on ensuring all activities work together to best assist participants. The Miami-Dade Beacon Council will serve as a conduit and projects to launch the pilot program in July 2019.

In the following 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-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award The Beacon Council Economic Development Foundation, Inc. an allocation not to exceed \$300,000 in WIOA Funds for Miami Community Ventures pilot.

FUNDING: Workforce Innovation and Opportunity Act

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 6G

AGENDA ITEM SUBJECT: MIAMI-DADE COUNTY PUBLIC SCHOOLS INDUSTRY TRAINING FOR EMPLOY MIAMI-DADE INITIATIVE

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not to exceed \$213,437.00 in WIOA Adult Funds to Contract with Miami-Dade County Public Schools for Industry Training, as set forth below;

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At the August 16, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved an allocation to the School Board of Miami-Dade County to provide training cohorts in the following industry areas:

- Florida for Commercial Foods and Culinary Arts Training (CFCAT),
- Construction Technology and Forklift Training (CTFT),
- Construction Technology Training (CTT),
- Private Security Guard Training (PSGT)

The cohort(s) training are a collaborative partnership between the Mayor Gimenez's Office, SFWIB, Miami-Dade College (MDC), and Neighbors and Neighbors Association (NANA) to continue the Employ Miami-Dade Program. The Employ Miami-Dade Program is to provide qualified eligible individuals with the necessary skills training for entry into a career in culinary, catering, hospitality skills, commercial construction and private security that is consistent with industry needs. The SFWIB will provide training-related funding and M-DCPS will provide relevant training services.

The training cohorts shall consist of two (2) CFCAT, three (3) CTFT, three (3) CTT and three (3) PSGT, totaling eleven (11) cohorts. All cohorts shall target, train and prepare up to two hundred and twenty (220) SFWIB-qualified, eligible participants who reside in designated targeted zipcodes throughout Miami-Dade County to successfully complete training and receive practical experience in culinary, catering, construction technology and forklift, construction technology and private security guard trainings with associated certifications to become employable and placed in positions within the different industries. The CFCAT, CTFT, CTT and PSGT trainings are schedule to begin no earlier than July 1, 2019 and end no later than June 30, 2020.

Attached are PY'2018-2019 performance outcomes for CFCAT, CTFT, CTT, and PSGT cohorts.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award The School Board of Miami-Dade County, Florida, an allocation not to exceed \$213,437.00 in Workforce Innovation and Opportunity Act (WIOA) funds for Commercial Foods and Culinary Arts Training (CFCAT), Construction Technology and Forklift Training (CTFT), Construction Technology Training (CTT), and Private Security Guard Training (PSGT) cohorts.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: As outlined below:

Number of Participants Served – Up to 220
Number of Participants to Complete Training -154
Number of Participants to be Placed into Jobs - 110
Number of Cohorts - 11
Cost Per Placement - \$1,940
Average Wage - \$10.16
Net Economic Benefit - \$19,192
Return-On-Investment - \$9.89
Economic Impact - \$2,111,171.00 dollars in salaries generated

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 7A

AGENDA ITEM SUBJECT: FUTURE BANKERS TRAINING PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not to exceed \$15,502 in WIOA Youth Funds to Contract with Cuban American National Council, as set forth below.

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

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

BACKGROUND:

On December 13, 2018, the Board approved an allocation of \$125,000 in Workforce Innovation and Opportunity Act Youth funding to serve and train 50 youth participants in the Future Bankers Training Camp Program. However, SFWIB staff successfully negotiated a lower cost per participant that will allow an additional 12 participants to participate in the program, which has both a training and internship component.

Although the initial \$125,000 in WIOA funds covers the training, an additional \$15,502 is needed to cover the wages for the internship component of the program. The additional funds will allow Cuban American National Council to provide an internship for 62 participants instead of the initial 50 participants.

The 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.

Upon completing the program, students are eligible to receive the American Bankers Association (ABA) and America Institute of Banking (AIB) Bank Tellers Certificates. Students who 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.

FUNDING: Workforce Innovation and Opportunity Act (WIOA) Youth

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 7B

AGENDA ITEM SUBJECT: CULINARY TRAINING IN PARTNERSHIP WITH CAMILLUS HOUSE & HOSPITALITY TRAINING IN PARTNERSHIP LOTUS HOUSE WOMEN'S SHELTER

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not to exceed \$170,020 in WIOA Funds to Contract with Miami Dade College (Miami Hospitality Center - The Hospitality Institute), as set forth below;

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At the December 13, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved an allocation to Miami Dade College (Hospitality Institute–Miami International Center) for the Kitchen Cook Employment Training (KCET) in partnership with Camillus House. The main objective of this partnership was to provide the first onsite culinary training to Camillus House residents participating in the program in entering or returning to the workforce.

In an effort to expand the homeless employment and training initiative, the SFWIB is currently collaborating with Miami Dade College (MDC) and the Lotus House Women's shelter to provide onsite Hospitality Certification and Employment Training (HCET) to residents of Lotus House participating in the program in entering or returning to the workforce.

The cohort(s) training are a collaborative partnership between the SFWIB, MDC, Camillus House, and now the Lotus House Women's shelter to provide qualified eligible individuals with the necessary skills training for entry into a career in culinary, catering, and hospitality skills that is consistent with industry needs; will help address current and future labor shortages; and will increase participants' employment opportunities upon course completion. The SFWIB will provide training-related funding, MDC will provide relevant training services, and Camillus House and Lotus House will provide the onsite training locations.

The training cohorts shall consist of four (4) KCET and four (4) HCET totaling eight (8) cohorts in this homeless initiative. All cohorts shall target, train and prepare up to one hundred and forty (140) SFWIB-qualified, eligible participants who reside at Camillus House and Lotus House to successfully complete training and receive practical experience in culinary and hospitality trainings with associated certifications to become employable and

placed in positions hospitality and tourism industry. The KCET and HCET trainings are schedule to begin no earlier than July 1, 2019 and end no later than June 30, 2020.

Attached are the performance outcomes for the 2018-19 KCET Camillus House cohorts.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Miami Dade College (Hospitality Institute–Miami International Center), an allocation not to exceed \$170,020 in Workforce Innovation and Opportunity Act (WIOA) funds for Kitchen Cook Employment Training (KCET) and Hospitality Certification and Employment Training (HCET) cohorts.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: As outlined below:

Number of Participants Served – Up to 140
Number of Participants to Complete Training - 100
Number of Participants to be Placed into Jobs - 70
Number of Cohorts - 8
Cost Per Placement - \$2,429
Average Wage - \$10.16
Net Economic Benefit - \$18,704
Return-On-Investment - \$7.70
Economic Impact - \$1,761,280 dollars in salaries generated

No ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 7C

AGENDA ITEM SUBJECT: CULINARY SKILLS TRAINING AND HOSPITALITY AND EMPLOYMENT CERTIFICATION TRAINING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval to allocate an amount not to exceed \$352,000 in WIOA funds to Miami Dade College (Miami Hospitality Center - The Hospitality Institute) for the Culinary and Catering Employment Training and Hospitality Certification and Employment Training cohorts, as set forth below;

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At its June 21, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the Culinary and Catering Employment Training (CCET) and Hospitality Certification and Employment Training (HCET) cohorts to help address current and future labor shortages in Workforce Development Area (WDA) 23. The cohort(s) training are a collaborative partnership between the Mayor Gimenez's Office, SFWIB, Miami-Dade College (MDC), and Neighbors and Neighbors Association (NANA) to continue the Employ Miami-Dade Program. The Employ Miami-Dade Program is to provide qualified eligible individuals with the necessary skills training for entry into a career in culinary, catering, and hospitality skills that are consistent with industry needs. The SFWIB will provide training-related funding and MDC will provide relevant training services.

The training cohorts shall consist of four (4) CCET and six (6) HCET, totaling ten (10) cohorts. All cohorts shall target, train and prepare up to two hundred (200) SFWIB-qualified, eligible participants who reside in designated targeted zip codes throughout Miami-Dade County to successfully complete training and receive practical experience in culinary, catering, and hospitality trainings with associated certifications to become employable and placed in positions within the different industries. The CCET and HCET trainings are schedule to commence no earlier than July 1, 2019 and end no later than June 30, 2020.

Attached are PY'2018-2019 performance outcomes for CCET and HCET cohorts.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of 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 (Miami Hospitality Center - The Hospitality Institute) an allocation not to exceed \$352,000.00 in Workforce Innovation and Opportunity Act (WIOA) funds for Culinary and Catering Employment Training(CCET) and Hospitality Certification and Employment Training (HCET) cohorts.

FUNDING: Workforce Innovation and Opportunity Act

PERFORMANCE: As outlined below:

Number of Participants Served – Up to 200
Number of Participants to Complete Training - 140
Number of Participants to be Placed into Jobs - 100
Number of Cohorts - 10
Cost Per Placement - \$3,520
Average Wage - \$10.16
Net Economic Benefit - \$17,613
Return-On-Investment - \$5.00
Economic Impact - \$1,761,280 dollars in salaries generated

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 8A

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE FUNDS FOR THE TECHHIRE INTERNSHIP PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$181,148 in TANF Funds for the TechHire Internship Program, as set forth below.

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

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

BACKGROUND:

At its February 15, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved its second TechHire Summer Boot Camp program. The TechHire Summer Boot Camp initiative was expanded to provide youth ages 15-22 with the skills to become entry-level professionals in high demand Information Technology (IT) careers.

In an effort to increase youth exposure in the IT Industry and connect youth participants to both traditional and non-traditional educational resources, the SFWIB will provide a paid summer internship opportunity to the youth who obtained a credential in the 2018 TechHire Summer Boot Camps Program. The training will include a mix of accelerated learning programs, such as Gaming and Coding, Web Development, Comp TIA A+, Auto CAD, and other innovative channels. The eight week summer internship opportunity will begin June 10, 2019 through August 11, 2019. Each participant will complete up to 140 hours at \$10.00 per hour.

In partnership with Miami-Dade County Public Schools, the TechHire Summer Boot Camps exposed 253 youth to a six-week IT training session. The session began June 18 through July 27, 2018. The boot camps were held throughout Miami-Dade County at various Miami-Dade County Public Schools. Of the 253 youth, 248 youth completed the program and obtain a Certificate of Completion. Of the 248 youth who completed the program, 94 participants obtained a credential.

The following Youth Service Providers will be responsible for administering the program, which includes eligibility, data entry, and the issuance of the youths' wages via direct deposit for up to 94 participants.

Provider	Amount	Number of Youth
Adults Mankind Organization, Inc.	\$69,376	36
Cuban American National Council	\$36,615	39
Youth Co-Op, Inc.	\$75,157	19

FUNDING: Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 8B

AGENDA ITEM SUBJECT: TECHHIRE SUMMER BOOTCAMPS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed up to \$1,360,000 in TANF Funds for the TechHire Summer Boot Camps, as set forth below.

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

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

BACKGROUND:

On June 15, 2017, the South Florida Workforce Investment Board (SFWIB) approved the first CareerSource South Florida TechHire Boot Camp program. The initial TechHire Summer Boot Camp started on June 19, 2017. The program was designed to train youth between the ages 15-22 with the skills to become entry-level professionals in high demand Informational Technology (IT) careers.

Since the inception of the TechHire Summer Boot Camps, a total of 718 youth have participated in the boot camps. Seventy-seven (554) of the youth participants completed the 6-week long program and 235 youth participants obtained an industry recognized IT credential. The following is breakout for each summer:

Program Year	Youth Enrolled	Youth Completed	Credential Earned
Summer 2017	465	306	141
Summer 2018	253	248	94
TOTAL	718	554	235

For the 2019, CSSF staff is proposing to expand the TechHire Summer Boot Camps to increase the age range for the participants from 15-22 to 15-24. Additionally, CSSF proposes to include current university students at Florida International University (FIU), Florida Memorial University (FMU), Miami-Dade College (MDC) and St. Thomas University. The expansion of the TechHire Summer Boot Camps to these universities will enhance the student's skill sets and lead to better employment opportunities in the IT Industry.

TechHire Summer Boot Camps are designed to expose the local workforce development area's future workforce to the IT Industry by connecting youth participants to both traditional and nontraditional educational resources. This includes a mix of accelerated learning programs, such as Gaming, Cyber Security, Coding, Web Development, Networking, and Comp TIA A+.

In partnership with Miami-Dade County Public Schools, the boot camps will be offered in six-week sessions. The sessions are scheduled for June 10, 2019 through July 19, 2019, and will be held throughout Miami-Dade County at thirteen (13) Miami-Dade County Public Schools, as well as, CSSF TechHire Center at Big Brothers Big Sisters, FIU, FMU and MDC for a total of 34 boot camp sessions.

Participating youth completing the program will receive a \$300.00 stipend, an additional \$200.00 stipend will be provided upon passing the certification exam and obtaining a credential.

The recommended funding is proposed to be allocated in the following manner:

- An allocation of funding up to \$1,020,000 to contract with participating training vendors to provide the IT training for the boot camp sessions.
- An allocation of funding up to \$340,000 to contract with youth providers to provider program stipends to the TechHire Boot Camp participants.

FUNDING: Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 8C

AGENDA ITEM SUBJECT: TECHHIRE SUMMER BOOTCAMPS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed up to \$97,000 in TANF Funds for the TechHire Summer Boot Camps, as set forth below.

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

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

BACKGROUND:

On June 15, 2017, the South Florida Workforce Investment Board (SFWIB) approved the first CareerSource South Florida TechHire Boot Camp program. The initial TechHire Summer Boot Camp started on June 19, 2017. The program was designed to train youth between the ages 15-22 with the skills to become entry-level professionals in high demand Informational Technology (IT) careers.

Since the inception of the TechHire Summer Boot Camps, a total of 718 youth have participated in the boot camps. Seventy-seven (554) of the youth participants completed the 6-week long program and 235 youth participants obtained an industry recognized IT credential. The following is breakout for each summer:

Program Year	Youth Enrolled	Youth Completed	Credential Earned
Summer 2017	465	306	141
Summer 2018	253	248	94
TOTAL	718	554	235

For the 2019, CSSF staff is proposing to expand the TechHire Summer Boot Camps to increase the age range for the participants from 15-22 to 15-24. Additionally, CSSF proposes to include current university students at Florida International University (FIU), Florida Memorial University (FMU), Miami-Dade College (MDC) and St. Thomas University. The expansion of the TechHire Summer Boot Camps to these universities will enhance the student's skill sets and lead to better employment opportunities in the IT Industry.

TechHire Summer Boot Camps are designed to expose the local workforce development area's future workforce to the IT Industry by connecting youth participants to both traditional and nontraditional educational resources. This includes a mix of accelerated learning programs, such as Gaming, Cyber Security, Coding, Web Development, Networking and Comp TIA A+.

In partnership with Miami-Dade County Public Schools, the boot camps will be offered in six-week sessions. The sessions are scheduled for June 10, 2019 through July 19, 2019, and will be held throughout Miami-Dade County at thirteen (13) Miami-Dade County Public Schools, as well as, CSSF TechHire Center at Big Brothers Big Sisters, FIU, FMU and MDC for a total of 34 boot camp sessions.

Participating youth completing the program will receive a \$300.00 stipend, an additional \$200.00 stipend will be provided upon passing the certification exam and obtaining a credential.

CSSF staff recommend a funding allocation up to \$97,500 to contract with MDCPS to fund 13 certified teachers. In order for students to receive instructional program hours for the Career and Professional Education (CAPE), CSSF will fund the teacher positions to supervise the academic part of the TechHire Summer Boot Camps Program. Additionally, the teachers will be responsible for program recruitment, data entry of student grades into the MDCPS grading system, and program retention. MDCPS will hire 13 certified teachers beginning May 9, 2019 through August 9, 2019, at a salary of up to \$7,500.00 per teacher.

In the following procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement as it recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Miami-Dade County Public Schools, an allocation not to exceed \$97,500 in Temporary Assistance for Needy Families funds for the TechHire Summer Boot Camps.

