



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
TUESDAY, September 5, 2019
8:00 A.M.**

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

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. February 19, 2019
 - B. April 18, 2019
 - C. June 25, 2019
3. Information - Financial Report – June 2019
4. Information - Bank Reconciliation – June 2019 and July 2019
5. Information - Fiscal Monitoring Activity Reports
6. Recommendation as to Approval to Allocate funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc.
7. Recommendation as to Approval to Accept funds for Project Second Chance for Incarcerated Parents with Minor Children

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

2. Approval of Finance and Efficiency Council Meeting of December 13, 2018

SFWIB Chairman Andy Perez moved the approval of Finance and Efficiency Council Meeting Minutes. Motion seconded by Dr. John Wensveen; **Motion Passed Unanimously**

Motion Passed by Unanimous Consent

3. Information – Financial Report – December 2018

Chairman Gibson introduced the item and Finance Assistant Director Christine Azor further presented.

Chairman Gibson requested details on allocations that were transferred. Ms. Azor provided details.

Chairman Gibson asked whether if information regarding adjustments is details in the contracts. Ms. Azor responded, “Yes”.

She further presented the following:

Budget Adjustments:

- No budget adjustments

Expenses:

- Youth Services Decreased (\$7,025)

Explanation of Significant Variances

1. Adult Services – 27.2% versus 50%
2. Training and Support Services expenditures 16.9% versus 50%
3. Other Programs and Contracts 14.5% versus 50%

[Mr. Roberto Datorre arrived]

No further questions or discussions.

4. Information – Bank Reconciliation – December 2018 and January 2019

Chairman Gibson introduced the item and Ms. Azor further presented.

No further questions or discussions.

5. Information – Fiscal Monitoring Activity Report

Chairman Gibson introduced the item. Ms. Azor further presented.

No further questions or discussions.

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

Chairman Gibson introduced the item. Ms. Azor further presented and Mr. Beasley provided additional details.

Mr. Gibson verified the recommendation for approval and Ms. Azor provided details.

Mr. Roberto Datorre moved the approval of an Adjustment to the FY 2018-2019 Budget. Motion seconded by SFWIB Chairman Andy Perez; **Motion Passed Unanimously**

There being no further business to come before the Council, the meeting adjourned at 9:26am.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order at 8:32am and welcomed all those present. He noted that a quorum of members present had not been achieved.

2. Approval of Finance and Efficiency Council Meeting of February 21, 2019

Deferred due to Lack of Quorum

3. Information – Financial Report – December 2018

Chairman Gibson introduced the item. SFWIB Finance Administrator Odell Ford further presented.

[Recorder Disconnected]

4. Information – Bank Reconciliation – December 2018 and January 2019

Chairman Gibson introduced the item. Mr. Ford further presented.

5. Information – Fiscal Monitoring Activity Report

Chairman Gibson introduced the item. Mr. Ford further presented.

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

Chairman Gibson introduced the item. Mr. Ford further presented.

Item moved by consensus of the members presented.

There being no further business to come before the Council, the meeting adjourned at 8:52am.



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2C

DATE August 15, 2019 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

June 25, 2019 at 8:00am

Doubletree Miami Airport Hotel – Convention Center (2nd floor)

711 NW 72nd Avenue

Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Bridges, Jeff 4. Maxwell, Michelle 	<ol style="list-style-type: none"> 5. Adrover, Bernardo 6. Datorre, Roberto 7. Davis-Raiford, Lucia 8. Lampon, Brenda 9. Maxwell, Michelle 10. Scott , Kenneth 11. Wensveen, John <p>SFW STAFF Alonso, Gustavo Ford, Odell</p>	<p>*****N one*****</p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Vice-Chairman Andy Perez called the meeting to order at 8:25am and welcomed all those present. He noted that a quorum of members present had not been achieved.

2. Approval of Finance and Efficiency Council Meeting of February 21, 2019 and April 18, 2019
Deferred due to Lack of Quorum

3. Information – Financial Report – April 2019

FEC Vice-Chairman Perez introduce the item and SFWIB Finance Administrator Odell Ford further presented the following financial information for the current period of July 1, 2018 through April 30, 2019.