FUNDING: Temporary Assistance for Needy Families (TANF)

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 6/25/2019

AGENDA ITEM NUMBER: 9A

AGENDA ITEM SUBJECT: RELATED PARTY TRAINING VENDOR AGREEMENTS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to Ratify the approval of Training Vendor Agreements with the Training Vendors that are represented on the Board, as set forth below.

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

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

BACKGROUND:

CareerSource Florida Contracting Policy prohibits the use of state or federal funds by a regional workforce board for any contract exceeding \$25,000 between a regional workforce board and a member of that board that has any relationship with the contracting vendor, unless the Department of Economic Opportunity (DEO) and CareerSource Florida has reviewed the contract.

The Global Talent Competitiveness Council recommends to the Board the approval of Training Vendor Agreements with the following Training Vendors that are represented on the Board:

- Florida National University, Inc. (FL National)
- The District Board of Trustees of Miami Dade College (MDC)
- Miami-Dade County Public Schools (M-DCPS)
- The Academy of South Florida, Inc. (The Academy)

The policy does not exclude agreements with training/educational institutions that regional workforce boards enter into with a training/educational institution included on the local eligible training provider list and for which eligible applicants choose from when selecting a training/educational provider. Accordingly, the Training Vendor Agreements between the SFWIB and FL National, MDC, M-DCPS, and The Academy are subject to the 2/3 vote requirement and will be submitted to DEO and CareerSource Florida for review.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 4/18/2019

AGENDA ITEM NUMBER: 9B

AGENDA ITEM SUBJECT: URBAN POTENTIAL (UP) LABS PILOT PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to Ratify the approval to allocate an amount not to exceed \$189,016.00 in WIOA Funds to Contract with Florida International University for the Urban Potential Laboratory (UP Labs) Pilot, as set forth below.

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

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

BACKGROUND:

The Urban Potential Laboratory (UP Labs), is an innovative education and job training program established by Florida International University (FIU), in partnership with JP Morgan Chase, to engage non-traditional and Pell eligible learners in a series of competency-based and experiential learning. Through the UP Labs, FIU will provide training services to low-income, at-risk high-school graduates and university students (ages 18-65).

Participants will have the opportunity to gain skills and work experience for industry-specific middle-skills jobs in health care and construction management. Participating employers will identify high-demand jobs and work collaboratively with FIU staff and faculty from the appropriate college to develop learning labs around workforce skills development.

Each learning lab will focus on one of the following program components:

1. Academic: College-level courses in basic skills
2. Technical: Competency-based training
3. Emotional Intelligence: Soft-skills development
4. Experiential: Internships/Apprenticeships/Co-ops

For the Academic component, FIU will employ student learning assistants from the FIU STEM Transformation Institute to reteach fundamental courses to UP Labs participants. FIU's undergraduate-led Learning Assistants Program is now the largest in the country, with learning assistants engaged in peer teaching in more than 150 courses in mathematics, chemistry, earth, and the environment. Through participation in UP Labs, FIU's Learning Assistants develop new competencies as educators of adult learners.

The experiential component of the program provides participants with stipends via apprenticeships or on-the-job training (OJT) at FIU and partner sites. Participants will have access to FIU’s counseling support services, financial literacy programs, and other trainings meant to ensure student learners stay on track to employability beyond the basic technical skills.

Some learning labs overlap while others will run sequentially. An UP Labs series runs between 13-14 weeks during a semester. Participants will receive a job-readiness certificate upon successfully completing the series, and paid internship or full-time job employment with participating employers.

The SFWIB was requested by FIU to provide student learner stipends in the Health Care and Construction Management industries. The cost breakdown is as follows:

FIU UP Labs - Learner Stipend Detail Budget							
Student Learner Stipends	Program Schedule	Weekly Hours	Hourly Rate	# Weeks	# Learners	Total Stipend Amount assuming 100% Retention	Stipend Total + Fringe Rate of 2.87%
Spring 2019 (Cohort 1)	March 2, 2019 - June 7, 2019	20	\$8.50	14	25	\$ 59,500.00	\$ 61,208.00
Fall 2019 (Cohort 2)	August 3, 2019 - November 8, 2019	20	\$8.50	14	25	\$ 59,500.00	\$ 61,208.00
Total Healthcare Learner Stipends						\$ 119,000.00	\$ 122,416.00
Student Learner Stipends	Program Schedule	Weekly Hours	Hourly Rate	# Weeks	# Learners	Total Stipend Amount assuming 100% Retention	Stipend Total + Fringe Rate of 2.87%
Spring 2019 Cohort	January 28, 2019 - April 26, 2019	4	\$8.46	13	45	\$ 19,796.40	\$ 20,365.00
Summer 2019 Cohort	June 3, 2019 - August 3, 2019	4	\$8.46	13	45	\$ 19,796.40	\$ 20,365.00
Fall 2019 (Cohort 3)	September 9, 2019 - December 6, 2019	4	\$8.46	13	45	\$ 19,796.40	\$ 20,365.00
Total Construction Management Learner Stipends						\$ 59,389.20	\$ 61,095.00
FIU Foundation Fee 3%			\$ 5,505.00				
Total Stipend Budget:			\$ 189,016.00				

Through this collaborative partnership between the SFWIB and FIU, the program will provide up to 185 participating students with a network of resources that offers a unique pathway into employment opportunities.

In the following procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement as it recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Florida International University, an allocation not to exceed \$189,016.00 in Workforce Innovation and Opportunity (WIOA) Youth funds for the Urban Potential Laboratory (UP Labs) Pilot.

FUNDING: Workforce Innovation and Opportunity (WIOA) Youth

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10A

AGENDA ITEM SUBJECT: USDOL - ETA COMPLIANCE REVIEW

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N / A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

The United States Department of Labor (USDOL) Employment and Training Administration (ETA) conducted a compliance review of Florida's Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA) programs as a result of allegations made against two of Florida's Local Workforce Development Boards (LWDBs) – CareerSource Tampa Bay and CareerSource Pinellas. On May 15, 2019, USDOL issued a report to the Florida Department of Economic Opportunity (DEO) detailing the results of WIA and WIOA compliance review. The report identified 17 findings of non-compliance and three areas of concern.

DEO is required to submit a Corrective Action Plan (CAP) that formally responds to each of the 17 findings and questioned costs. The CAP includes corrective actions of DEO, CareerSource Tampa Bay and CareerSource Pinellas that have already been taken or are in progress. The corrective action responses are separated by finding and, where multiple elements have been identified within the finding, individually numbered to ensure that each element is clearly addressed.

FUNDING: N / A

PERFORMANCE: N/A

ATTACHMENT

U.S. Department of Labor Employment and Training Administration
Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas Findings

- Finding 1: Falsified Placements; Fabrication of Information and Records
- Finding 2: Lack of Documented Program and Service Eligibility for On-the Job Training (OJT) Participants
- Finding 3: Supportive Services Payments Potentially Issued to Ineligible Participants
- Finding 4: Improper Business Services Staff Incentive Compensation
- Finding 5: Improper Executive Director and Management Compensation Salary Increases
- Finding 6: Lack of Staff Grievance Procedures and Equal Opportunity Representation
- Finding 7: Lack of Firewalls and Internal Control at CareerSource Tampa Bay and CareerSource Pinellas
- Finding 8: Board Recruitment, Vetting, Nomination, and Appointment Inconsistent with WIOA Provisions
- Finding 9: Chief Elected Officials Improperly Delegated Key Roles and Responsibilities
- Finding 10: Non-Compliant with WIOA Transparency and Sunshine Provisions
- Finding 11: CareerSource Tampa Bay and CareerSource Pinellas Lack Evidence of LWDBs Fulfilling Required Functions
- Finding 12: One-Stop Competitive Procurement Not Compliant
- Finding 13: Conflict of Interest Policies Not Compliant
- Finding 14: CareerSource Tampa Bay and CareerSource Pinellas LWDB Compositions Not Compliant
- Finding 15: Non-Compliant with Stevens Amendment
- Finding 16: State Did Not Conduct Adequate and Effective Oversight
- Finding 17: Lack of Internal Controls Over Supportive Services & Prepaid Credit Cards



**U.S. Department of Labor
Employment and Training Administration**

**Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas
Corrective Action Plan**

June 28, 2019

Submitted to:

Mr. Winston Tompoe
Acting Regional Administrator
U.S. Department of Labor
Employment and Training Administration
Atlanta Regional Office, Region 3
61 Forsyth St., SW, Rm 6M12
Atlanta, Georgia 30303

The United States Department of Labor (USDOL) Employment and Training Administration (ETA) conducted a compliance review of Florida’s Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA) programs as a result of allegations made against two of Florida’s Local Workforce Development Boards (LWDBs) – CareerSource Tampa Bay and CareerSource Pinellas. On May 15, 2019, USDOL issued a report to the Florida Department of Economic Opportunity (DEO) detailing the results of WIA and WIOA compliance review. The report identified 17 findings of non-compliance and three areas of concern.

DEO is required to submit a Corrective Action Plan (CAP) that formally responds to each of the 17 findings and questioned costs. This CAP includes corrective actions of DEO, CareerSource Tampa Bay and CareerSource Pinellas that have already been taken or are in progress. The corrective action responses are separated by finding and, where multiple elements have been identified within the finding, individually numbered to ensure that each element is clearly addressed.

1 Finding 1: Falsified Placements; Fabrication of Information and Records

1.1 The State and local areas must evaluate and implement appropriate internal controls in response to the findings in this report. They must discontinue the practices that allowed the falsification of participant records and data.

The revision of internal controls will help safeguard assets properly. This will help with grant activities being in compliance with the Federal statutes, regulations and the terms and conditions of the grants; that all data and reporting are valid and reliable; and that the State and local areas have sufficient evaluating and monitoring procedures in place to ensure effective and compliant implementation of the programs.

CAP Response: DEO has taken a phased approach to ensuring that falsified placements and fabrication of information and records are eliminated by introducing enhanced measures to prevent the ability of local staff to falsify participant records and data. Additionally, CareerSource Pinellas and CareerSource Tampa Bay have taken steps to ensure that staff no longer follow the previously adopted practices. To date, the following actions have been taken:

DEO enhanced its statewide management information system to increase direct jobseeker and employer communication to confirm the accuracy of activities and services provided.

- DEO updated the state’s labor exchange system (Employ Florida) to alert jobseekers upon their registration in Employ Florida. The system update sends a message to the job seeker to confirm the jobseeker’s registration. The message also includes the DEO Customer Information Center’s contact information and informs job seekers to contact DEO if they did not initiate or authorize their Employ Florida registration (Attachment 1.1) – **completed May 2019.**

- DEO updated Employ Florida to immediately alert employers when a hire is recorded on their job orders in Employ Florida. The message also includes the DEO Customer Information Center’s contact information and employers are informed to notify DEO if they did not authorize the posting of a position in Employ Florida and/or did not fill the position (Attachment 1.1) – **completed May 2019.**
- DEO is reviewing the existing state level performance incentive policy and methodology to ensure that it does not incentivize boards to falsify performance.
- DEO updated the annual financial monitoring internal control questionnaire, requiring both the Executive Director and the LWDB Chair to sign the completed form indicating his or her review and approval of the responses to the questionnaire (Attachment 1.2) – **completed September 2018.**
- CareerSource Tampa Bay has completed the following corrective actions toward compliance:
 - Developed an outreach plan for the universal job seeker on how to register on Employ Florida for job search assistance – **completed January 2019.**
 - Ceased acquisition and use of all new hire lists for all programs associated with Business Services – **completed February 2018.**
- CareerSource Pinellas has completed the following corrective actions toward compliance:
 - Reviewed the hire list process and no longer uses hire lists for placements (Attachment 1.3) – **completed July 2018.**
 - Procured a One-Stop Operator whose role, in part, is to conduct monitoring of all programs bi-annually and report those findings to the Board of Directors. (Attachment 1.4) – **completed November 2018.**
 - Made immediate changes to program activities as identified by USDOL ETA and DEO to include discontinuation of staff incentives, revised procedures/guidebooks, and provision of additional programmatic staff trainings (Attachment 1.3) – **completed May 2019.**

The following corrective actions are in progress:

- DEO is developing a LWDB data dashboard designed to help identify data anomalies, such as missing/suspicious contact information, incomplete/missing background information and/or resume, and a short time span between registration and job placement, which will be analyzed by the DEO and LWDBs. An explanation will be required from the LWDB staff to determine if the anomaly reflects local operational processes or if a data anomaly reflects an issue which needs to be addressed. DEO will use this information to identify opportunities to provide training and technical assistance to LWDBs if needed. The goal is to decrease and eliminate future

errors/anomalies associated with data and to address data anomalies timely. DEO will adopt a process to share data anomalies with the LWDBs for review and require corrective actions, as needed. The dashboards will also be a data tool for LWDBs to use to quickly identify data gaps and anomalies.

- DEO will review and update the financial monitoring tools and/or internal control questionnaire to include the following:
 - Bonuses – to assist the LWDBs in identifying any bonus programs that may be unknowingly incentivizing employees to commit fraud.
 - Pay raises – to ensure that all raises are reasonable and approved by the appropriate staff including the Board of Directors, as needed, prior to the raise becoming effective;
 - Expanded disbursement sampling to include payments for participant program services – to ensure the disbursements are adequately supported through documentation of participant eligibility. DEO’s programmatic monitors will confirm participants included in the sample are eligible for the services received.
 - Positive confirmation - DEO will contact a sample of participants to ensure they received services from the LWDBs career center.
 - Related party agreements – DEO will review 100 percent of all agreements made with related parties and sample payments to ensure payments are fully supported.
 - Analytical procedures – to determine whether certain employers receive a disproportionate share of funding for participants as compared to the total participants receiving services.

1.2 The State and local areas must also review internal policies, processes, and training to ensure that activities permitted under the law are carried out in accordance with the statute, regulations, and ETA guidance. At a minimum, this must include adherence to participant eligibility, job order, and placement requirements and provisions.

CAP Response: Prior to the issuance of the report, DEO evaluated the guidance provided in the current state policies. DEO identified and implemented opportunities to strengthen and clarify policy language in state-level policies to lessen ambiguity and support consistency across the state. Additionally, DEO used the policy evaluation process to identify if additional WIOA policies to provide guidance needed to be developed. The following policies were either updated, revised, or developed, and finalized prior to the issuance this corrective action plan:

- [Administrative Policy 009 – On-the-Job Training](#) (Attachment 1.5)
- [Administrative Policy 096 – Jobseeker Registration](#) (Attachment 1.6)
- [Administrative Policy 098 – Employer Services](#) (Attachment 1.7)
- [Administrative Policy 099 – Job Orders and Placements](#) (Attachment 1.8)

DEO provided intensive, on-site programmatic training and technical assistance to the staff at CareerSource Tampa Bay and CareerSource Pinellas in January 2019. The training provided an opportunity for all LWDBs to attend training and to ensure the local service delivery strategies and processes align with state and federal guidelines. Additionally, DEO has completed the following actions:

- Provided hands-on demonstrations on the correct use of Employ Florida – **completed February 2019.**
- Implemented a statewide training schedule and provided in-person training for all LWDBs for programs administered by the LWDBs, including Wagner Peyser, WIOA, Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Federal Bonding and Welfare Transition (WT). DEO will develop and implement a consistent annual statewide training schedule for programs administered by the LWDBs. Conducted WIOA statewide training series during the months of March and April 2019, as outlined in the table below:

Day 1 Training Topic	Training Elements
WIOA Youth Program Overview	<ul style="list-style-type: none"> • History • Populations (OSY and ISY) • Eligibility • Barriers • Supportive/Follow-up Services • Low Income
WIOA Youth Program Design	<ul style="list-style-type: none"> • Objective Assessment • Individual Service Strategy • 14 Program Elements
WIOA Adult and Dislocated Worker Eligibility	<ul style="list-style-type: none"> • Eligibility Criteria • Source Documentation
WIOA Adult and Dislocated Worker Program Design	<ul style="list-style-type: none"> • Basic Career and Individualized Services • Training Services
Documenting in Employ Florida/Walk through	<ul style="list-style-type: none"> • Pre/Post-tests • Measurable Skill Gain • Credential Attainment • Other

Day 2 Training Topic	Training Elements
WIOA Adult and Dislocated Worker Program Design	<ul style="list-style-type: none"> • Support Services • Follow-up Services Pre-and Post-Exit • Co-enrollment • Exit Requirements • ETPL • TOL
Measurable Skill Gains	<ul style="list-style-type: none"> • Who is in the measure and when • Types of Skill Gains • How to record Skills Gains in Employ Florida
Service Code Review	<ul style="list-style-type: none"> • Review of the most frequently used Service Codes
Work-Based Training	<ul style="list-style-type: none"> • Identifying the types of work-based training • Service codes associated with each type of work-based training • Recording of worksite, provider and O*Net code information
On-the-Job Training	<ul style="list-style-type: none"> • Eligibility • Defining on-the-job training • Employed workers • OJT Training Plan • OJT Contract Requirements • Payments to workers • Reverse Referral • OJT, Registered Apprenticeships and Pre-Apprenticeships
Workforce Statistics and Economic Research	<ul style="list-style-type: none"> • Overview

- Partnered with CareerSource Florida and Maher and Maher to implement a comprehensive WIOA program performance metrics training series (Attachment 1.9) The training series offered LWDBs a closer look at WIOA’s Primary Indicators of Performance, ways to measure and improve performance for Business Services and suggestions for aligning strategies to performance. The trainings were conducted through a blended approach using webinars, in-person meetings and other learning tools. The modules and topics covered during the training sessions include:

WIOA Performance Metrics Course or Workshop	Method	Delivered
1. WIOA Overview and Performance Training	Webinar	June 2018
2. Interactive Performance Workshop	In-Person	September 2018
3. Measuring & Improving Performance for Business Services	Webinar	October 2018
4. Approaches to Aligning Strategies to Performance	In-Person	December 2018

The training sessions and workshops were recorded and are accessible at any time to the LWDB staff in the DEO Learning Management System.