Budget Adjustments:

Revenue:

- DEO funded programs increased by \$558, 508

Expenses:

- Budgeted Expenditures increased by \$558,508

Budget Variance Explanations:

- Adult Services 47.6% versus 84%
- Training and Support Services expenditures are 31.9% versus 84%
- Other Programs and Contracts are 21.5% versus 84%

Ms. Maxwell requested explanation on the outcome of underperformances of service providers detailed in the finance report. Mr. Ford provided further details. SFWIB Executive Director Rick Beasley appeared before the Council and provided additional details on cost reimbursement contract and newly implemented performance based contracts. Ms. Maxwell inquired about a detailed performance report of individual service provider contracts. Mr. Beasley responded CSSF has balanced scorecard (real time report).

Mr. Bridges explained the challenges of finding qualified service providers in this region. Ms. Maxwell inquired about possible training. Mr. Beasley further explained the challenges of hiring qualified employees in Monroe County as an example of the various challenges this region faces.

There was continued discussion.

Mr. Ford continued with his presentation.

FEC Vice-Chairman Perez inquired about Miami Community Ventures. Mr. Beasley provided details.

Mr. Bridges inquired about On-the-Job Training (OJT) and Mr. Beasley provided details. Mr. Bridges inquired about training start date and Mr. Beasley responded, July 1.

There was continued discussion.

Mr. Bridges inquired about the National Emergency Grant of \$1.3 million. Both Vice-Chairman Perez and Mr. Beasley explained.

4. Information – Bank Reconciliation – April 2019 & May 2019

5. Information – Fiscal Monitoring Activity Report

Mr. Ford introduced and presented the item.

Mr. Bridges requested more details on United Way. Mr. Beasley provided details.

No further questions or discussions.

6. Recommendation as to Approval to Allocate funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc.

FEC Vice-Chairman Andy Perez introduced the item. Mr. Beasley further explained.

He briefly announced his recent resignation from Big Brothers Big Sisters Board.

Mr. Bridges inquired about the Take Stock in Children Scholarships and Mr. Beasley further explained.

Item moved to the full board by consensus of the members presented.

7. Recommendation as to Approval of the 2019-2020 Budget

Mr. Beasley presented the item.

Item moved to the full board (with adjustments; Mainstream, National Flight Academy, Employ Miami Dade, Culinary and TechHire Boot Camp for Monroe County etc.) by consensus of the members present.

There being no further business to come before the Council, the meeting adjourned at 9:03am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/5/2019

AGENDA ITEM NUMBER: 3

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



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/5/2019

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

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.

Based on the Internal Control Procedures recommended by the Department of Economic Opportunity of the State of Florida, the Finance Committee, at its April 2, 2009 meeting, requested a monthly cash reconciliation report be provided at every committee meeting. Accordingly, the attached cash reconciliations for the months of June 2019 and July 2019 are being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

South Florida Workforce Investment Board
Reconcile Cash Accounts

Reconciliation Date: 6/30/19 (Revised)
Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,291,567.79	
Less Checks/Vouchers Drawn	(4,031,454.07)	286
Plus Deposits	292.33	
Checks Voided		
Deposits	4,513,320.44	44
Plus Other Items:	0.00	0
Unreconciled Items:		
Ending Book Balance	<u><u>2,773,726.49</u></u>	
Bank Balance	6,032,840.46	
Less Checks/Vouchers Outstanding	(3,259,113.97)	152
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>2,773,726.49</u></u>	
Unreconciled Difference	<u><u>0.00</u></u>	