CareerSource Tampa Bay has taken the following corrective actions toward compliance:

- Created a policy/performance position dedicated to providing additional local guidance and training for staff on TEGs, DEO policies, and policy changes - **completed prior to May 2019.**

CareerSource Pinellas has taken the following corrective actions toward compliance:

- Revised internal policies and processes (Attachments 1.10, 1.11, 1.12, 1.13) to include placements, job orders, and eligibility – **completed May 2019.**

The following corrective actions are in progress:

- CareerSource Tampa Bay will prepare policy and procedures on each of the three areas: job seeker registrations, job orders, and placements to comply with the following DEO Policies:
 - Administrative Policy 096 – Job Seeker Registration
 - Administrative Policy 098 – Employer Services, and
 - Administrative Policy 099 – Job Orders and Placements.
- CareerSource Tampa Bay will develop a training plan by department (program and fiscal) to incorporate essential job functions to ensure staff understand compliance requirements.
- CareerSource Pinellas will work with DEO and the One-Stop Operator to review and finalize revised policies and processes before conducting the necessary trainings and distribution to staff.
- CareerSource Pinellas will develop a Policy, Reports and Quality Assurance Lead position dedicated to focusing on providing local guidance and training for staff on

TEGLs, DEO policies and policy changes. This position was approved by the Board of Directors on June 5, 2019 and will be effective July 2019.

- CareerSource Pinellas' One-Stop Operator will assist in reviewing desk guides and developing a plan to ensure the process for reviewing policies & procedures are updated (Attachment 1.14).
- CareerSource Pinellas is conducting on-going internal monitoring (Attachment 1.15).
- DEO is developing a comprehensive performance policy that will provide guidance to LWDBs on proper reporting of services and data validation, as well as information on how DEO and LWDBs will work together to ensure performance goals are met while maintaining ethical practices.

1.3 The State should assess and determine the impact of falsified placements on performance data. The State must report results of this assessment and FLDEO must work with the ETA performance team to determine how to adjust reporting and statistical models appropriately.

CAP Response: DEO requests technical assistance from the USDOL ETA regional team to examine the back-up documentation (criteria, listing of falsified placements, work papers, sampling list, etc.) used by USDOL ETA to develop the compliance review report. DEO requests that USDOL ETA provide the specific records and files used to identify all individuals in CareerSource Tampa Bay and CareerSource Pinellas workforce board areas reviewed by USDOL and used to asserted to be the subject of falsified placements as well as USDOL ETA's methodology for calculating the questioned costs. Once the review and assessment of falsified placements are completed and validated, DEO will work with the USDOL ETA performance team to adjust reporting and statistical models, as deemed appropriate.

2 Finding 2: Lack of Documented Program and Service Eligibility for On-the Job Training (OJT) Participants

2.1 The local areas must abide by eligibility requirements of the OJT program and ensure that their policy, instructions, and processes comply with the criteria for program eligibility.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions relating to the OJT program eligibility requirements prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until DEO determines they are satisfactorily resolved.

CareerSource Tampa Bay has taken the following actions towards compliance:

- Participated in WIOA technical assistance conducted by DEO – **completed March 2019.**

CareerSource Pinellas has taken the following actions towards compliance:

- Participated in WIOA technical assistance conducted by DEO – **completed March 2019.**
- CareerSource Pinellas drafted and updated a desk guide for all programs that fund OJT/Paid Work Experience (PWE) programs, such as TANF, WIOA, and TAA and will submit the desk guide to DEO for review and approval (Attachment 2.1).

The following corrective actions are in progress:

- DEO will also enhance programmatic monitoring tools to ensure that all WIOA training services documentation is compliant with WIOA law.
- DEO will update the internal control questionnaire to require annual review of board policies, instructions and processes based on the WIOA criteria for OJT program eligibility.
- CareerSource Tampa Bay is conducting an organizational re-alignment with Business Services and Program Services. This re-alignment shifts OJT eligibility and placements from Business Services staff to Program Services staff. Business Services staff will focus on attracting and engaging businesses.
- Upon approval and implementation of the desk guides, CareerSource Pinellas will hold training to ensure staff understand the requirements and intent of OJT and how to communicate the program to employers.

DEO will ensure that CareerSource Tampa Bay and CareerSource Pinellas update their policies, instructions, and processes to comply with the criteria for OJT program eligibility.

2.2 The local areas should provide training for all staff, both case managers and Business Services staff. Both local areas must ensure the staff understand the requirements and intent of OJT, including how to communicate and explain the program to employers.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has taken the following actions toward compliance:

- Modified OJT, Employed Worker Training (EWT), and PWE agreement templates to reflect ETA and DEO best practices – **completed March 2019.**
- Added a year-end date to the OJT, EWT, and PWE agreements to establish a financial period end with an annual term limit – **completed March 2019.**
- The LWDB attorney reviewed and edited the OJT/PWE agreement and provided suggested modification to strengthen the existing language to the applicant and employer – **completed March 2019.**

- Modified processes in order to comply with job order and candidate referrals related to OJT and PWE. The LWDB no longer completes Employ Florida referrals (Attachment 2.2) – **completed prior to May 2019.**

CareerSource Pinellas has taken the following actions toward compliance:

- Modified OJT, EWT and PWE processes and drafted new desk guides. These will be submitted to DEO for review – **completed prior to May 2019.**

The following corrective actions are in progress for this finding:

- CareerSource Pinellas is currently conducting a full review of the local area’s desk guides for all programs that fund OJT/PWE. Upon approval and implementation of the desk guides, training will be held to ensure staff understand the requirements and intent of OJT and how to communicate the program to employers.
- CareerSource Tampa Bay will conduct a joint training session with the Business Services team and Program Services team to review local policies and procedures.

DEO will ensure that both CareerSource Tampa Bay and CareerSource Pinellas provide training for all staff, both case managers and Business Services staff, to ensure that staff understand the requirement and intent of OJT, including how to communicate and explain the program to employers. DEO programmatic monitoring will include interviews of LWDB staff to ensure an adequate understanding of the requirements and intent of OJT.

2.3 The LWDA’s must reevaluate and revise, as necessary, their current local OJT policy on assessing participants and developing documentation that supports the need for OJT training. This should include the use of assessment results, Individual Employability Plans (IEPs), case notes, and follow-up services to support the need for training and to ensure the participants’ success in the program.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Reviewed the USDOL toolkit on OJT policy and researched other national/statewide best practices to develop local policy – **completed December 2018.**
- Revised WIOA/OJT enrollment, follow-up and monitoring forms to ensure compliance – **completed March 2019.**
- Modified the OJT Staffing Structure:
 - Integrated Business Services OJT team with the WIOA Program team; and

- Implemented process for the use of OJT job orders with WIOA occupational skills training completers (90 days prior to completion) and job search – **completed prior to May 2019.**
- Implemented staff policies and procedures on OJT (Attachments 2.3, 2.4) – **completed March and May 2019.**

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Reviewed the hire list process for determining OJT/PWE and immediately directed that staff no longer utilize hire list for reverse referrals, based on USDOL ETA and DEO guidance relating to OJT/PWE.

The following corrective actions are in progress:

- CareerSource Tampa Bay is conducting an organizational re-alignment with Business Services and Program Services, to include shifting OJT eligibility and placement from Business Services to Program Services and shifting Business Services' focus to attracting business and business engagement.
- CareerSource Pinellas is currently conducting a full review of desk guides. Upon approval and implementation of the desk guides, training will be held to ensure staff understand the requirements and intent of OJT and how to communicate the program to employers.
- CareerSource Pinellas will conduct a full review of OJT/PWE policy and will make additional changes as necessary.

DEO will ensure that both CareerSource Tampa Bay and CareerSource Pinellas will reevaluate and revise, as necessary, their current local OJT policy on assessing participants and developing documentation that supports the need for OJT training, the use of assessment results, IEPs, case notes, and follow-up services to support the need for training and to ensure the participants' success in the program. Further, DEO will update the financial monitoring tool to ensure that adequate documentation supports the need for participant program service, including but not limited, to OJT training. Monitoring procedures will test for the existence of assessment results, IEPs, case notes, and follow-up services.

2.4 FLDEO must work with the local areas to ensure that all program participants have documented assessments, present a need for OJT services with a well-developed IEP to support enrollment in program activities.

CAP Response: DEO has taken the following corrective actions to resolve the noted issue:

- Enhanced the OJT sections of the programmatic monitoring tool to ensure that beginning in the Program Year 2018-2019 monitoring cycle, OJT participant files examined meet all necessary federal and state requirements for eligibility and training – **completed August 2018.**

- Provided on-site technical assistance for CareerSource Tampa Bay and CareerSource Pinellas for the OJT program – **completed February 2019.**
- Conducted statewide training for all LWDBs on the OJT Program during the months of March and April 2019 – **completed April 2019.**
- Revised Administrative Policy 009 – On-the-Job Training by strengthening the policy to ensure all federal and state guidelines are clearly stated – **completed June 2019.**

The following corrective action is in progress:

- DEO will update the financial monitoring tool to ensure that adequate documentation supports the need for participant program service, including but not limited to OJT training. Monitoring procedures will test for the existence of assessment results, IEPs, case notes, and follow-up services.

2.5 The local area staff must verify that all required actions are recorded, legible, accurate upon enrollment, and implemented in full compliance with program eligibility requirements.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Eliminated the process of WIOA eligibility on all universal customers and transitioned to a process of determining eligibility for those who request WIOA-funded assistance – **completed March 2018.**
- Incorporated the OJT team into the business services model, requiring Account Executives and Recruiters to recruit for OJT job orders by targeting WIOA and WT program participants as potential OJT candidates, as well as utilizing Employ Florida and Monster resources to source candidates. The Management Information System (MIS) provides monthly updated lists – **completed prior to May 2019.**

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Incorporated the OJT team into the Business Services model, requiring Account Executives and Recruiters to recruit for OJT job orders sourcing WIOA, and Welfare Transition program completers, Employ Florida and Monster resources. The Management Information System (MIS) provides monthly updated lists – **completed prior to May 2019.**

The following corrective actions are in progress:

- CareerSource Pinellas plans to hire a consultant or assign staff to review the OJT files to help determine compliance with program eligibility requirements and potentially address questioned costs.

DEO will ensure that both CareerSource Tampa Bay and CareerSource Pinellas area staff verify that all required actions for OJT participants are recorded, legible, accurate upon enrollment, and implemented in full compliance with program eligibility requirements.

2.6 FLDEO must review and determine that participants enrolled in the OJT program from July 1, 2013, through June 30, 2018, were eligible and suitable for the OJT program by following WIOA requirements. Reimbursement payments made to employers for OJT program services during the period July 1, 2013, through June 30, 2018, in the amount of \$9,753,923.75 are questioned and subject to disallowance.

CAP Response: In August of 2018, DEO enhanced the OJT sections of the programmatic monitoring review tool to expand the participant file review process for Program Year 2018-2019 and future year monitoring review cycles. This further ensures that OJT participant files being examined are meeting all necessary federal and state requirements. Additionally, the OJT policy was revised to further clarify management review oversight and practices in administering the OJT program statewide.

The following corrective actions are in progress:

- DEO fiscal and programmatic monitoring staff will jointly take the following steps:
 - Identify all OJT participants from CareerSource Tampa Bay and CareerSource Pinellas for Program Years 2013 through 2018 and their related payments.
 - Review and evaluate all OJT eligibility documentation provided by CareerSource Tampa Bay and CareerSource Pinellas to determine whether the participants were eligible.
 - Verify whether reimbursements made to employers were valid.
 - Prepare the final report identifying individuals deemed ineligible and recalculate questioned costs.
- CareerSource Tampa Bay will procure an independent external firm to assist in the review of question costs.

3 Finding 3: Supportive Services Payments Potentially Issued to Ineligible Participants

3.1 Both CareerSource Tampa Bay and CareerSource Pinellas must develop supportive services policies and procedures that include appropriate assessment of participant need for supportive services and establish a supportive services system that provides for assistance in the actual amount of need.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions towards compliance:

- Revised the supportive service policies and procedures to ensure appropriate and sufficient internal controls are in place regarding eligibility, issuance, storage and reconciliation of supportive service throughout the local area in August 2018. The policy was subsequently revised and approved by the Board of Directors (Attachment 3. 1) – **completed March 2019.**
- Developed staff procedure desk guide to support the supportive service policy (Attachment 3. 2) – **completed March 2019.**
- Updated their desk guides to reflect updated policies and changes. CareerSource Tampa Bay changed the Statement of Needs policy for WIOA and WT/SNAP E&T programs to include exclusion of benchmarks and reduced dollar amount of support service per need, based on transportation research – **completed March 2019.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Supportive services changes were implemented by the Interim Executive Director which immediately discontinued several, if not all, mentioned previous practices. These changes were communicated to all CareerSource Pinellas staff via email as well as directions were further clarified for all Programs staff (Attachment 1.3) – **completed July 2018.**
- Launched an updated participant Statement of Need form to ensure services offered were in line with all immediate changes (Attachment 3.3) – **completed July 2018.**
- Updated the Support Service standard operating procedures (Attachments 3. 4 and 3.5). Implementation of policy changes ensured:
 - Appropriate and compressive assessment of participant needs were completed prior to issuance of services;
 - Removed all programmatic benchmarks and incentives;
 - Reemphasized and established, where needed, annual service caps; and
 - Realigned determination of eligibility to be in full compliance with WIOA regulations – **completed July 2018.**
- Implemented a process to review the supportive services cap to ensure a participant is not allowed to exceed the set cap for every supportive service issuance. Review of the dollar cap is completed by two staff members within the customer tracking systems (One-Stop Service Tracking and Employ Florida) (Attachment 3. 6) – **completed July 2018.**

The following corrective actions are in progress:

- CareerSource Tampa Bay is seeking guidance from CareerSource Florida regarding specific language contained in their draft supportive service policy.
- DEO will update the financial monitoring tool to ensure a sampling of issuance of prepaid gas/VISA gift cards are supported by documentation indicating the participant's eligibility and need for the supportive services. DEO is also updating the Grantee-Subgrantee Agreement with all LWDBs to include the following language:

"The Board hereby certifies to DEO that written administrative procedures, processes, and fiscal controls are in place for the payment of supportive services including, but not limited to prepaid gas and/or VISA cards. Controls must address issuance, storage, and reconciliation of prepaid gas/VISA cards. The Board must maintain documentation supporting the eligibility of the receipt of supportive services and that the value of the supportive service is consistent with the documented need(s) of the participant(s)."

DEO will ensure that both CareerSource Tampa Bay and CareerSource Pinellas develop supportive services policies and procedures that include appropriate assessment of participant need for supportive services and establish a supportive services system that provides assistance in the actual amount of need. Additionally, DEO will ensure that LWDB policies follow federal law and state policy/guidance.

3.2 Both local areas must also document that they expended funds based on actual participant need. The gas/VISA cards issued in both local areas for supportive services from July 1, 2013, through June 30, 2017 in the amount of \$5,449,113 are questioned and subject to disallowance.

CAP Response: The PY 2018-19 financial monitoring tool was updated to include walkthroughs of controls surrounding the prepaid gas/VISA cards at each workforce board to verify proper internal controls surrounding issuance, storage, and reconciliation of these cards.

The following corrective actions are in progress:

- The DEO fiscal monitoring tool will be updated to include the following:
 - Ensure that the existence of adequate documentation supports the eligibility for the receipt of supportive services including, but not limited to gas/VISA cards.
 - Evaluate whether the value of the supportive service provided is consistent with the documented need of the participant.
 - Select a sample of participants to contact to ensure they received services from the local board's career center.

- DEO fiscal and programmatic monitoring staff will jointly take the following steps:
 - Identify all gas/VISA cards issued for supportive services by CareerSource Tampa Bay and CareerSource Pinellas for program years 2013 through 2018.
 - Review and evaluate eligibility documentation for each participant.
 - Determine whether value of the gas/VISA cards provided was supported by the participant's documented need.
 - Identify individuals deemed ineligible.
 - For eligible participants, compare documented need to the value of the gas/VISA cards provided.
 - Recalculate questioned costs.
- CareerSource Tampa Bay will procure an independent external firm to assist in the review of questioned costs.
- CareerSource Pinellas plans to hire a consultant or assign staff to review the gas VISA cards issued for supportive services to determine compliance with program eligibility requirements.

4 Finding 4: Improper Business Services Staff Incentive Compensation

4.1 The structure of the incentive plans in place emphasized performance results in ways that contributed to unethical behavior and the fabrication of records that the two local areas should not have reported as positive outcomes. The LWDBs must put the incentive plans on hold until the issues identified in this report are resolved.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed corrective actions prior to the issuance of the compliance review report:

- CareerSource Tampa Bay has discontinued all monetary incentives based on performance – **completed August 2018.**
- CareerSource Pinellas has eliminated the Business Services incentive program – **completed August 2018.**

The following corrective action is in progress:

- DEO will include the review of bonuses, pay raises, and benefits in the fiscal monitoring tool to ensure that the costs are reasonable, necessary for the performance of the award, and are a prudent use of federal funds. The monitoring tool will also ensure compliance with local policy.
- CareerSource Tampa Bay is in the process of engaging with a Human Resource Consultant to review the current compensation and benefits for LWDB staff are reasonable for the performance of the award.

4.2 Additionally, the LWDBs should review and revise these benefits to ensure that costs are reasonable, necessary for the performance of the award, and are a prudent use of federal funds.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Modified the business services compensation structure. The incentive structure was removed and the compensation of business services staff were adjusted. Ninety-five percent of the 2017 incentive earned by Business Services and Account Executive and Recruiters was used as a benchmark for the compensation adjustment – **completed August 2018.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Eliminated the Business Services incentive program in August 2018. On September 18, 2018, the Board of Directors voted to increase the base salaries for Business Services Account Executives to the current established range (Attachment 4.1) – **completed September 2018.**

4.3 While making sure to follow union agreements and local employment laws, the State should work with both local areas to reprimand or terminate employees who falsified records.

CAP Response: DEO will require CareerSource Tampa Bay and CareerSource Pinellas to work with DEO staff to identify all employees who falsified records. Upon the identification of all employees who falsified records, DEO will ensure the appropriate disciplinary action is taken.

4.4 For the period of July 1, 2013 to June 30, 2017, ETA questions the Business Services staff incentives totaling \$2,031,886.12, subject to disallowance.

CAP Response: The following corrective actions are in progress:

- DEO fiscal and programmatic monitoring staff will jointly take the following steps:
 - Identify all Business Services staff who received bonuses from CareerSource Tampa Bay and CareerSource Pinellas from July 1, 2013 to June 30, 2017.
 - Identify all Business Services staff who falsified records.

- Analyze bonuses for staff who did not falsify records to determine whether they were reasonable, necessary for the performance of the award, and were a prudent use of federal funds.
- Recalculate questioned costs.
- CareerSource Tampa Bay will procure an independent external firm to assist in review of questioned costs.
- CareerSource Pinellas plans to address the findings of questioned costs by hiring a consultant or assigning staff to review the Business Services Staff incentives in order to determine compliance.

5 Finding 5: Improper Executive Director and Management Compensation Salary Increases

5.1 The CareerSource Tampa Bay and CareerSource Pinellas LWDBs should have ensured that they paid salary increases and cost of living adjustments in accordance with each entity's personnel policy and procedures.

The LWDBs must review their personnel policies and ensure that the administrative entity is abiding by these personnel policies and procedures regarding personal compensation paid to staff.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Established itself as the employer of record – **completed September 2018.**
- Had employee handbook reviewed by legal counsel and third-party HR consultant and adopted by CareerSource Tampa Bay – **completed August 2018.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Provided the new salary cap for Florida chief elected officials to the board of directors for reference in establishing the salary range for the CEO position – **completed prior to May 2019.**

The following corrective actions are in progress:

- DEO will update the financial monitoring tool to include:
 - A review of personnel policies and procedures to ensure compensation paid to staff are reasonable, necessary for the performance of the award, and are a prudent use of federal funds.

- A review to determine whether the board is in compliance with the policies and procedures.
- DEO is updating the Grantee-Subgrantee Agreement to include the following language:

“No changes to compensation for executive staff of the board are allowed without documented board approval and must be in alignment with local policies and procedures.”

- The CareerSource Pinellas Board approved the Compensation Review that will be completed in June 2019. CareerSource Pinellas is moving toward clear job titles that reflect the functions of the position and compensation. In conjunction with the benefit and stipend outlined in Finding 4.2, CareerSource Pinellas will present a clear and current picture of total compensation.
- CareerSource Pinellas is working with the Compensation Committee to conduct a full compensation/benefits review in the spring of 2019, including a review of the benefits stipend, compensation, benefits and salary ranges. The Compensation Committee is chaired by a Board member appointed by the Board Chair and responsible for:
 - Reviewing and evaluating employee performance review process.
 - Reviewing, evaluating and making recommendations to the Board of Directors relating to the approval of employee pay and compensation plans.
 - Reviewing and evaluating employee benefits programs and making recommendations to the Board of Directors relating to the approval of these programs.
 - Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Innovation and Opportunity Act.
 - Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace.

5.2 The CEO’s salary increased seven (7) times between September 2006 and December 2017 without formal approval by the CareerSource Pinellas or CareerSource Tampa Bay. Costs totaling \$408,487, equivalent to the increase in salary not formally approved by the LWDBs, are therefore questioned and subject to disallowance.

CAP Response: The following corrective actions are in progress:

- DEO fiscal and programmatic monitoring staff will jointly take the following steps:
 - Review CEO’s personnel file;

- Review board meeting minutes, including compensation committee, executive committee, and full board meeting minutes;
 - Review other documentations and paperwork such as emails from the board chair that approve the raises in question;
 - Recalculate questioned costs.
- DEO will include the review of bonuses, pay raises, and benefits in the fiscal monitoring tool to ensure that the costs are reasonable, necessary for the performance of the award, and are prudent use of federal funds. The monitoring tool will also ensure compliance with local policy and that all bonuses, pay raises, and benefits paid to executive staff are approved by the Board.
 - DEO is updating the Grantee-Subgrantee Agreement to include the following language:

“No changes to compensation for executive staff of the board are allowed without documented board approval and must be in alignment with local policies and procedures.”

- CareerSource Pinellas plans to address the findings of questioned costs by hiring a consultant or assigning staff to review the CEO's salary increases in order to determine compliance.

5.3 In addition, bonuses paid to four (4) individuals, totaling \$59,430, are questioned and subject to disallowance, since they exceeded reasonable salary increases approved by the LWDBs. These four individuals also received substantial salary increases in addition to the annual bonuses.

CAP Response: The following corrective actions are in progress:

- DEO fiscal and programmatic monitoring staff will jointly take the following steps:
 - Review each individual’s personnel file for supporting documentation for pay raises and bonuses.
 - Identify if any of these staff were involved with falsifying records.
 - If the individuals were not involved in falsifying records, determine what a reasonable bonus/pay raise would have been.
 - Recalculate questioned costs.
- CareerSource Pinellas plans to address the findings of questioned costs by hiring a consultant or assigning staff to review the bonuses paid to four staff in order to determine compliance.

6 Finding 6: Lack of Staff Grievance Procedures and Equal Opportunity Representation

6.1 The two local areas must ensure grievance procedures and EO representation is available and made known to staff, participants, and other interested parties in the local workforce development system.

CAP Response: Grievance procedures are made available to all staff as part of their onboarding process and is included in both CareerSource Tampa Bay's and CareerSource Pinellas' policy manuals. Additionally, these procedures are available in both hardcopy and via both LWDB's intranets. Each LWDB has their own Equal Opportunity (EO) Officer whose other duties do not present a conflict of interest. Their names and contact information are prominently posted in all Career Centers and are made available to all employees. Both LWDBs have received training from DEO's Office for Civil Rights (OCR) in equal opportunity matters to ensure that they are knowledgeable and able to assist employees and customers as needed. The OCR conducted onsite monitoring for both LWDBs on April 6, 2019. This monitoring was done in accordance with 29 CFR Part 38 which is the implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.

CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Role of EO Officer was moved from Director for Audits, Contracts and Procurements to Director of Public Relations/ Marketing – **completed March 2019.**
- CareerSource Tampa Bay Board appointed a Board member to receive notification of each ethics complaint filed through the EthicsPoint hotline – **completed March 2019.**
- Updated the grievance and complaint procedure form with the new EO Officer's information – **completed March 2019.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Appointed a senior-level employee who does not administer any programs and services as the EO Officer – **completed prior to May 2019.**
- Announced the EO Officer and contact information was promulgated via multiple communications channel to include email notices to staff and partners. The "Equal Opportunity is the Law" posters containing the EO Officer's contact information are conspicuously posted at all career centers and offices, and on CareerSource Pinellas website for external customers and partners (Attachments 6.1, 6.2, 6.3) – **completed prior to May 2019.**

The following corrective actions are in progress:

- DEO is updating the Grantee-Subgrantee Agreement with the boards to include the following language:

“The Board must ensure grievance procedures and Equal Opportunity representation, consistent with 20 CFR 683.285, is available and made known to staff, participants, and other interested parties in the local workforce development system. The board must also adopt a whistle blower policy that facilitates the reporting of violations of policy or law without fear of retaliation.”

DEO will work with CareerSource Tampa Bay and CareerSource Pinellas to ensure that both local areas have updated grievance procedures in place.

6.2 The State and local areas should revisit their responsibilities under 2 CFR § 200.300, statutory and national policy requirements, including Whistleblower protections for reporting fraudulent activity.

CAP Response: DEO outlines general compliance requirements with federal programs in the Grantee-Subgrantee Agreement with each LWDB. Additionally, DEO published several programmatic policies which outline policy requirements on the DEO website, www.floridajobs.org. Each LWDB is monitored annually to ensure compliance with regulatory and financial rules. Whistleblower protections are monitored by the financial monitoring team using their current [2018-19 Financial Monitoring Tool](#) (Attachment 6.4).

DEO’s Office of Civil Rights has directed the EO Officer in each local area to conduct Equal Opportunity training for their employees which will include information on Whistleblower protections.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Launched an anonymous reporting hotline operated by a neutral third-party company, EthicsPoint, to ensure thorough and fair review of complaints and concerns – **completed June 2018.**
- Communicated the anonymous reporting hotline, EthicsPoint, to staff via email. An EO page was added to the intranet. In addition, an EthicsPoint brochure (Attachment 6.5) is provided as part of the onboarding of new hires – **completed June 2018.**
- Made a link to EthicsPoint accessible via the organization’s intranet. (Attachment 6.6) – **completed June 2018.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Provided staff associates with easy access to EO-related policies, procedures, and forms to include Whistleblower and grievance on the intranet and the ADP portal at all times – **completed May 2019.**

The following corrective actions are in progress:

- CareerSource Pinellas will work with DEO and the Office of Civil Rights to ensure compliance with federal and state requirements including Whistleblower protections for reporting fraudulent activity.

6.3 They should ensure all staff and boards are aware and familiar with the requirements and ensure a transparent process is in place for reporting such activity.

CAP Response: DEO’s Office of Civil Rights has directed the Equal Opportunity Officer in each local area to conduct equal opportunity training for their employees which will include information on Whistleblower protections.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Assigned a new CareerSource Tampa Bay Board member to receive notification of each ethics complaint filed through the EthicsPoint hotline – **completed March 2019.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- To ensure a transparent process, the Board of Directors and staff were made aware of the requirement of reporting such activities during Board and staff meetings – **completed prior to May 2019.**
- Communication to CareerSource Pinellas staff was provided in weekly newsletters, team meetings and staff town hall meetings – **prior to May 2019.**

The following corrective actions are in progress:

- DEO is updating the Grantee-Subgrantee Agreement with the LWDBs to include the following language:

“The Board must ensure grievance procedures and Equal Opportunity representation, consistent with 20 CFR 683.285, is available and made known to staff, participants, and other interested parties in the local workforce development system. The board must also adopt a whistle blower policy that facilitates the reporting of violations of policy or law without fear of retaliation.”

- CareerSource Tampa Bay will provide to the Hillsborough County liaison formal grievances, as needed, per Interlocal Agreement – **effective July 1, 2019.**

DEO will require CareerSource Tampa Bay and CareerSource Pinellas to have a policy and/or process in place to ensure all staff and Board Members are aware and familiar with the requirements and ensure a transparent process is in place for reporting such activity.