Prepared by: *Rondricka L. Jefferys*
Rondricka L. Jefferys
Accountant, Finance

Approved by: *Odell J. Ford 7/15/19*
Odell J. Ford
Finance Administrator

**South Florida Workforce Investment Board
Reconcile Cash Accounts**

Reconciliation Date: 7/31/2019

Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,773,726.49	
Less Checks/Vouchers Drawn	(5,926,171.52)	447
Plus Deposits	43,227.71	
Checks Voided		1
Deposits	4,928,843.02	25
Plus Other Items:	0.00	0
Unreconciled Items:		
Ending Book Balance	<u><u>1,819,625.70</u></u>	
Bank Balance	4,134,077.37	
Less Checks/Vouchers Outstanding	(2,314,451.67)	56
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>1,819,625.70</u></u>	
Unreconciled Difference	<u><u>0.00</u></u>	

Prepared by: Rondricka L. Jeffries
Rondricka L. Jeffries
Accountant, Finance

Approved by: Odell J. Ford 8/7/19
Odell J. Ford
Finance Administrator



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/5/2019

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: ACTIVITY REPORT - INTERNAL MONITORING RESULTS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At its December 19, 2013 meeting, the Audit Committee members requested that staff include a monitoring activity report at subsequent meetings.

In response to said request, SFWIB staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Year 2018-2019, for the period of May 21, 2019 to July 25, 2019.

The report is a summary of the Service Providers monitored, and findings resulting from the internal fiscal monitoring activities.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

CareerSource South Florida (CSSF) Board of Directors Meeting August 15, 2019
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from May 21 to July 25, 2019
Program Year 18-19

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
COMMUNITY COALITION, INC. (CC)				
Out of School Youth (OSY) 7/1/18 to 6/30/19	\$ 757,860	None	Non-compliance and recordkeeping issues were noted during the review of sampled Refugee Employment and Training (RET) program case files. CC failed to register employment-authorized clients in the Employ Florida (EF) database, and authenticate a sampled RET Placement Form. It should be noted no disallowances were identified for these deficiencies because OCI verified the information with both the clients and the employers of record.	No
Refugee Employment and Training (RET) 11/1/18 to 9/30/19	\$ 522,041	None	Sampled operational expenditures and American Express (Amex) credit card transactions were incorrectly classified, allocated, and recorded in the accounting system, not in compliance with federal regulations.	No
Total Funded	\$ 1,279,901		CC did not adhere to requirements of its Accounting Procedures Manual - Bank Reconciliation Section, nine (9) stale-dated checks totaling \$1,474.75, remained outstanding over ninety (90) days. Although Community Coalition performed follow-ups, the checks were not voided as required.	No
			CC did not comply with requirements of the executed RET contract, as the Financial Closeout Package (FCOP) for PY'17-18, was not submitted within thirty (30) days of contract expiration.	No
			CC did not adhere to reporting requirements of the RET contract, as a monthly required report was not uploaded to CSSF's Intranet database within the required time frame.	Yes
CUBAN-AMERICAN NATIONAL COUNCIL, INC. (CNC)				
In School Youth (ISY) 7/1/18 to 6/30/19	\$ 468,853	None	Sampled operational expenditures were incorrectly allocated and recorded in the accounting system, not in compliance with federal regulations and requirements of the executed contracts.	Yes
Out of School Youth (OSY) 7/1/18 to 6/30/19	\$ 723,813	None	Sampled payments for operating and credit card expenditures were not remitted to vendors timely.	Yes
Refugee Employment and Training (RET) 11/1/18 to 9/30/19	\$ 591,546	None	The Aged Accounts Payable Schedule, as of 12/31/18, showed CNC had a total of \$19,972.98 of invoices outstanding for more than sixty (60) days, an indication of cash flow constraints.	Yes
Total Funded	\$ 1,784,212		Recordkeeping issues were identified as sampled Payment Request Forms, although approved by authorized personnel, were not dated.	Yes
			CNC failed to submit to CSSF, the New Enrollments (Industry Focus/Career Pathways) for the quarters covering 7/1/18 to 3/31/19; not in compliance with requirements of the executed OSY contract.	No
			CNC did not comply and failed to upload the RET Staffing Roster/New Hire/Termination Form to CSSF's Intranet by the 10th of each month for October, November 2018 and January 2019.	No
			OCI performed a review of the RET program clients' case files. The review did not reveal any discrepancies when compared to the information detailed by CNC in CSSF's Balance ScoreCard (BSC) Placement Report Details, the Employ Florida (EF) database and documented in sampled case files, RET services billed to and paid by CSSF, and the actual services provided. CSSF and OCI would like to commend CNC on doing a good job with the completeness, accuracy and legitimacy of referrals, placements, and supporting documentation maintained in the RET clients' case files sampled for the program year reviewed.	No
YOUTH CO-OP, INC (YCOP)				
Career Centers (CC) 7/1/18 to 6/30/19	\$4,308,570	None	YCOP was not in compliance with requirements, <i>Indirect Cost Rate (ICR) and the Cost Allocation Plan (CAP)</i> proposals were not submitted at the end of the fiscal year on 6/30/18 ; but no later than six (6) months after the end of the fiscal year, on 12/31/18 . The CAP and ICR were submitted late to CSSF's Finance Unit on 3/28/19 .	No
In-School Youth 7/1/18 to 6/30/19	\$953,865	None	YCOP was not in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Administrative Requirements, as its HIPAA Privacy and Security Policy, did not include information related to appropriate sanctions against workforce members who violate its privacy policies and procedures or the HIPAA Privacy Rule.	No
Out of School Youth 7/1/18 to 6/30/19	\$2,315,074	None	Recordkeeping issues were noted during the review of sampled personnel files. There were numerous discrepancies between the information documented in sampled Individual Time Card Reports (ITRs), Personnel Activity Reports (PARs), and payroll registers reviewed; leave time paid and time codes were not in agreement; sampled PARs were incomplete, as they were not dated by staff or supervisory personnel.	Yes
Refugee Employment and Training 10/1/17 to 9/30/18 and 10/1/18 to 9/30/19	\$4,579,971	\$ 1,040.00	During the review of sampled Refugee Employment and Training (RET) Program case files, it was determined a full-time employment placement counted by YCOP towards performance was invalid; as a result, the performance measure billed by YCOP and paid by CSSF totaling \$1,040.00 was disallowed.	No
Sumer Youth Employment Program 4/16/18 to 8/31/18	\$150,000	None	YCOP did not comply with requirements of the executed contracts, the Self-Assessment Questionnaire (SAQ) was not submitted to CSSF's OCI Fiscal Unit, within thirty (30) days of contract execution.	Yes
Total Funded	\$12,307,480		YCOP did not adhere to Reporting Requirements; required reports were submitted and uploaded late, and/or were not uploaded to CSSF's Intranet database.	Yes