7 Finding 7: Lack of Firewalls and Internal Control at CareerSource Tampa Bay and CareerSource Pinellas

The State, in collaboration with Chief Local Elected Officials (CLEOs) in CareerSource Tampa Bay and CareerSource Pinellas, must provide a corrective action plan that ensures: 1) appropriate internal controls are put in place if multiple functions are allowed to be performed by a single entity; and 2) separate entities are designated, or procured, to perform the three functions (fiscal agent, staff to the board, and direct service provider). This corrective action plan must conform to the requirements of 20 CFR § 679.410-430.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- The once combined local area operations are now separate – **effective September 1, 2018.**
- Established a new organizational structure that includes a Chief Executive Officer (CEO), Chief Operating Officer and Chief Financial Officer (CFO). The new CEO started January 21, 2019 (Attachment 7.1).
- CareerSource Pinellas and CareerSource Tampa Bay transitioned from a shared services model to a non-shared services model – **effective September 1, 2018.**
- Reviewed and completed the internal control questionnaire (Attachment 7.2) – **completed January 2019.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Selected a new CEO at the October 2018 Board meeting.
- The Board of County Commissioners (BOCC) engaged a consultant to conduct a review of the current organizational structure and governance model for CareerSource Pinellas and make recommendations for improvement (Attachment 7.3). The BOCC requested the CareerSource Pinellas Board form an Ad Hoc Committee to review the Interlocal Agreement (Attachment 7.4) – **completed prior to May 2019.**
- Established a new organizational structure that was approved by the Board of Directors on June 5, 2019 (Attachment 7.5) – **completed June 2019.**
- Reviewed and completed the Internal Control Questionnaire and Assessment (ICQ). DEO and the Bureau of Financial Monitoring and Accountability used the ICQ as a self-assessment tool for evaluating internal controls (Attachment 7.6) – **completed prior to May 2019.**

- Reviewed CareerSource Florida policy and the Local Workforce Development Plan 2018-2020 outlining how CareerSource Pinellas carries out multiple responsibilities. This includes how CareerSource Pinellas develops appropriate firewalls to guard against conflicts of interest – **completed prior to May 2019.**
- The CareerSource Pinellas Executive Committee approved Kaiser Group Inc. to be contracted as the new One-Stop Operator (Attachment 7.7) – **completed September 2018.**
- The CareerSource Pinellas Board of Directors approved a new Interlocal Agreement between the LWDB and the Pinellas County CLEO (Attachment 7.8). This agreement established CareerSource Pinellas as fiscal agent, administrative entity and direct service provider. However, the Pinellas County BOCC can withdraw its approval of the LWDB performing those functions at any time. The new Interlocal Agreement also specified that performance and/or compliance audits are to be conducted by an independent firm selected by the full Board of Directors, or by the County's Division of Inspector General. Additionally, as the designated fiscal agent, the LWDB must submit for approval to the county an annual budget for the allocation and expenditure of all funds. CareerSource Pinellas must also report budget modifications to the county on a quarterly basis – **completed February 2019.**

The following corrective actions are in progress:

- DEO will review and evaluate current policies and guidance. DEO will revise applicable policies to ensure that, in conformance with requirements in 20 CFR 679.410-430, appropriate internal controls are in place for multiple functions performed by a single entity. Policy updates and guidance will:
 - Define internal controls and require components of internal control structures;
 - Strengthen conflict of interest standards; and
 - Strengthen firewall standards.
- DEO will update the financial monitoring tool to review the WIOA local plan for the following:
 - Separate entities are designated, or procured, to perform the three functions (fiscal agent, staff to the board, and direct service provider).
 - If the board performs more than one of these functions, DEO will verify that the local plan includes proper internal controls and these controls have been implemented.
- CareerSource Tampa Bay will engage an experienced workforce development consultant to work with Hillsborough CLEO, Board and CareerSource Tampa Bay to review current service delivery methods and structure to identify and help implement industry recognized firewalls and internal controls.
- The CareerSource Tampa Bay CLEO will retain services of an experienced workforce development consultant to provide a workshop to the Hillsborough CLEO and Board

on their requirements, roles and responsibilities, and appropriate systems of firewalls and internal controls.

- The CareerSource Tampa Bay CLEO is reviewing the Interlocal Agreement to ensure the inclusion of requirements to identify and monitor compliance of proper firewalls and internal controls for performance of multiple functions by a single entity.

8 Finding 8: Board Recruitment, Vetting, Nomination, and Appointment Inconsistent with WIOA Provisions

The chief elected officials in both local areas, in consultation with the State, must develop and implement clear processes and procedures for recruiting board members and documenting their qualifications in alignment with the requirements of WIOA, the regulations, and State policy. These processes and procedures should ensure that the board staff does not influence the selection of board members.

CAP Response: DEO requests technical assistance from the USDOL ETA regional team regarding the proposed state-corrective actions proposed for this finding. Additionally, CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Reconstituted the Board using a formal nomination and appointment process that ensured procedures used and documentation of candidate qualifications aligned with requirements of WIOA, the regulations, and state policy. Appointed business representatives were nominated by local business organizations. Board staff were not involved in this process – **completed July 2018.**
- Board member appointments are made at the discretion of the Hillsborough BOCC. Eligible candidates are appointed based on the level of expertise, skillset and representation that may be needed in a particular industry to fulfill the requirements of the Board composition/structure – **completed July 2018.**
- All Board members are required to complete a questionnaire and standards of conduct form provided by Hillsborough County – **completed July 2018.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Since July 2018, the LWDB replaced approximately 60 percent of its board members. The Pinellas County BOCC or CLEO reviewed and approved these members. CareerSource Pinellas held a Board Orientation for new and current Board Members – **completed July 2018.**
- In an effort to enhance public accountability and transparency, the BOCC specifically asked that the new By-laws include appointment of a CareerSource Pinellas Board

member position from the current Pinellas County School Board – **completed June 2019.**

- Board recruitment and membership application is now handled through the Pinellas County online portal and by Pinellas County staff. Through various press releases, available online, the county informs the public of vacancies on the CareerSource Pinellas Board of Directors and informs applicants on steps needed to apply (Attachments 8.1, 8.2). Representatives of business must be recommended by a Chamber of Commerce or another business organization. The Pinellas County BOCC appoints all Board members and is also in charge of any reappointments or removals. Pinellas County staff are charged to notify board members of term expiration, and provide re-application channels (Attachment 8.3)

The following corrective actions are in progress:

- DEO will convene the state’s CLEOs as the starting point to address the issues identified in this finding. During the convening, DEO intends to accomplish the following:
 - Provide an overview of the purpose and functions of the workforce development boards;
 - Provide detailed information about establishing a WIOA compliant board, including
 - The roles and responsibilities of the:
 - CLEO
 - Board Chair
 - Executive Director
 - Board Staff
 - Recruiting board members and membership compliance;
 - The nomination process; and
 - Establishing the local area’s By-laws.
- DEO anticipates that the convening will be held before December 31, 2019; the official date is to be determined. CLEOs, Board Members, and Board staff will be required to attend an annual training.
- DEO will review and evaluate current policies and guidance and revise applicable policies and/or develop local governance, oversight and administrative policies.
- CareerSource Pinellas’ CLEO is in the process of appointing new Board Members for the upcoming program year 2019-2020.
- The new CareerSource Pinellas By-laws were approved by the Board of Directors on June 5, 2019 and will be presented to the CLEO on July 23, 2019.

DEO will ensure that CareerSource Tampa Bay and CareerSource Pinellas develop and implement clear processes and procedures for recruiting, nominating, and appointing Board Members as well as documenting their qualifications in alignment with the requirements of

WIOA and state policy. These processes and procedures must guard against Board staff influencing the selection of Board members.

9 Finding 9: Chief Elected Officials Improperly Delegated Key Roles and Responsibilities

The State must work with both local areas to ensure that chief elected officials, not the boards or staff in CareerSource Tampa Bay and CareerSource Pinellas, are properly functioning as the authoritative governing bodies responsible for establishing the local areas' By-laws. The boards and the staff may assist and provide support in the process; however, the chief elected officials should perform this function to constitute an effective LWDB.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- The CLEO is in the process of revising the local area's Board By-laws to ensure proper checks and balances, voting membership guidelines, clearly define roles and responsibilities, and appropriate internal controls. Board staff are not involved in this process. Upon completion, the revised By-laws will be presented to the Hillsborough County CLEO for approval and adoption.
- The CLEO will retain services of an experienced workforce development consultant to provide a workshop to the Hillsborough CLEO on their requirements, roles and responsibilities to ensure they are functioning as the authoritative governing body for the local area.

CareerSource Pinellas has completed the following corrective actions toward compliance:

- The CareerSource Pinellas draft By-laws have been modified to explicitly list the roles/responsibilities of Board Members and sub-committees of the Board. All current Board members have been made aware of those roles/responsibilities and a copy of the By-laws was given to all Board Members (Attachment 9.1) – **completed February 2019.**
- At Pinellas County's request, an Ad Hoc Committee was formed to review the Interlocal Agreement and By-laws for LWDB 14. This Committee was made up of Board Members, including the assigned County Commissioner serving on the LWDB Board of Directors. This Ad Hoc Committee accepted the modifications directed by the CLEO, and those changes were approved by the Board (Attachment 7.8) – **completed February 2019.**

The following corrective actions are in progress:

- DEO will convene the state’s CLEOs as the starting point to address the issues identified in this finding. During the convening, DEO intends to accomplish the following:
 - Provide an overview of the purpose and functions of the workforce development boards;
 - Provide detailed information about establishing a WIOA compliant board, including
 - The roles and responsibilities of the:
 - CLEO
 - Board Chair
 - Executive Director
 - Board Staff
 - Recruiting board members and membership compliance;
 - The nomination process; and
 - Establishing the local area’s By-laws.

- DEO anticipates that the convening will be held before December 31, 2019; the official date is to be determined. CLEOs, Board Members, and Board staff will be required to attend an annual training.
- The new CareerSource Pinellas By-laws were approved by the Board of Directors on June 5, 2019 and will be presented to the CLEO on July 23, 2019.

DEO will ensure that the CLEOs and Board Members are educated about their roles and responsibilities. DEO will revise applicable policies and/or develop local governance, oversight and administrative policies and monitor for compliance.

10 Finding 10: Non-Compliant with WIOA Transparency and Sunshine Provisions

10.1 CareerSource Tampa Bay and CareerSource Pinellas must post, and make available electronically to the public, all minutes of formal meetings.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay completed the following corrective actions toward compliance:

- Updated their website, which now addresses transparency and WIOA Sunshine provisions, and includes Board and committee meeting agendas and minutes – **completed July 2017.**
- Legal counsel provided an overview of Sunshine Laws to Board Members – **completed August 2018.**

CareerSource Pinellas has completed the following corrective actions towards compliance:

- The Board of Directors adopted CareerSource Florida’s Ethics and Transparency policy (Attachment 10.1) – **completed October 2018.**
- Updated their website, which now addresses transparency and WIOA sunshine provisions. The website now includes all updated Board and committee meeting minutes and agendas (Attachments 10.2, 10.3, and 10.4) – **completed February 2018.**
- Publicly notices meetings in advance to allow for the provisions of Sunshine Law.

The following corrective actions are in progress:

- CareerSource Tampa Bay will develop an ethics and transparency policy to be considered for approval at the July 2019 board of directors meeting.

10.2 The State must also ensure that all local areas are compliant with these provisions

CAP Response: DEO completed several corrective actions prior to the issuance of the compliance review report. The following steps were taken to ensure local areas are compliant with these provisions.

- DEO issued a reminder memorandum to the LWDBs entitled, [Requirement to Post LWDB Meeting Minutes to Website \(Attachment 10.5\)](#) – **completed May 2018.**
- DEO evaluates LWDB compliance regarding posting formal meeting minutes during each local area’s yearly programmatic monitoring review.

The following corrective actions are in progress:

- DEO will update the financial monitoring tool to include a review of compliance with WIOA Transparency and Sunshine Provisions.
- DEO is updating the Grantee-Subgrantee Agreement to include a section on transparency. The agreement will require LWDBs to post meeting minutes on their websites.

11 Finding 11: CareerSource Tampa Bay and CareerSource Pinellas Lack Evidence of LWDBs Fulfilling Required Functions

The State must verify and ensure that the LWDBs are fulfilling their responsibilities under WIOA sec. 107(d) and Title 20 CFR § 679.370.

CAP Response: As required in 107(d), all LWDBs must develop and submit a four-year local plan, in partnership with the CLEO, and consistent with WIOA section 108. Each local area’s plan must include local strategies and assurances of actions LWDBs will take to ensure requirements in 107(d) are met, including, but not limited to:

- Convening local workforce development system stakeholders;
- Leading efforts to engage with a diverse range of employers;

- Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers;
- Assessing the physical and programmatic accessibility of all one-stop centers in the local area; and
- Certification of one-stop centers.

Upon submission of each LWDBs' plan or modification, DEO reviews the plans in accordance with the requirements outlined in WIOA section 107(d) and Title 20 CFR § 679.370 as well as with requirements outlined in [Administrative Policy 93 – One-Stop Career Center Certification Requirements](#) (Attachment 11.1) – **issued February 2, 2017.**

CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions toward compliance:

- Conducted Board orientation to include an overview of several programs and administrative areas: Wagner-Peyser; WIOA; WT; SNAP E&T; Finance; Program Monitoring; DEO monitoring; Sunshine Law; and committee formation and attendance. Additionally, training regarding the roles and responsibilities for the LWDB and board staff, CLEO, DEO, CareerSource Florida, and Hillsborough County was completed. Board Orientation also included an in-person special presentation by Ron Painter, President of the National Association of Workforce Boards, who provided additional dialogue on LWDB member roles and responsibilities and shared several workforce development best practices. (Attachment 11.2) – **completed August 2018.**
- Updated the Board Orientation Toolkit for onboarding new members – **completed August 2018.**

CareerSource Pinellas has completed the following corrective actions toward compliance:

- Completed a Board Orientation for all Board Members (Attachment 11.3) This orientation provided an overview of workforce throughout the state of Florida, the role of the DEO and the CareerSource Florida network. Additionally, this orientation provided a comprehensive summary of the LWDB finances, an overview of Board governance, the various sub-committees and the role of the CLEO – **completed July 2018.**
- Updated the Board Orientation Toolkit for onboarding new members – **completed prior to May 2019.**

- Board Counsel provided an overview of the Sunshine Law. Shila Salem, Bureau Chief of One-Stop and Program Support, gave an overview of Board Members' responsibilities and authority – **completed July 2018.**

The following corrective actions are in progress:

- CareerSource Pinellas is working with DEO to verify and ensure that the LWDBs are fulfilling their responsibilities under WIOA sec. 107(d) and Title 20 CFR § 679.370.
- CareerSource Tampa Bay and the CLEO will be retaining services of an experienced workforce development consultant to provide a workshop to Board members to ensure they are aware of and fulfilling their responsibilities under WIOA sec. 107(d) and Title 20 CFR § 679.370. This training will be conducted annually with periodic updates as needed, and imbedded in the local area's training for new Board members going forward.

12 Finding 12: One-Stop Competitive Procurement Not Compliant

12.1 The LWDBs must conduct a competitive procurement as required by WIOA Section 121, 20 CFR§ 678.605, and 2 CFR § 200.319.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions towards compliance:

- Reissued the One-Stop Operator RFP:
 - Increased the value of the contract to meet the deliverables and intent of the One-Stop Operator; and
 - Expanded the scope of contracted services deliverables including establishing a Memorandum of Understanding database - **completed June 2019.**
- Secured Kaiser Group d/b/a Dynamic Workforce Solutions as the One-Stop Operator (Attachment 12.1).

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Reissued the One-Stop Operator RFP:
 - Reissued RFP 18-0428 for One-Stop Operator services – **completed June 2018.**
 - Board approved recommendation to contract with Kaiser Group, Inc. d/b/a Dynamic Workforce Solutions as the One-Stop Operator – **completed July 2018.**

- Secured Kaiser Group, Inc. d/b/a Dynamic Workforce Solutions as the One-Stop Operator. Deliverables to include customer service training and bi-annual programmatic monitoring using DEO's monitoring tool (Attachment 12.2) – **completed November 2018.**

The following corrective actions are in progress:

- DEO will update the financial monitoring tool to include a review of the procurements of all One-Stop Operators. This will ensure that random sampling does not exclude One-Stop Operator Procurements. Compliance with the Uniform Guidance procurement requirements is currently included in the Financial Monitoring Tool.

12.2 The State must ensure that the LWDBs comply with the competitive procurement requirements in selecting the One-Stop Operator.

CAP Response: DEO completed several corrective actions prior to the issuance of the compliance review report. The following information was issued to the local areas regarding One-Stop Operator procurements:

- [Memorandum: Workforce Innovation and Opportunity Act \(WIOA\) and One-Stop Operator Provisions](#) – **issued June 9, 2015.**
- [Memorandum: Workforce Innovation and Opportunity Act One-Stop Career Center Operators Procurement Questions and Answers](#) – **issued August 31, 2016.**
- [Administrative Policy 97 – One-Stop Operator Procurement](#) (Attachment 12.3) – **issued September 25, 2017.**

The following corrective actions are in progress:

- DEO will work with CareerSource Tampa Bay, CareerSource Pinellas and CareerSource Pasco Hernando to ensure that One-Stop Operator competitive procurements comply with WIOA Section 121, 20 CFR§ 678.605, and 2 CFR § 200.319.
- DEO is including language in the updated Grantee-Subgrantee Agreement that reinforces the requirement to comply with 2 CFR 200.318-326. Compliance with the Uniform Guidance procurement requirements is currently included in the Financial Monitoring Tool.

13 Finding 13: Conflict of Interest Policies Not Compliant

13.1 The State must review and ensure that both local areas bring their conflict of interest policies into compliance with WIOA regulations and the Uniform Guidance requirements.

CAP Response: CareerSource Pinellas completed corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Reviewed CareerSource Florida Policy and the Local Workforce Development Plan 2018-2020 outlining how CareerSource Pinellas carries out multiple responsibilities. This includes how CareerSource Pinellas develops appropriate firewalls to guard against conflicts of interest – **completed July 2017.**
- CareerSource Florida amended its Board Contracting Conflict of Interest Policy and applicable forms in May 2017. CareerSource Pinellas has been using the updated forms since July 2017, for the submission of its Board Members related party contracts (Attachments 13.1, 13.2, 13.3, 13.4) – **completed July 2017.**

The following corrective actions are in progress:

- DEO is currently revising the policy related to contracts made between the LWDB and Board Members or an entity for which that Board Member represents. The new policy requires the Board to send DEO a contract information form, conflict of interest statement signed by Board Member for which the conflict of interest exists, voting record, a draft of the entire agreement, documentation supporting the method of procurement (if applicable), and Board meeting minutes. The revised policy will also include a requirement that the Board Member for which the conflict exists, must abstain from voting and be required to leave the room during discussion and vote on the contract. This policy will be included within the updated Grantee-Subgrantee Agreement.
- CareerSource Tampa Bay's conflict of interest policy will be updated to include: "Board Members with a conflict of interest will be prohibited from participating in the decision-making process. This will require the Board Member to be excused from the board/committee meeting during any discussions involving their organization or funding prior to any voting".

13.2 The State should take additional steps to make sure CareerSource Tampa Bay and CareerSource Pinellas revise their conflict of interest policies and should conduct follow-up monitoring.

CAP Response: The following corrective actions are in progress:

- DEO is currently revising the policy related to contracts made between the Board and Board Members or an entity which that Board Member represents. The new policy will require LWDBs to send DEO the following information:
 - Contract information form;

- Conflict of interest statement signed by board member for which the conflict exists;
- Voting record;
- A draft of the entire agreement (new requirement);
- Documentation supporting the method of procurement (if applicable), (new requirement); and
- Board meeting minutes (new requirement).

The revised policy will also include a requirement that the Board Member for which the conflict exists, must not only abstain from voting, but will be required to leave the room during the discussion and vote on the contract. The policy will be included within the updated Grantee-Subgrantee Agreement.

- DEO/CSF requires a conflict of interest to be declared and if the contract is more than \$25,000, it must be approved by DEO/CareerSource Florida prior to execution. DEO's financial monitoring team will review all related party contracts to ensure that the boards comply with this policy prior to execution. This new monitoring procedure will become effective upon the issuance of the updated Grantee-Subgrantee Agreement.

14 Finding 14: CareerSource Tampa Bay and CareerSource Pinellas LWDB Compositions Not Compliant

14.1 The State must work with chief elected officials in both local areas to appoint new members that bring the boards into compliance with the business majority requirement.

CAP Response: Prior to the issuance of the compliance review report, all LWDBs were required to submit local Board Member rosters to DEO by April 15, 2019. Both CareerSource Tampa Bay and CareerSource Pinellas submitted their updated LWDB rosters. Upon DEO's review of the roster, CareerSource Tampa Bay's board met the business majority requirement at 51.6 percent and CareerSource Pinellas met the business majority requirement at 53.1 percent.

DEO's review of all the LWDB rosters and compositions included the following compliance elements:

- Business represented a majority of the board;
- At least 20% of the Board Members represented workforce; and
- The Board met the minimum representation requirements (education, vocational rehabilitation and other partners).

DEO will continue to review LWDB compliance with this requirement. DEO is also updating the Grantee-Subgrantee Agreement with the LWDBs to reinforce local board compliance with this requirement.

14.2 The board should fill vacancies as quickly as possible to ensure full and adequate participation of both public and private sectors in the local workforce systems.

CAP Response: DEO requests technical assistance from the USDOL ETA regional team regarding the proposed state-corrective actions proposed for this finding. Additionally, CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay completed the following corrective actions towards compliance:

- The Board of Directors was reconstituted by the Hillsborough County CLEO which complies with majority business and other composition requirements (Attachment 14.1).
- Local elected officials continuously monitor Board composition and work diligently to fill vacancies as quickly as possible to ensure full and adequate participation of both public and private sectors in the local workforce system.
- Board Member appointments are made at the discretion of the Hillsborough County Commissioners.
- Eligible candidates are appointed based on level of expertise, skillset and representation that may be needed in a particular industry to fulfill the requirements of the Board composition structure.

CareerSource Pinellas completed the following corrective actions towards compliance:

- Formed an Ad Hoc Committee to review the Interlocal Agreement and the LWDB By-laws – **completed February 2019.**
- The Board composition of CareerSource Pinellas is approved by the Governor for up to 45 seats (Amendment 14.2).
- The CLEO determined that CareerSource Pinellas can maintain compliance with fewer board members by maintaining the percentage balance of 50% business representatives and 20% Labor/Apprenticeship. The Board of Directors, in agreement with the CLEO, have agreed to reduce the size of the board to around 31 members (Attachment 9.1).
- Received confirmation from DEO that the LWDB was in compliance with LWDB composition requirements (Attachments 14.3, 14.4).

The following corrective actions are in progress:

- DEO will convene the state’s CLEOs as the starting point to address the issues identified in this finding. During the convening, DEO intends to accomplish the following:
 - Provide an overview of the purpose and functions of the workforce development boards;
 - Provide detailed information about establishing a WIOA compliant board, including

- The roles and responsibilities of the:
 - CLEO
 - Board Chair
 - Executive Director
 - Board Staff
- Recruiting board members and membership compliance;
- The nomination process; and
- Establishing the local area's By-laws.

15 Finding 15: Non-Compliant with Stevens Amendment

15.1 The State must work with all local areas to incorporate the Stevens Amendment provisions into their policies, processes, and monitoring procedures.

CAP Response: The following corrective actions are in progress:

- DEO is amending the Grantee-Subgrantee Agreement to include the requirement to incorporate the Stevens Amendment within all statements, press releases, procurements, and contracts.
- DEO will work with all LWDB Executive Directors and Chief Financial Officers or Finance Directors to make them aware of this provision. All LWDBs will be required to incorporate the Stevens Amendment provisions into their policies, processes, and monitoring procedures. The DEO financial monitoring tool will be updated to include this requirement.

15.2 The State must also monitor all local areas to ensure the implementation of the Stevens Amendment.

CAP Response: The following corrective action is in progress:

- The DEO financial monitoring tool will be updated to include compliance with the Stevens Amendment. When the DEO financial monitoring team selects an expenditure for testing during fiscal year 2019-2020 and subsequent years, the staff will also request and test the procurement documents, press releases, contract, and any other statement to ensure compliance with this provision.

16 Finding 16: State Did Not Conduct Adequate and Effective Oversight

16.1 The State must conduct more in-depth monitoring of the local areas to ensure compliance with provisions of WIOA, including governance structures, internal controls, and separation of duties.

CAP Response: DEO completed several corrective actions prior to the issuance of the compliance review report. DEO enhanced its process for programmatic monitoring of the LWDBs for Program Year 2018-2019 with the following actions:

- Increased the number of on-site programmatic monitoring reviews from five in 2017-2018 to 12 in 2018-2019 (Attachment 16.1).
- Revised the program monitoring participant file sampling methodology going to a random, stratified, and targeted approach to ensure every population served by the LWDB is represented in the sample (Attachment 16.2.).
- The programmatic monitoring team partnered with the data analysis team to conduct a data anomaly review prior to each monitoring visit. If areas were identified as needing further review, they were included in the monitoring sample. This process has been incorporated for all future monitoring visits.
- Revised its programmatic monitoring processes based on lessons learned and further strengthened both the Wagner Peyser and OJT Training monitoring questions (Attachment 16.3). The questions on the programmatic monitoring tools ensure that essential core functions are in place at the LWDB level within the boundaries established by law, regulation and state guidance. They also ensure that participant files being examined meet all necessary requirements for eligibility and training. Development of the PY 2019-2020 tools in September 2019 will allow an even greater focus on the most important aspects of the WIOA workforce programs' operations, services and activities. The tools will further clarify and/or better align questions with higher risk issues associated with WIOA law, state guidance or other cite reference changes made during the prior year. Other internal control steps for corrective action will be coordinated with DEO's financial monitoring staff and CareerSource Florida to develop and implement additional internal controls and increased monitoring of the boards' structure and responsibilities. To further improve on internal processes and strengthen state oversight, DEO will explore technology options that may be used to enhance tracking and monitoring governance compliance.
- DEO is updating the Grantee-Subgrantee Agreement with the LWDBs to address compliance with provisions of WIOA, governance structures, internal controls, and separation of duties.
DEO's financial monitoring tool will be updated to address compliance with the provisions of WIOA, governance structures, internal controls, and separation of duties.

16.2 As appropriate, the State should develop guidance and policies related to local governance, oversight, and proper administration at the local level.

CAP Response: The following corrective action is in progress:

- DEO will review and evaluate current policies and guidance and revise applicable policies and/or develop local governance, oversight and administrative policies.

16.3 The State should provide training and appropriate technical assistance to help local boards.

CAP Response: DEO completed several corrective actions prior to the issuance of the compliance review report:

- Provided intensive, on-site programmatic training and technical assistance on WIOA, Wagner-Peyser and the correct use of the Employ Florida system for the staff at CareerSource Tampa Bay and CareerSource Pinellas to ensure compliance with state and federal requirements – **completed February 2019.**
- Partnered with CareerSource Florida and Maher and Maher to implement a comprehensive WIOA program performance metrics training series (Attachment 1.9). The training series offered LWDBs a closer look at WIOA’s Primary Indicators of Performance, ways to measure and improve performance for Business Services and suggestions for aligning strategies to performance. The trainings were conducted through a blended approach using webinars, in-person meetings and other learning tools.
- Implemented a statewide training schedule to provide on-going training and technical assistance to the LWDBs. Trainings were held for all programs that are administered by the LWDBs including Wagner Peyser, WIOA, WT and SNAP E&T. This annual training schedule will ensure all LWDBs have an opportunity to attend training yearly and that services provided to job seekers follow federal and state guidelines – **implemented January 2019.**
- Completed a WIOA statewide training series during the months of March and April 2019. DEO held two, in-person training sessions with each session lasting two days. Multiple topics were covered during the training sessions.

Day 1 Training Topic	Training Elements
WIOA Youth Program Overview	<ul style="list-style-type: none"> • History • Populations (OSY and ISY) • Eligibility • Barriers • Supportive/Follow-up Services • Low Income
WIOA Youth Program Design	<ul style="list-style-type: none"> • Objective Assessment • Individual Service Strategy

	<ul style="list-style-type: none"> • 14 Program Elements
WIOA Adult and Dislocated Worker Eligibility	<ul style="list-style-type: none"> • Eligibility Criteria • Source Documentation
WIOA Adult and Dislocated Worker Program Design	<ul style="list-style-type: none"> • Basic Career and Individualized Services • Training Services
Documenting in Employ Florida/Walk through	<ul style="list-style-type: none"> • Pre/Post-tests • Measurable Skill Gain • Credential Attainment • Other

Day 2 Training Topic	Training Elements
WIOA Adult and Dislocated Worker Program Design	<ul style="list-style-type: none"> • Support Services • Follow-up Services Pre-and Post-Exit • Co-enrollment • Exit Requirements • ETPL • TOL
Measurable Skill Gains	<ul style="list-style-type: none"> • Who is in the measure and when • Types of Skill Gains • How to record Skills Gains in Employ Florida
Service Code Review	<ul style="list-style-type: none"> • Review of the most frequently used Service Codes
Work-Based Training	<ul style="list-style-type: none"> • Identifying the types of work-based training • Service codes associated with each type of work-based training • Recording of worksite, provider and O*Net code information
On-the-Job Training	<ul style="list-style-type: none"> • Eligibility • Defining on-the-job training • Employed workers • OJT Training Plan • OJT Contract Requirements • Payments to workers • Reverse Referral

	<ul style="list-style-type: none"> • OJT, Registered Apprenticeships and Pre-Apprenticeships
Workforce Statistics and Economic Research	<ul style="list-style-type: none"> • Overview

17 Finding 17: Lack of Internal Controls Over Supportive Services & Prepaid Credit Cards

17.1 Both the CareerSource Tampa Bay and CareerSource Pinellas must develop supportive services systems that provide funds to participants in the actual amount of need.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective action towards compliance:

- Researched alternatives to bank visa cards for supportive service items provided to eligible participants, including gas cards, bus passes, direct billing with select vendors, online ordering and reloadable debit cards – **completed October 2018.**

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Stopped issuing visa cards to customer for supportive services other than transportation – **completed prior to May 2019.**
- Adopted a “pay the vendor” approach by using the local MICROIX system to process support service requests via voucher or check. By using a voucher or check, the exact dollar amount could be issued and both methods are payable directly to the vendor – **completed prior to May 2019.**

The following corrective action is in progress:

- DEO monitoring tool will be updated to include the following:
 - Review to determine if there is adequate documentation to support the eligibility for the receipt of supportive services including, but not limited to gas/VISA cards.
 - Evaluation of whether the value of the supportive service provided is consistent with the documented need of the participant.

17.2 The local areas should document that the participants’ expenditures are approved and allowable.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will

continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay completed the following corrective actions towards compliance:

- Reviewed and revised the supportive service policy (Attachment 3.1) – **completed August 2018.**
- The policy was approved by the CareerSource Tampa Bay Board of Directors – **completed March 2019.**

CareerSource Pinellas completed the following corrective actions towards compliance:

- Adopted a two-tier approval process for all issuance for support services - **completed prior to May 2019.**
- Supportive Service desk guides were updated to ensure all allowable services are clearly outlined (Attachments 3.4 and 3.5) – **completed prior to May 2019.**

17.3 Local areas should establish additional controls to safeguard both the number of cards issued and the funds available on the cards.

CAP Response: DEO, CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved. DEO began monitoring compliance with internal controls related to the storage, reconciliation, and access to gas cards/gift cards during the fiscal monitoring year 2018-19.

CareerSource Tampa Bay has completed the following corrective actions towards compliance:

- Revised the supportive service policies and procedures to ensure appropriate and sufficient internal controls are in place regarding eligibility, issuance, storage, and reconciliation of supportive service throughout the area – **completed March 2019.**
- Ceased the mail-out process of supportive service cards – **completed June 2018.**
- Developed staff procedure desk guide of the supportive service policy – **completed March 2019.**

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Revised all supportive service policies and procedures to ensure appropriate and sufficient internal controls are in place regarding eligibility, issuance, storage and reconciliation of supportive service cards throughout the region – **completed prior to May 2019.**
- Modified its bank Visa distribution process and implemented additional internal controls to maintain the cards – **complete prior to May 2019.**
- Created desk guides to outline the internal monitor’s responsibility for completing center on-site reviews of issuance of support services, storage of supportive services

as well as completing a check of card balance on a random sample of supportive service cards – **completed prior to May 2019.**

- Ceased the mail-out process for all supportive services cards for all programs – **completed prior to May 2019.**

The following corrective actions are in progress:

- DEO programmatic monitors will begin monitoring internal controls regarding participant eligibility and issuance during fiscal year 2019-2020.
- The financial and programmatic monitoring teams will work together to ensure that supportive services were provided based on need, were reasonable and necessary, and participants receiving these services were eligible.
- DEO is updating the Grantee-Subgrantee Agreement to include the following certification by the LWDBs:

“The Board hereby certifies to DEO that written administrative procedures, processes, and fiscal controls are in place for the payment of supportive services including, but not limited to prepaid gas and/or VISA cards. Controls must address issuance, storage, and reconciliation of prepaid gas/VISA cards. The Board must maintain documentation supporting the eligibility of the receipt of supportive services and that the value of the supportive service is consistent with the documented need(s) of the participant(s).”

17.4 The State must conduct a full review of all credit card balances to determine the actual amount of cash on hand and ensure supportive service payments were based on actual needs.