CareerSource South Florida (CSSF) Board of Directors Meeting August 15, 2019
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from May 21 to July 25, 2019
Program Year 18-19

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Final Management Decision Letters Issued: Adults Mankind Organization, Inc., City of Miami, City of North Miami, Miami Dade College, Take Stock In Children, Inc., United Way of Miami-Dade County and Youth Co-Op, Inc.				
PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED				
Adults Mankind Organization, City of North Miami, Community Coalition, Inc. and United Way of Miami Dade, Inc.				
REQUEST FOR PROPOSALS (RFPs) REVIEWED				
Refugees: Arbor E & T, LLC and Lutheran Services Florida, Inc. (second review)				
Temporary Staffing Services: 22nd Century Technologies, Inc. and Alpha1 Staffing/Research Firm, LLC.				
Workforce Services: Arbor E & T, LLC. and Career Team, LLC.				
Unarmed Security Services: Feick Security Corporation, S & S Management Group, LLC., d/b/a Guard-One Security and Security Alliance, LLC.				
Janitorial Services: Cannonball Services USA and Sky Shine Enterprises, LLC.				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/5/2019

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: FLORIDA COLLEGE PLAN SCHOLARSHIPS FOR YOUTH PRE-APPRENTICESHIP PROGRAM GRADUATES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend 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 Finance and Efficiency Council 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/Take Stock In Children 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 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

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/5/2019

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: WORKFORCE SERVICES - REENTRY PROJECT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$135,000 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