CAP Response: The following corrective action is in progress:

- The DEO financial monitoring team will conduct a full review of the prepaid gas/VISA card balances to determine the actual amount of cash on hand. DEO financial monitoring team will review each board’s policies and procedures to ensure the board is performing a reconciliation of the prepaid gas/VISA card balances.

17.5 The LWDBs must also establish adequate internal controls to safeguard these funds.

CAP Response: CareerSource Tampa Bay and CareerSource Pinellas completed several corrective actions prior to the issuance of the compliance review report. Both areas will continue to work towards steps to fully comply with report findings until they are satisfactorily resolved.

CareerSource Tampa Bay has completed the following corrective actions towards compliance:

- Imposed stricter requirements on monitoring procedures – **completed prior to May 2019.**
- Revised the supportive service monitoring procedures – **completed March 2018.**
 - In addition to scheduled bi-monthly inventory counts, the local area added unannounced periodic reviews of supportive service cards. The local area also continues its regular, on-going monitoring of supportive service cards, which includes:
 - Verifying of on-hand inventory;
 - Performing a physical count of the inventory and verifying card amounts back to the card tracker (system that tracks support service cards);
 - Performing a reverse check to ensure cards listed on the card tracker are physically located in the safe;
 - Confirming cards have not been used prior to issuance by selecting a sample of cards and verifying the full balance of the card is intact; and
 - Monitoring the quantity on-hand to avoid surplus of on-hand inventory.

CareerSource Pinellas has completed the following corrective actions towards compliance:

- Imposed stricter requirements on monitoring procedures. In addition to scheduled bi-monthly inventory counts, the local area added unannounced periodic reviews of supportive service cards. The local area also continues its regular, on-going monitoring of supportive service cards and sufficient internal controls are in place regarding eligibility, issuance, storage and reconciliation of supportive service throughout the LWDB – **completed prior to May 2019.**



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10B

AGENDA ITEM SUBJECT: 2016-2020 STRATEGIC GOALS OPERATIONAL PLAN UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

At its June 21, 2018 meeting, the SFWIB approved revised strategies to the SFWIB's strategic goals. The goals are expected to influence future policy discussions and funding decisions. The following are the approved strategic goals:

- Goal 1: Build a Demand-Driven System with Employer Engagement
- Goal 2: Strengthen the One-Stop Delivery System and Increase Integrated Service Delivery
- Goal 3: Improve Services for Individuals with Barriers
- Goal 4: Dedicated Commitment to Youth Participation
- Goal 5: High ROI Through Continuous Improvements
- Goal 6: Strong Workforce System Leadership

As part of the implementation efforts, SFWIB staff developed a tool to track the six strategic goals as they are accomplished. The Strategic Goal Operational Plan Monitoring Tool assists staff in tracking which strategies have been utilized, addresses initiatives and strategies yet to be implemented, as well as, the overall progress in achieving the goals.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

GOAL 1 STRATEGIES:

A. Engage Employers and Seek Continuous Feedback

B. Ensure all service providers and Career Centers implement employer engagement in their operations

C. Partner with Economic Development to Assist Targeted Industries

D. Close the skills gap through work-based learning

E. Create entrepreneurship initiatives

GOAL 1
Build a Demand-Driven System with Employer Engagement

INITIATIVES:

Collaborative Partners:

- CareerSource Florida
- Department of Economic Opportunity
- Business Leaders
- Local Chambers of Commerce
- Beacon Council
- SFWIB Business Services Unit
- SFWIB Unit Managers
- OCOG Target Industry Committees
- Industry Associations
- Trade Associations
- Economic Development entities
- CSSF Service/Training Partners
- Colleges, Universities, and School Boards

GOAL 2 STRATEGIES:

A. Develop Integrated Business Service Teams

B. Maximize use of the Employ Florida Marketplace (EFM) Among Workforce System Partners

C. Strengthen the Partnership with WIOA Required Partners

D. Seek excellence in customer service

E. Improve the efficiency of career center operations

GOAL 2
Strengthen the One-Stop Delivery System and Increase Integrated Service Delivery

INITIATIVES:

Collaborative Partners:

- Service and Training Providers
- Local Small Businesses
- SFWIB Business Services
- Staffing Agencies
- Community Based Partners
- WIOA Required Partners
- Human Resources Associations

GOAL 3 STRATEGIES:

A. Develop specific programs and initiatives

B. Improve Employment Outcomes

C. Ensure compliance with WIOA Section 188

GOAL 3
Improve Services for Individuals with Barriers

INITIATIVES:

Collaborative Partners:

- WIOA Required Partners
- Light House for the Blind
- Mental Health Agencies
- Florida Department of Law Enforcement Office
- Department of Corrections
- Community Based Organizations
- Faith Based Organizations
- Service and Training Providers
- Business Community
- U.S. Southern Command

STRATEGIC GOALS OPERATIONAL PLAN (continued)

GOAL 4 STRATEGIES:

A. Expand Career Exploration and Pathways Programs

B. Joint Contribution for Youth Career Pathway Models

C. Youth Entrepreneurial Skills Training Programs

D. Improve Service Delivery and Outcomes

GOAL 4
Dedicated Commitment to Youth Participation

INITIATIVES:

Collaborative Partners:

- CareerSource Florida
- Department of Economic Opportunity
- Youth Service Providers
- Community and Faith Based Organizations
- Miami-Dade and Monroe Counties Public Schools
- Colleges and Universities
- Post-Secondary Education Institutions
- Training Providers
- Business Community
- Local and State Government Agencies

GOAL 5 STRATEGIES:

A. Enhance CSSF Performance System

B. Improve Credential Outcomes for Job Seekers

C. Provide Technical Assistance to Service Providers

GOAL 5
High ROI Through Continuous Improvement

INITIATIVES:

Collaborative Partners:

- US Department of Labor
- CareerSource Florida
- Department of Economic Opportunity
- Service and Training Providers
- Economic Development Agencies
- Community Based Organizations

GOAL 6 STRATEGIES:

A. National Leader in an ROI-Focused Enterprise

B. Use LMI Data for Policy Development

C. Maximizing Collaborative Partnerships

D. Strengthen Workforce System Accountability

E. Enhance Board Leadership

GOAL 6
Strong Workforce System Leadership

INITIATIVES:

Collaborative Partners:

- CareerSource Florida
- Department of Economic Opportunity
- Chambers of Commerce
- Beacon Council
- The School Board
- Business Leaders



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10C

AGENDA ITEM SUBJECT: COMCAST INTERNET ESSENTIALS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Close the digital skills gap**

BACKGROUND:

On August 6, 2019, Comcast held a Press Conference & Laptop Giveaway with CareerSource South Florida. At the press conference, Mr. David L. Cohen, Senior Executive Vice President and the Chief Diversity Officer of Comcast Corporation, announced the expansion of Internet Essentials Program (IEP). The IEP eligibility has been expanded to any low-income individual who is receiving any public assistance. The press conference included U.S. Congressman Mario Diaz-Balart, FCC Commissioner Mr. Geoffrey Starks to announce the national expansion of Internet Essentials for low-income households.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10D

AGENDA ITEM SUBJECT: TECHHIRE SUMMER BOOT CAMPS UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

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

BACKGROUND:

At its February 15, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the second TechHire Summer Boot Camp program. The TechHire Summer Boot Camp initiative was expanded to provide youth, ages 15-22, with the skills necessary to become entry-level professionals in high demand Information Technology (IT) careers.

The TechHire Summer Boot Camps were designed to expose our future workforce to the IT Industry by connecting youth participants to both traditional and nontraditional educational resources. This includes a mix of accelerated learning programs, such as Gaming and Coding, Web Development, Comp TIA A+, Auto CAD, and other innovative channels.

In partnership with Miami-Dade County Public Schools, the 2019 TechHire Summer Boot Camps exposed 326 youth to a six-week IT training session. The session took place from June 10th through July 26, 2019. The boot camps were held throughout Miami-Dade County at various Miami-Dade County Public Schools, Florida Memorial University and Big Brothers Big Sisters of Miami.

A total of 1,007 youth showed interest in the 2019 TechHire Summer Boot Camps. Of the 1,007 interested youth, 847 were income eligible for the program; and a total of 160 were not qualified for the program. Ninety percent of the participating youth received free and/or reduced lunch. Ten percent of the participants received Temporary Assistance for Needy Families assistance.

Youth participants who completed the boot camp received a \$300 stipend. All participants were given the opportunity to take the certification exam and will be eligible for an additional \$200 stipend upon passing and obtaining a credential.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10E

AGENDA ITEM SUBJECT: SUMMER YOUTH INTERNSHIP PROGRAM UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

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

BACKGROUND:

The Together for Children Youth initiative includes a partnership with Miami-Dade County, The Children's Trust, Royal Caribbean Cruise Line, JP Morgan Chase, Miami Dade County Public Schools (The School Board), the Foundation for New Education Initiatives, Inc., and the SFWIB. The initiative launched a Summer Youth Internship Program (SYIP) to provide employment opportunities to South Florida's future workforce, while decreasing crime within Miami-Dade County.

Together for Children is a coalition of government, education, business, law enforcement, justice, and funding entities that have joined together to leverage resources that promote youth safety and addresses the root cause of breaking the cycle of youth violence plaguing communities. The coalition of partners recruited a total of 3,896 youth for the 2019 SYIP.

The following is an update for the 2019 SYIP:

- Of the youth that were eligible and applied to the internship program, 3,055 were enrolled.
- Of the 3,055 youth enrolled in the program, 900 were served through the SFWIB's investment.
- The program intentionally recruited participants from high-risk populations. Of those enrolled in the program from this group, 80% (2,456) qualified for free/reduced lunch and 8% (258) were youth with disabilities.
- All participants that completed the program earned high school credits.

The program awarded over \$4 million in program stipends to interns, with 85% of the funding for the stipends provided by Miami-Dade County, The Children's Trust and the SFWIB.

The SFWIB invested \$1.5 million in Temporary Assistance for the Needy Families (TANF) funds to cover summer youth employment activities and services for youth with barriers to employment, particularly those youth whose families are receiving cash assistance and/or free or reduced lunch.

The SYIP provided participants, ages 15-18, with 30 hours of work per week and a wage subsidy of \$1,369 over a period of five weeks. In addition, participants earned high school course credits and were given an opportunity to earn college credits.

The wage subsidy consisted of the following:

- \$100 during the first week of the internship to cover transportation and other incidental expenses to help remove barriers that could have prohibited participation; and
- Two subsequent payments of \$634.50 each.

These funds were distributed via direct deposit through collaboration with the South Florida Educational Federal Credit Union and the Foundation for New Education Initiatives, Inc.

The program was designed to provide youth participants with entry-level positions within local businesses, the private sector and community-based organizations. The internships assisted youth in obtaining needed skills while gaining a better understanding of the workplace by linking participants to employers who provided work experience and career advice.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10F

AGENDA ITEM SUBJECT: TECHHIRE SUMMER BOOT CAMPS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board the approval of CareerSource South Florida TechHire Summer Boot Camp Training Providers, as set forth below.

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

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

BACKGROUND:

On June 25, 2019, the Board approved \$1,020,000 in Temporary Assistance for Needy Families (TANF) funds for the CareerSource South Florida TechHire Summer (THS) Boot Camps. The boot camps are designed to enhance the workforce development area's future workforce in the IT Industry by connecting youth participants to both traditional and non-traditional educational resources.

The following training providers have been identified to provide training services for the THS Boot Camps:

TRAINING VENDOR	AMOUNT
JMJ Clutch Enterprise Inc. (d/b/a Wyncode Academy)	\$ 76,500.00
Compu-Design USA Inc. (d/b/a Dade Institute of Technology)	\$ 76,500.00
Florida Vocational Institute Corp.	\$ 204,000.00
College of Business Technology (CBT)	\$ 25,500.00
The Academy of South Florida (d/b/a The Academy)	\$ 102,000.00
Total	\$ 484,500.00

The THS boot camps are offered in six week sessions. Each training provider will be responsible for delivering training at various locations throughout Miami-Dade County.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 10G

AGENDA ITEM SUBJECT: ROLLING CREST LAKE HOME OWNERS ASSOCIATION DONATION

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board the approval to accept a \$55,000 donation from the Rolling Crest Lake Home Owners Association to fund a Summer Youth Employment Program in the City of Miami Gardens, as set forth below.

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

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

BACKGROUND:

On May 15, 2019, the Rolling Crest Lake (RCL) Home Owners Association (HOA) contacted the City of Miami Gardens with a request to expand the City's Summer Youth Employment Program (SYEP). The South Florida Workforce Investment Board (SFWIB) is contracted to manage the City of Miami Gardens SYEP, as such the City contacted SFWIB staff for assistance regarding the request.

In an effort to expose more youth in Miami Gardens, specifically in the RCL neighborhood, the HOA donated \$55,000 to the SFWIB to expand the SYEP. The donation will be used to provide funding for the 2019 SYEP for youth ages 15-18, in and around the City of Miami Gardens neighborhoods of Rolling Oaks, Crestview and Lake Lucerne. As a result of the generous donation, a total of 32 youth will participate in the 2019 SYEP from July 11, 2019 through August 18, 2019.

Adult Mankind Organization will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the youth participants.

FUNDING: Rolling Crest Lake Home Owners Association Donation

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 11A

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 June 2019 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 11B

AGENDA ITEM SUBJECT: FLORIDA COLLEGE PLAN SCHOLARSHIPS FOR YOUTH PRE-APPRENTICESHIP PROGRAM GRADUATES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee recommends to the Board to approve the purchase of up to fifty-seven (57) 2-year and two (2) 4-year Florida Prepaid College plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc. in the amount of \$ 498,429.12 in Temporary Assistance for Needy Families funds, and to allocate the plans, as set forth below.

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

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

BACKGROUND:

On June 24, 2019, CareerSource South Florida (CSSF) hosted its first graduation for the students who completed the Miami-Dade County Youth Pre-Apprenticeship Program. As part of their success in the program, 57 of the 72 graduates have elected to attend a Florida college or university. In support of the student's efforts to continue their educational journey, SFWIB staff recommends to the Executive Committee to recommend to the Board the purchase of scholarships for the 2019 graduates of the Youth Pre-Apprenticeship program.

The Stanley G. Tate Florida Prepaid College Foundation, Inc., authorized by the Florida legislature in 1989, is a partnership between state government and the private sector. The Foundation, a 501(c)(3) direct support organization for the Florida Prepaid College Board, administers the Stanley Tate Project STARS Scholarship Program. The program is designed to provide prepaid postsecondary tuition scholarships to low-income students who are at risk of dropping out of school and may not otherwise be able to afford a college education.

Once selected, the student must abide by their school's code of conduct, meet with a mentor on a regular basis, remain drug and crime free, and maintain passing grades. The allocation of the Florida Prepaid College plans is outlined in the attached document.

Big Brothers Big Sisters/TSIC will continue to manage the scholarship program and serve as the administrator and fiscal agent for the allocated scholarships. The organization will be responsible for case management, student retention and tracking while students are enrolled in a post-secondary institution.

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-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$498,429.12 in Temporary Assistance for Needy Families funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc. to purchase fifty-seven (57) 2-year and two (2) 4-year Florida Prepaid College Plans.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 11C

AGENDA ITEM SUBJECT: WORKFORCE SERVICES - REENTRY PROJECT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance Efficiency Council recommends to the Board the approval to accept \$135,000.00 from Miami-Dade County's Department of Corrections and Rehabilitation to implement a two-year "Project Second Chance for Incarcerated Parents with Minor Children" in the County Jail, as set forth below.

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

STRATEGIC PROJECT: **Develop specific programs and initiatives**

BACKGROUND:

The Miami-Dade County's Department of Corrections and Rehabilitation received a grant from the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention Second Chance Act (SCA) Addressing the Needs of Incarcerated Parents with Minor Children Program in the amount of \$698,315. The Second Chance Act grant is for a two-year project period. The goal and objective of the project is to promote and expand services in the county jail to incarcerated individuals who have children younger than age 18, and to provide a broad, multidisciplinary solution that will address the following:

- Needs of incarcerated parents,
- Support pro-social child development, and:
- Prevent violent crimes against law enforcement within the jail and within the larger community.

The Miami-Dade County's Corrections and Rehabilitation Department will identify a population of parents that are currently housed in four detention facilities. The population will include 45 offenders for each of two program cycles, over two years, for a total of 90 inmate parents. The project will serve inmate parents with an average of two minor children, ages two months to 17 years, for a total of 180 children.

Miami-Dade County as grantee for the United States Department of Justice Second Chance Act Program is authorized to contract with the South Florida Workforce Investment Board job placement and training services. The amount awarded is not to exceed amount of \$135,000.

The project activities will include: 1) Project Start-up Activities: planning, staffing, orientation, facility preparation, risk assessments, and collaborative partnership meetings; and 2) Project Operation Activities: Department initiates parent-child, enhanced visitation and family contact services; Initiate inmate parent Reentry Planning; and Hold quarterly partnership meetings. As part of the partnership, the SFWIB, under the administrative entity known as ABC Workforce Services, will provide one full-time staff member to provide the services and the support necessary according to the project guidelines. The project period shall begin no earlier than October 1, 2019 and end no later than September 30, 2021.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 12A

AGENDA ITEM SUBJECT: WORKFORCE SERVICES CONTRACTORS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board to authorize staff to negotiate a contract with Workforce Services RFP respondents based on available funding, as set forth below.

STRATEGIC GOAL: **STRENGTHEN THE ONE-STOP DELIVERY SYSTEM**

STRATEGIC PROJECT: **Improve service delivery outcomes**

BACKGROUND:

At its February 21, 2019 meeting, the SFWIB approved the Global Talent and Competitiveness Council's recommendation to authorize staff to release a Request for Proposals (RFP) for Workforce Services for the program year beginning July 1, 2019.

Staff released a Workforce Services RFP to the public on May 15, 2019, soliciting proposals from organizations capable of providing Workforce Services within Local Workforce Development Area 23. A total of three organizations responded by the prescribed deadline. One respondent failed to adhere to the instructions outlined in the RFP, thus the response was deemed non-responsive and eliminated from the competitive procurement process.

The proposals submitted were evaluated based on the criteria detailed in the RFP. A Public Review Forum was held on July 11, 2019 wherein the respondents' preliminary scores were disclosed. The attached table indicates the results of the Public Review Forum.

The Global Talent and Competitiveness Council recommends to the Board the authorization for staff to negotiate contracts with the Workforce Services RFP respondent(s) that have met a minimum point of 70-point threshold, and have met the due diligence and other requirements for the location(s) requested, based on available funding.

Respondents that satisfied the 70-point threshold, but did not meet due diligence, a contract award is contingent upon the respondent meeting the required due diligence. Respondents will have the opportunity to provide documentation to the SFWIB Office of Continuous Improvement to meet the due diligence requirement.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

2019-20 Workforce Services RFP													
Requesting Organization	Requesting Organization ID Number	Organizational Experience/Capabilities and Staffing Qualifications (5 Points)	Service Strategies/Scope of Services (70 Points)						Performance (10 Points)	Budget (10 Points)	Indirect Cost Rate Proposal (5 Points)	Due Diligence: (Pass/Fail)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Performance Budget & Cost Allocation Plan)
		Rater	Raters						Rater	Raters	Raters	Raters	
		Kami Larry	Teresa Hechavarria	Kelly Levy	Theresa Chester	Jhyna Arauco	Ibis Valdes	Average Score Across Raters	David Gilbert	Fernando Odio	Odell Ford	Dulce Quinones	
Arbor E&T, LLC	S8PT84ZTHN	3.25	48.50	51.00	49.50	52.00	51.00	50.40	8.50	7.00	4.94	Fail	74.09
Career Team LLC	JOBSUCCE55	5.00	48.50	48.50	48.00	46.00	49.75	48.15	8.90	6.25	5.00	Fail	73.30

SCORES BY LOCATION

Requesting Organization	Carol City	Florida Keys	Hialeah Downtown	Homestead	Little Havana	Miami Beach	North Miami Beach	Northside	Opa-Locka	Perrine	West Dade
Arbor E&T, LLC							74.09	74.09			
Career Team LLC	73.30	73.30				73.30	73.30				



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2018

AGENDA ITEM NUMBER: 12B

AGENDA ITEM SUBJECT: EMPLOYED WORKER TRAINING (EWT) APPLICATION FOR MONROE COUNTY SHERIFFS OFFICE

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval of an Employed Worker Training grant for the Monroe County Sheriff's Department in an amount not to exceed \$6,300 in Workforce Innovation and Opportunity Act Adult funds, as set forth below.

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

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

BACKGROUND:

The Monroe County Sheriff's Office (MCSO) is an agency, responsible for providing law enforcement and correctional facilities from Key Largo to Key West. The Monroe County Sheriff's Office has a deep water recovery dive team, SWAT team, Bomb Squad and a Crisis Intervention team, and is also responsible for staffing and maintaining the county's only fleet of air ambulances.

The MCSO is facing a severe staffing shortage due to the high cost of housing. The lack of affordable housing has resulted in failed attempts to recruit certified deputies from other areas of the state. As such, MCSO is refocusing its recruitment strategy on offering training assistance to qualified local residents; and in doing so MCSO is creating a law enforcement career pathway in Monroe County that will help appeal to local residents.

Florida Keys Community College will deliver training to four of its 528 employees, and will focus on the following:

- Correctional Basic Recruit Training Academy (COT 56) - course prepares students to meet the requirements of the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC). Trainees will be learning taught intro to corrections, officer safety intake and release, supervising a correctional facility, and supervising special populations.

The table below sets forth the cost of the project.

Program Year	Project Amount	Number of Employees to be Trained	Cost per Trainee
2018-2019	\$1,500.00	4	\$375.00
2019-2020	\$4,800.00	4	\$1,200.00

Trainees successfully completing the basic training program will be eligible to take the State Officer Certification Exam (S.O.C.E.). The training is projected to be completed by October 3, 2019.

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 quorum present is required to waive the competitive procurement process and award the Monroe County Sheriff's Department an allocation not to exceed \$6,300 in Workforce Innovation and Opportunity Act (WIOA) Adult funds for Employer Worker Training.

FUNDING: As described within the background section

PERFORMANCE: As described within the background section

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 12C

AGENDA ITEM SUBJECT: TAKE STOCK IN CHILDREN SCHOLARSHIP 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 \$250,000 in Temporary Assistance for Needy Families funds to Big Brother Big Sisters of Miami, Inc. for Take Stock in Children (TSIC) administration, as set forth below.

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

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

BACKGROUND:

On June 25, 2019, the South Florida Workforce Investment Board (SFWIB) approved an allocation of \$1,695,474.98 in Temporary Assistance for Needy Families (TANF) funds to purchase sixty (60), 4-year Florida Prepaid College Plans for the Take Stock in Children (TSIC) program. An additional allocation of \$498,412 was approved to purchase fifty-seven (57) 2-year Florida College Plan Scholarships and two (2) 4-year Florida Prepaid College Plans for the graduates of the Miami-Dade County Youth Pre-Apprenticeship Program. However, the aforementioned allocations did not include administrative costs for the program.

Take Stock in Children, Inc. works with economically disadvantaged youth and their families. The program's main mission is to keep youth in school and offer scholarships to those who successfully complete high school.

In the past, the scholarship program was managed by TSIC, however, TSIC entered into a collaborative partnership with Big Brothers Big Sisters of Miami, Inc. (BBBS-Miami) through a lead agency agreement in July 2018. BBBS-Miami will serve as the administrator and fiscal agent for all of the agencies that have been allocated scholarships. BBBS-Miami will provide management and administrative services on behalf of TSIC for the Florida Prepaid College plans purchased by the SFWIB. A total of 494 Florida Prepaid College plans are managed by TSIC.

There are a total of 669 participants utilizing their assigned prepaid college plan for post-secondary education. Additionally, 144 Florida Prepaid College participants are in high schools and will utilize the assigned plans in 2020.

There are a total of five participating agencies. Each agency is responsible for program implementation and case management and will work together to keep youth in-school and offer scholarships to those who successfully complete high school. The agencies also provide educational, social and mentoring services to youth who are classified as at-risk and are not likely to enroll in a post-secondary institution. In order to ensure youth receive multiple services offered by each agency and BBBS-Miami, youth will participate in dual activities with the respective agencies.

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 interests of the SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$250,000 in Temporary Assistance to Needy Families funding to Big Brothers Big Sisters of Miami, Inc. for the programmatic and administrative cost of the Take Stock in Children Scholarship Program.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 12D

AGENDA ITEM SUBJECT: MIAMI-DADE COUNTY PUBLIC SCHOOLS YOUTH PRE-APPRENTICESHIP CAREER AND TECHNICAL TRAINING PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$250,000 in WIOA Youth funds to Miami-Dade County Public Schools for the Miami-Dade Youth Pre-Apprenticeship Career and Technical Training Initiative, as set forth below.

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

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

BACKGROUND:

At its August 17, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved to expand the Miami- Dade Youth Pre-Apprenticeship Career and Technical Training Program. The pre-apprenticeship training is a twenty-three 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 four M-DCPS 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. The second year, 12th graders will complete an additional 150 classroom-training hours in one of the Pre-Apprenticeship program trades. First year students will be given the opportunity to participate in a paid pre-apprenticeship summer internship to help expose them to the various trades. Once completed, the 150 hours will count towards the 300 total program completion hours in their 12th grade year.

Through this collaborative partnership between the SFWIB and M-DCPS, 72 seniors successfully completed the program. Of the total 12th class graduates, seven are applying to a registered apprenticeship program, eight have obtained employment and 57 will attend college on a 2-year Florida Prepaid Scholarship.

In order to further expose youth to the pre-apprenticeship opportunities, SFWIB staff is requesting to continue the initiative to include an additional 23-month program. The cost breakdown is as follows:

Cohort	Program Year	Number of Participants	Cost
Year 2	2018-19	56	\$125,000
Year 1	2019-20	120	\$125,000
Totals:		176	\$250,000

For the 2019-2020 program year, the SFWIB and M-DCPS will provide up to 176 participating students with a network of resources that offers a unique pathway into employment.

In following the procurement process of Miami-Dade County, Administrative Order No.:3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interests of the SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$250,000 in Workforce Innovation and Opportunity Youth funds to Miami-Dade County Public Schools for the Miami-Dade Youth Pre-Apprenticeship Career and Technical Training initiative.

FUNDING: Workforce Innovation and Opportunity Act

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 12E

AGENDA ITEM SUBJECT: MARATHON FIRE ACADEMY TRAINING PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$87,300 in WIOA Youth funds to Monroe County Public Schools for the Marathon High School Fire Academy Training Program, as set forth below.

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

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

BACKGROUND:

The Marathon Fire department in partnership with Monroe County Schools (Marathon High School) have developed a 2-year Fire Academy Training program that train students in the 11th grade to become future firefighters during their final years of high school. The training provides students the opportunity to work towards a career to become a Fire Fighter I and First Responder, while completing their high school diploma.

The goal of the Fire Academy is to create a pipeline that channels students into rewarding careers in public safety in Marathon and Monroe County. Students arrive at the fire station each school day and spend two class periods learning from certified instructors at the Fire Department. Thereafter, cadets return to Marathon High School to finish the remainder of the day attending regular classes. The initiative allows the Marathon Fire Department to develop employees who can spend their entire career with the department as valuable, hard working men and women.

Training costs include the student's physical examinations/drug screening, orientation, agility tests, CPR and EMT training, equipment/uniforms (e.g., bunker gear, boots, badges, and shoes), partial classroom training/instructor costs, and other intangible/incidentals (e.g., transportation, training books, and materials). This program will serve up to Monroe County Schools and Marathon Fire are partnering to provide or match in-kind services to up to twelve students. Upon successfully completing the academy, students receive a Certificate of Firefighter I, which enables them to enter into a Florida State Academy to become a fully licensed firefighter.

In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, it is recommend that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Monroe County Public Schools an allocation not to exceed \$87,300 in Workforce Innovation and Opportunity Act (WIOA) Youth funds for the Fire Academy Training Program.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: N/A

ATTACHMENT

Marathon High School Fire Academy Budget Narrative 2019-2020 School Year

Student Costs, Estimated

Category	Item	Quantity	Price Per Item	Total	
Equipment	Helmets	12	\$ 205.00	\$ 2,460.00	\$ 1,230.00
	Firefighter Boots	12	\$ 265.00	\$ 3,180.00	\$ 1,590.00
	Fire Fighting Gear (Pants, Coat, Suspenders) good for 3-5 years*	12	\$ 1,795.00	\$ 21,540.00	\$ 10,770.00
					\$ -
Uniform	Fire Academy Pants & Shirt (3 sets of each)	12	\$ 125.00	\$ 1,500.00	\$ 750.00
					\$ -
Training Books	Essentials of Firefighting 6th Edition	12	\$ 60.00	\$ 720.00	\$ 360.00
	Emergency Medical Responder 10th Edition	12	\$ 110.00	\$ 1,320.00	\$ 660.00
	Emergency Medical Responder Work Book 10th Edition	12	\$ 75.00	\$ 900.00	\$ 450.00
					\$ -
EMR Certification Testing	EMR Pearson Vue National Exam Test (2 attempts)	24	\$ 75.00	\$ 1,800.00	\$ 900.00
	EMR Online Prep Course	12	\$ 120.00	\$ 1,440.00	\$ 720.00
					\$ -
BLS Cert.	CPR/AED Certification & Cards	12	\$ 10.00	\$ 120.00	\$ 60.00
			Total	\$ 34,980.00	\$ 17,490.00

City of Marathon Fire Rescue Instructor Training Costs, Estimated*

Category	Training	Quantity	Price Per Item	Total	
Training	180, 4 hr School Days		720 hours		
	Based on City of Marathon Fire Rescue Instructors	Average of 2 instructors per day	\$30.00 per hour		
		\$21,600 X 2 =		\$ 43,200.00	21,600
	Live Burn Training & Class A Exterior Prop Training (Average \$30/hr Instructors) 8 instructors	3 Separate Days @ 8hrs a Day	24 hours \$30.00 per hour		
		24 hrs X \$30.00 per hour X 8		\$ 5,760.00	2,880
	Casa Marina Court Water Supply, Fire Streams, Hose, Hydrants, Apparatus and Equipment Training (Average \$30/hr Instructors) 8 instructors	1 Day	8 hours \$30.00 per hour		
		8hrs X \$30.00 per hour X 8		\$ 1,920.00	960
	MHS Fire Academy Training Station Ladders, Building Search & Victim Removal Training (Average \$30/hr Instructors) 6 Instructors	1 Day	8 hours \$30.00 per hours		
		8hrs X \$30.00 per hour X 6		\$ 1,440.00	720
			Total	\$ 52,320.00	\$26,160.00

*Estimated Budget Subject to Change

Total Cost for the 2019-2020 School Year*

\$ 87,300.00

*Bunker gear only needs to be purchased once every 3-5 years



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/15/2019

AGENDA ITEM NUMBER: 13A

AGENDA ITEM SUBJECT: REFUGEE SERVICES CONTRACTORS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Performance Council recommends to the Board the approval to authorize staff to renew the existing Refugee Employment and Training Services contractors for Program Year (PY) 2019-20, as set forth below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

The current Refugee Employment and Training (RET) contractors were competitively procured in October 2018 and April 2019, to provide Refugee Employment & Training Services on behalf of the South Florida Workforce Investment Board (SFWIB) for PY 2018-2019. The first year of this contract will expire on September 30, 2019, but may be renewed for two additional years pursuant to the contract terms that allows for renewals contingent upon the availability of funds.

Workforce Development Area 23 is on track to place over 5,800 refugee job seekers into employment for PY2018-2019. SFWIB staff recommends to the Performance Council to recommend to the Board to authorize staff to renew the exiting RET Contractors for the period of October 1, 2019 through September 30, 2020 for the following RET Services Contractors:

- Refugee Employment & Training Service Providers
- Adult Mankind Organization, Inc.
- Arbor E&T, LLC
- Cuban American National Council
- Community Coalition, Inc.
- Lutheran Services
- Youth Co-Op

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT