



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**THURSDAY, AUGUST 17, 2023**

**9:30 A.M.**

The Landing at MIA  
5 Star Conference Center (Everglades Room)  
7415 Corporate Center Drive, Suite H  
Miami, FL 33126

The public may choose to view the session online via Zoom. **Registration is required:**  
[https://us02web.zoom.us/webinar/register/WN\\_wjgmIoTtSEu4r3ERRDichg](https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg)

### **AGENDA**

1. Call to Order and Introductions
2. Approval of Meeting Minutes
  - A. June 15, 2023
3. Public Comment
4. Chairman's Report
5. Executive Director's Report
  - A. Executive Director Update
  - B. Take Stock In Children Presentation
6. Executive Committee
  - A. Information – Florida Workforce System Transformation Plan Overview
  - B. Information – Alignment & Consolidation Allocation for Region 23
  - C. Recommendation as to Approval of a New SFWIB Agenda Item Model
  - D. Recommendation as to Approval of an External Independent Audit Firm
  - E. Recommendation as to Approval of New Board Members
  - F. Recommendation as to Approval to Allocate Funds to Reimburse the Florida Department of Commerce (Formerly DEO)
  - G. Recommendation as to Approval of the Amended and Restated SFWIB Bylaws

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

7. Finance and Efficiency Council
  - A. Information – Financial Report – June 2023
  - B. Recommendation as to Approval to Accept Workforce System Funding
  
8. Global Talent and Competitiveness Council
  - A. Information – Early Learning Coalition Early Childhood Apprenticeship Program Update
  - B. Information – Miami Dade College Help Desk Technician Apprenticeship Program Update
  - C. Recommendation as to Approval of Revisions to the Support Services and Incentives Matrix Limits
  - D. Recommendation as to Approval of a Self-Sufficiency Policy
  - E. Recommendation as to Approval of a Self-Attestation Policy
  - F. Recommendation as to Approval to Allocate Funds Amerant Bank Personal Banking Representative Apprenticeship
  - G. Recommendations as to Approval of Apprenticeship Navigators
  
9. Performance Council
  - A. Information – REACH Act Performance Update
  - B. Information – WIOA Performance Update
  - C. Information – One-Stop Operator RFP Update
  - D. Information – Mayor’s Job Fair Update
  - E. Information – Adult Balanced Scorecard Report
  - F. Information - Youth Balanced Scorecard Update
  - G. Information - Consumer Report Card Update

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## SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES

**DATE/TIME:** June 15, 2023, 9:30am

**LOCATION:** The Landing at MIA  
 5 Star Conference Room (Everglades Room)  
 7415 Corporate Center Drive, Suite H  
 Miami, FL 33126

**Zoom:** [https://us02web.zoom.us/webinar/register/WN\\_wjgmIoTtSEu4r3ERRDichg](https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg)

1. **CALL TO ORDER:** Chairman Gibson called to order the regular meeting of the South Florida Workforce Investment Board at 9:36AM on June 15, 2023.

**ROLL CALL:** 27 members; 14 required; 18 present: Quorum Established

<b>SFWIB Members Present</b>	<b>SFWIB Members Absent</b>	<b>SFWIB Staff</b>
<ol style="list-style-type: none"> <li>1. Androver, Bernado (Zoom)</li> <li>2. Brecheisen, Bruce (Zoom)</li> <li>3. Brown, Clarence (Zoom)</li> <li>4. Canales, Dequasia (Zoom)</li> <li>5. Chi, Joe</li> <li>6. Datorre, Roberto</li> <li>7. del Valle, Juan-Carlos, Vice Chair</li> <li>8. Ferradaz, Gilda</li> <li>9. Garza, Eddie (Zoom)</li> <li>10. Glean-Jones, Camela</li> <li>11. Lampon, Brenda (Zoom)</li> <li>12. Loynaz, Oscar, MD</li> <li>13. Mantilla, Rene'</li> <li>14. Perez, Andy (Zoom)</li> <li>15. Piedra, Obdulio</li> <li>16. Rolle, Andrei</li> <li>17. Roth, Tom</li> <li>18. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>18. Bridges, Jeff</li> <li>19. Clayton, Lovey</li> <li>20. Diggs, Bill</li> <li>21. Gibson, Charles, Chair</li> <li>22. Grice, Sonia</li> <li>23. Gazitua, Luis</li> <li>24. Lincoln, Michelle</li> <li>25. Maxwell, Michelle</li> <li>26. Rod, Denis</li> </ol> <p style="text-align: center; padding: 5px 0;"><b>SFWIB Members Excused</b></p>	<ol style="list-style-type: none"> <li>1. Beasley, Rick</li> <li>2. Bennett, Renee</li> <li>3. Kelly, Travis</li> <li>4. Morgan, Ebony</li> <li>5. Perrin, Yian</li> <li>6. Petro, Basil</li> </ol> <p style="text-align: center; padding: 5px 0;"><b>SFWIB Administration</b></p> <ol style="list-style-type: none"> <li>7. Almonte, Ivan</li> <li>8. Cubillo, Jorge</li> <li>9. Francis, Anderson</li> <li>10. McFarland, Casandra</li> </ol> <p style="text-align: center; padding: 5px 0;"><b>Miami-Dade County Attorney's Office</b></p> <p style="text-align: center; padding: 5px 0;">Gallo, Melissa, MDC Attorney's Office</p>
<b>Guest Attendees</b>		
<ol style="list-style-type: none"> <li>1. Baltuch, Kyle, Florida Chamber Foundation (Zoom)</li> <li>2. Brown, Shawn, DEO (Zoom)</li> <li>3. Cabrera, Ed, Argos-AI</li> <li>4. Farinas, Irene, Adult Mankind (Zoom)</li> <li>5. Harper, Daniel, DEO (Zoom)</li> <li>6. Ortiz-Velazquez, United Way (Zoom)</li> <li>7. Someillan, Ana, Adult Mankind</li> </ol>		



Agenda items are displayed in the order they are discussed.

## **2A. Approval of SFWIB Meeting Minutes – April 20, 2023**

Vice-Chairman del Valle presented agenda item 2A SFWIB Meeting Minutes – April 20, 2023 for review and discussion.

No questions, comments, or changes were presented.

**Motion:** Ms. Canales presented a motion to approve the South Florida Workforce Investment Board meeting minutes – April 20, 2023.

Seconded by: Mr. Mantilla and **passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

## **3. Public Comments**

*Public comments should be two minutes or less.*

No requests to speak were received by the Executive Office. Vice-Chairman del Valle opened the floor for comments from the public. None were presented. Item closed.

## **4. Chairman's Report**

Vice-Chairman del Valle recognized Mr. Piedra, former chairman of the SFWIB, for his recent induction into the Miami Dade College Hall of Fame, which honors alumni that have gone on to become civic and corporate leaders in the local community and across the country.

## **6. Community Presentations**

*[Audio issues noted with Zoom]*

### **B. Beacon Council Update – Roderick Miller, Beacon Council CEO**

### **C. Florida Chamber Foundation Presentation**

Mr. Kyle Baltuch, Senior Vice President Equality of Opportunity for the Florida Chamber of Commerce Foundation introduced the Florida Gap Map (FGM), the nation's first tool that provides Florida's business and community leaders with in-depth insight into their communities, targeting the root causes of poverty in Florida.



#### **D. DEO 2022-23 Annual Performance Presentation**

Mr. Daniel Harper, Senior Management Analyst, Bureau of One-Stop and Program Support, Ms. Valerie Peacock, Chief, Financial Monitoring and Accountability, and Mr. Shawn Brown, Administrator, One Stop & Program Support Division of Workforce Services, presents region 23 Board performance reporting for PY 2021-22.

Vice-Chairman del Valle informed members that 2022-23 performance indicators are available via handout for Board review. Mr. Beasley provided a brief overview of the current performance indicators and monitoring tool to the Board.

#### **7. SFWIB Executive Committee**

Vice-Chairman del Valle reviewed the Executive Committee Summary, which provided an overview of items discussed during Executive Committee meeting held on Thursday, June 8, 2023.

##### **7A. Information – Florida House Bill (HB 5) – Economic Programs**

On March 6, 2023, Florida House Bill (HB) 5 - Economic Programs was introduced/filed at the Commerce Committee by Representative Tiffany Esposito and is co-sponsored by Representative Tyler Sirois. The bill dissolves Enterprise Florida and transfers all duties functions, records, pending issues, existing contracts, administrative authority, administrative rules, and unexpended balances of appropriations, allocations, and other public funds relating to the programs to the Department of Economic Opportunity (DEO).

The bill also renames the DEO to the Department of Commerce and designates the head of the Department who will report to and serve as the Governor's chief negotiator for business recruitment and expansion and economic development. Establishes seven divisions under the new office and revises the duties of Workforce Services.

The bill was signed into law (Chapter No. 2023-173) by the Governor on May 31, 2023 and goes into effect on July 1, 2023.

##### **7B. Information – Florida Senate Bill (SB 240) – Education Schools Choice**

On February 23, 2023, Florida Senate Bill (SB) 240 - Education – Schools Choice was introduced/filed by Senator Hutson (District 7), the Fiscal Policy and Education Pre-K -12 Committees; and is co-sponsored by Senator Corey Simon (District 3); Senator Bryan Avila (District 39).



The bill requires CareerSource Florida, Inc., to be administratively housed within the department and to operate under agreement with the department. It requires CareerSource Florida, in consultation with the Department of Commerce (formerly the Department of Economic Opportunity) to implement consistent contract and procurement policies and procedures; and the use of a state-established template for contracts or other method for ensuring all contract mechanisms follow certain standards established by the board, and leveraged buying power for fringe benefits, such as health insurance, life insurance, and retirement.

The bill also amends parts of the Reimagining Education and Career Help (REACH) Act (FS 14.36).

Requires Individual Training Accounts (ITA) to be expended on programs that prepare people to enter occupations identified by the Labor Market Statistics Center within the Department of Commerce and the Labor Market Estimating Conference created by F.S. 216.136, and on other programs recommended and approved by the state board following a review by the department to determine the program's compliance with federal law. Requires training services provided through an ITA to be performance-based.

The bill was signed into law (Chapter No. 2023-81) by the Governor on May 16, 2023 and goes into effect on July 1, 2023.

#### **7C. Information – CareerSource Florida Recommended 2023-24 In-State Allocations**

On May 22, 2023, the Florida Department of Economic Opportunity released the recommended program year 2023-24 in-state allocations to the regional workforce boards for the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Programs, Wagner-Peyser Act Employment Service Program (WP) and Temporary Assistance for Needy Families (TANF).

Based on the recommended allocations, board is projected to receive \$30.3 million dollars in new funding. The allocation is a \$276,470 dollar decrease.

#### **7D. Approval – City of Homestead Summer Youth Employment Program**

The City of Homestead City Council, under the leadership of Mayor Steven D. Losner, agreed to enter into a partnership with the board to provide employment opportunities for up to 38 youth residents of the City of Homestead. The board will provide summer job placement for youth between the ages of 15 to 18.



As part of the partnership, the City of Homestead will provide \$50,000 in general revenue to the SFWIB toward the program and the SFWIB will provide \$50,000 in Temporary Assistance for Needy Families (TANF) funds for a total of \$100,000 for the program.

Youth Co-Op, Inc. will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for the SYEP participants.

#### **7E. Approval – Stanley G. Tate Florida Prepaid College Scholarships**

The Greater Miami Convention & Visitors Bureau (Bureau) has partnered with 13 local hotels to raise scholarship money and provide an internship opportunity to students interested in Hospitality & Tourism. Staff recommended to the Council to recommend to the board to support this effort with seven, two year Florida Prepaid College Plans.

In 2022, the SFWIB awarded 13 two-year Florida Prepaid College Plans to Monroe County that were not utilized by participating youth. Staff recommends re-allocating seven of those scholarships to the Greater Miami Convention & Visitors Bureau to match the scholarship funds already raised by the bureau for this initiative.

#### **7F. Approval – Summer Youth Internship Program for the Greater Miami Convention and Visitors Bureau**

The Greater Miami Convention & Visitors Bureau (Bureau) and the SFWIB have agreed to enter into a partnership for a Summer Youth Internship Program to provide employment opportunities for up to 15 youth.

Staff recommended to the committee to allocate an amount not to exceed \$41,000 in Temporary Assistance for Needy Families funds to Adults Mankind Organization, Inc. (AMO) for the administration of the Greater Miami Convention & Visitors Bureau's Hospitality Initiative Summer Youth Internship Program.

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

Vice-Chairman del Valle requests that items 7D through 7F be voted on collectively.

**Motion:** Mr. Mantilla presented a motion to approve items 7D through 7F.

Seconded: Ms. Glean-Jones and **passed without dissent.**



No additional questions or comments were presented from the members. Item closed.

## **8. SFWIB Finance and Efficiency Council (FEC)**

The **SFWIB Finance and Efficiency Council (FEC)** Chairman Roth reviewed the FEC Summary, which provided an overview of items discussed during the April 20, 2023 meeting.

### **8A. Information - Finance Reports**

**April 2023 Financial Report:** Ms. Bennett reported that expenses were below budget across the board, a result of enrollment challenges statewide and vacant positions at our Career Centers. During the reported period, there were still vacant positions in some of our service centers, but progress has been made towards resolving the issue.

Budget variances include:

- Headquarters – 67.7%
- Adult Services – 52%
- Youth Services - 60.2%
- Facilities - 61%
- Other Programs & Projects – 41%

The Council reviewed the financial reconciliation reports and determined that everything is in order, as reported by the Chairman.

No additional questions or comments were presented from the members. Item closed.

### **8B. Information – Public Review Forum for an External Independent Auditing Firm**

The Chairman reviewed the history of the RFQ for an external independent auditor. The Public Review Forum was conducted whereby each respondent was scored. On June 22<sup>nd</sup>, each of the three applicants will be invited to present to the FEC, after which a final decision will be made and passed on to the Executive Committee for approval in July; ratified by the full board during its next meeting on August 17<sup>th</sup>.

Mr. Beasley reminded the Board that we are still under a cone of silence.





### **8C. Approval – Workforce System Funding**

Chairman Roth introduced the item and further presented.

**Motion:** Mr. Scott presented a motion to approve.

Seconded by: Mr. Datorre and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

### **8D. Approval – The 2023-2024 Annual Budget**

Chairman Roth introduced the item; Mr. Beasley further presented the FY 2023-24 budget.

Florida's budget was reduced by approximately 11 million dollars due to the state of the economy and the low unemployment rate. Currently, the unemployment rate in South Florida ranges from 2.1 to 1.8 percent; however, our funding is predicated on areas of sustained unemployment.

The Department of Economic Opportunity released the 2023-2024 state allocations for the major programs of WIOA, Wagner-Peyser and TANF programs. The region received a decrease of \$276,470 in new funding. Mr. Beasley walked the group through the key performance indicators, the 2023-24 in-state allocations, SFWIB 2023-24 new state funding and the 2023-24 program budget, and cost distributions. In addition, he discussed the projected changes that may occur in FY2023-24 because of reduced funding.

**Motion:** Mr. del Valle presented a motion to approve.

Seconded by: Mr. Rolle and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

## **9. SFWIB Global Talent and Competiveness Council (GTCC)**

The **Global Talent and Competiveness Council (GTCC)** Chair, Ms. Ferradaz, reviewed the GTCC Summary, which provided an overview of items discussed during the June 15, 2023 meeting.



### **9A. Information – Florida Gap Map Update**

Staff identified zip codes within Workforce Region 23 with children's who are living in poverty and whose families are receiving food stamps. A meeting will be scheduled with leaders from the Early Learning Coalition, CASHD and Children's Trust, as well as, community base organizations in the identified zip codes.

The Council discussed and recommended approval of the following items simultaneously:

### **9B. Approval – Related Vendor Agreements**

Florida Statutes and the Department of Economic Opportunity (DEO) Grantee-Sub-Grantee Agreement prohibits the use of state or federal funds by a regional workforce board for any contract \$10,000 or greater between a regional workforce board and a member of that board that has any relationship with the contracting vendor, unless the DEO and CareerSource Florida has reviewed and approved the contract.

There are four Related Party Vendor Agreements with Vendors that are represented on the Board. Accordingly, the Training Vendor Agreements between the SFWIB and Miami Dade College, Miami Dade County Public Schools, The Academy, and The Code Academy are subject to the two-thirds vote requirement and will be submitted to the DEO and CareerSource Florida for review upon approval by the board.

### **9C. Approval – Youth Service Providers in Monroe County**

On September 8, 2022, the SFWIB authorized staff to submit a sole source procurement request to CareerSource Florida (CSF) and the Florida Department of Economic Opportunity (DEO). After receipt of the DEO and CSF's approval, staff conducted a sole source procurement with Monroe County Public Schools to provide youth services.

Therefore, staff is recommended to the Global Talent Council to recommend to the board the approval for staff to directly contract with Monroe County Public Schools to provide In-School and Out of School Youth Services for Monroe County.

### **9D. Approval – Big Brothers Big Sisters for Take-Stock-in-Children Program Administration**

Staff recommended to the council to approve an allocation for the purchase of 275 Florida Prepaid College Plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc. in



an amount not to exceed \$1.4 million in Temporary Assistance for Needy Families funds. However, this allocation did not include administrative costs for the program

Staff is recommending to the council to recommend to the board to approve up to \$300,000 in Temporary Assistance for Needy Families funds to Big Brother Big Sisters of Miami, Inc. for Take Stock in Children program administration, to manage the scholarship program and serve as the administrator and fiscal agent for the six participating organizations.

#### **9E. Approval - Stanley G. Tate Florida Prepaid College Foundation, Inc.**

An allocation for 275 Florida Prepaid College Plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc. in an amount not to exceed \$1.4 million in Temporary Assistance for Needy Families funds is being requested for the 2023-2024 program year. The new program year's allocations are for 75 2+2 Florida Plans and 200 – 2 year Florida College Plans.

#### **9F. Approval - New Training Providers/Programs and New Programs for an Existing Provider**

Staff completed the review process and recommended Miami Dade College's Pre-Apprenticeship Program for approval of four new pre-apprenticeship programs:

1. Carpenter
2. Heating and Air-Conditioning Mechanic & Installer
3. Plumber
4. Electrician

The Council recommends approving all four of the pre-apprenticeship certificate programs.

#### **9G. Approval - Funding for the AAR Eagle Sheet Metal Career Pathway Program**

On August 8, 2022, the board approved an allocation to provide five out-of-school youth participants, between the ages of 18 to 24, with 15 weeks and/or 600 hours of work experience, while earning \$16.00 per hour.

On March 27, 2023, the first 600 hour/15 week cohort began with four of the five participants. Of the four participants, two are currently enrolled in the program; and one is tentatively scheduled to be hired by AAR Corp. pending the completion of the 600 hour/15 week program.



Staff is requesting an allocation not to exceed \$103,200 in Workforce Innovation and Opportunity Act Youth Program Funds for CareerSource South Florida Youth Service providers to provide work experience funding for 10 EAGLE Career Pathway participants for the AAR EAGLE Sheet Metal Career Pathway Program.

**Motion:** Mr. del Valle presented a motion to approve items 9B through 9G.  
Seconded by: Mr. Roth and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

## **10. SFWIB Performance Council**

The **Performance Council** Chair, Ms. Canales, reviewed the Performance Council Summary, which provided an overview of items discussed during the June 15, 2023 meeting.

### **10A. Information - Balanced ScoreCard Report**

Ms. Canales advised that staff provided an update on the Balance Scorecard Report from July 1, 2022 through May 31, 2023, which indicates only two of 10 AJC/CareerSource center locations are meeting the required 65 percent performance standard.

The Job Placements Year-to-Date summary report for the same period shows the Board has 4,994 job placements, which is 42.6 percent of the minimum standard and 36.2 percent of the maximum standard.

None of the AJC's have met the minimum or maximum YTD Job Placements standard for PY 2022-23.

The service providers will continue implementing their corrective action plans to increase and achieve the 2022-23 performance standards. Staff will continue to monitor and track the effectiveness of the corrective actions while seeking improved performance. Chairwoman Canales observed that the majority are making progress in the correct direction. She also noted that stated that there has been increased training and right-sizing of their operations to ensure that the appropriate personnel are in the right positions to meet the demand. Additionally, EconoVue has been widely employed in the centers to engage more businesses.



### **10B. Information – Consumer Report Card Update**

Staff provided an update on the Consumer Report Card, which monitors the performance of approved Training Vendors.

The current period of performance from July 1, 2022 through May 31, 2023, indicates the following:

- \$2,461,351.83 of wages was generated into the regional economy.
- For every dollar spent on training, the board obtained a return of \$4.18.
- Eighty-five percent of the training participants completed classroom training.
- Of those completing training, 82 percent have obtained employment with an average wage of \$24.04.
- Ninety-one percent of the participants were placed in a training-related occupation.
- The net economic benefit per placement is \$40,350.03.

### **10C. Information – Youth Balanced Score Card Update**

Staff provided an update on the Youth Balance Scorecard. The Scorecard measures the performance of contracted Youth Service providers from July 1, 2022 thru May 31, 2023.

Chairwoman Canales summarized the agenda item and reviewed the barriers that the out-of-school program is currently facing (i.e., lack of instructors/higher wages).

The Council discussed and recommended approval of the following items simultaneously:

### **10D. Approval – Workforce Services Contractors**

The current Workforce Services contractors were competitively procured in May 2022 to provide workforce services on behalf of the SFWIB for program year 2022-23. The first year of this contract will expire on June 30, 2023, and may be renewed for two additional years pursuant to the contract terms that allows renewals contingent upon the availability of funds.

Staff recommended to the Performance Council to recommend to the Board to authorize staff to renew the three existing Workforce Services contractors: Arbor E&T, LLC dba Equus Workforce Solutions, Youth Co-Op, Inc., and the College of the Florida Keys for program year 2023-2024 for their respective American Job Center/CareerSource center locations.



#### **10E. Approval – Youth Services Contractors**

The current Youth Services contractors were competitively procured in May 2022 to provide In-School and Out of School youth services on behalf of the SFWIB for program year 2022-23. The first year of this contract will expire on June 30, 2023, and may be renewed for two additional years pursuant to the contract terms that allows renewals contingent upon the availability of funds.

Staff recommended to the Performance Council to recommend to the Board to authorize staff to renew the four existing Youth Services contractors: Youth Co-Op, Inc., Cuban American Council, Adult Mankind, and Community Coalition for program year 2023-2024.

#### **10F. Approval – Contract Renewal for Career Development Centers**

In order to continue to provide workforce services to their respective current students and alumni, staff recommended to the Council to recommend to the board to allocate an amount not to exceed \$1,350,000 in Workforce Services funds to renew contracts with Florida Memorial University and Miami-Dade College for Career Development Centers.

#### **10G. Approval – Program Year 2023-2024 American Job Center Schedule of Operations**

Pursuant to the Department of Economic Opportunity's Grantee–Sub-grantee Agreement, the SFWIB is required to adopt a schedule of operations for the upcoming state fiscal year. The schedule of operations must include, but is not limited to, daily hours of operation of one-stop operators, and a closure schedule which adopts either the federal, state, or appropriate county holiday schedule.

Staff recommended to the Council to recommend to the board, the daily hours of operations of 8:00 a.m. to 5:00 p.m., Monday through Friday; and the holiday schedule in accordance with the attached memorandum, for all AJC/CareerSource centers operated by One-Stop Operators (Carol City, Hialeah Downtown, Little Havana, Northside, North Miami Beach, Perrine, and West Dade).

In addition, staff is recommended to the Council to recommend to the board, the daily hours of operations of 8:00 a.m. to 5:00 p.m., Monday through Friday, and the holiday schedule in accordance with the attached Schedule A for all AJC/CareerSource centers operated by Miami Dade College, and Schedule B for all AJC/CareerSource centers operated by The College of the Florida Keys (Key Largo and Key West).

**Motion:** Mr. Mantilla presented a motion to approve items 10D through 10G.

Seconded by: Mr. Rolle and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.



## 5A. Executive Director Update

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented the June 15, 2023 Executive Director's Report, which includes the following updates:

1. STATE – CareerSource Florida – Reimagining Florida's Workforce System: A Three Pillar for Transformation
2. STATE – CareerSource Florida – Local Workforce Development Board Composition and Certification
3. STATE – CareerSource Florida – Local Workforce Development Area Subsequent Designation

The full report may be reviewed in the June 15, 2023 SFWIB Agenda Packet.

Being as there were no further questions or concerns, the SFWIB Meeting adjourned at 11:43am.



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** PUBLIC COMMENT

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 4

**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:** 8/17/2023

**AGENDA ITEM NUMBER:** 5A

**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:** 8/17/2023

**AGENDA ITEM NUMBER:** 5B

**AGENDA ITEM SUBJECT:** TAKE STOCK IN CHILDREN PRESENTATION

**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:** 8/17/2023

**AGENDA ITEM NUMBER:** 6A

**AGENDA ITEM SUBJECT:** FLORIDA WORKFORCE SYSTEM TRANSFORMATION PLAN OVERVIEW

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

The Florida Workforce System Transformation Plan streamlines and modernizes the state's workforce system, enhancing alignment and accountability, serving job seekers and businesses more effectively, and improving outcomes for Floridians.

Empowered by the state's landmark Reimagining Education and Career Help (REACH) Act, the plan is focused around three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. Implementation currently underway will increase collaboration among economic, educational, and governmental agencies; enhance services to customers to be consistent across the state; use resources more effectively and strengthen the state's economy by supporting regional economies.

The reduction in the number of local workforce development boards was a required component of the REACH Act to minimize duplication, improve consistency and maximize resources to enhance outcomes for businesses and individuals, emphasizing a customer-focused approach. Extensive feedback and research during an Alignment Evaluation phase in 2022 - 2023 resulted in the CareerSource Florida Board's approval of two additional transformation strategies – System-wide Improvements and Regional Planning.

- **Pillar 1: Alignment and Consolidation**

In May 2023, the Governor affirmed the recommendation provided by the CareerSource Florida Board of Directors to realign and consolidate 10 local workforce development areas as outlined in the Florida Workforce System Transformation Plan. These changes will affect 27 counties.

***Alignment and consolidation actions include the following:***

- Realign Jefferson County with CareerSource Capital Region instead of CareerSource North Florida.
- Realign Monroe County with CareerSource Southwest Florida instead of CareerSource South Florida.
- Consolidate CareerSource North Central Florida and CareerSource Florida Crown.
- Consolidate CareerSource Tampa Bay and CareerSource Pinellas.
- Consolidate CareerSource Flagler Volusia and CareerSource Brevard.

By June 30, 2024, significant local actions will have been taken to ensure Florida is transitioning to 21 local workforce development areas and boards. This will include:

- New local governance determined and in place across impacted boards.
- Interlocal agreements, consortiums, and new organizational structures that may reflect 501(c)(3) filings to establish nonprofits or other administrative structures such as governmental entities.
- Operational transitions underway for all impacted boards.

- **Pillar 2: System-wide Improvements**

The Florida Workforce System Transformation Plan provides an unprecedented opportunity to combine strategic local workforce development board alignment changes with statewide and state-level improvements in policy and operations.

These system-wide improvements will enhance consistency and coordination between local workforce development boards and state workforce partners, including CareerSource Florida, the Florida Department of Commerce and the Florida Department of Education. Consistency system-wide will help streamline experiences for job seekers, workers, and businesses, allowing a more agile workforce system to better adapt to changing marketplace and consumer expectations.

- **Pillar 3: Regional Planning**

The Workforce Innovation and Opportunity Act encourages the development of regional plans to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers. The goal of regional planning is to develop, align and integrate strategies and resources to support regional economic growth.

As part of the Florida Workforce System Transformation Plan implementation, regional planning areas will be developed to include a minimum of two contiguous local workforce development areas, ensuring increased collaboration and productivity.

The Regional Planning Area Policy will be presented to the state workforce development board for approval in September 2023, with the request for initial regional planning area designation submitted to the state workforce development board for approval and recommendation to the Governor in December 2023. By June 30, 2024, at least three regional planning areas will be identified, structured, and compliant with regional planning requirements.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# FLORIDA WORKFORCE SYSTEM TRANSFORMATION PLAN OVERVIEW

The Florida Workforce System Transformation Plan streamlines and modernizes the state’s workforce system, enhancing alignment and accountability, serving job seekers and businesses more effectively, and improving outcomes for Floridians.

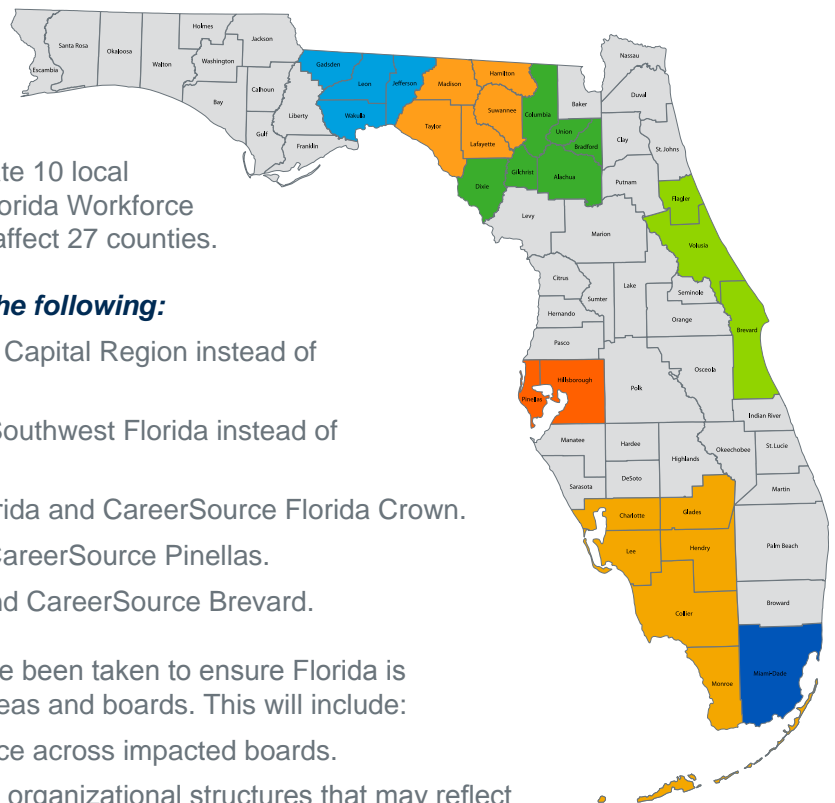
Empowered by the state’s landmark Reimagining Education and Career Help (REACH) Act, the plan is focused around three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. Implementation currently underway will increase collaboration among economic, educational, and governmental agencies; enhance services to customers to be consistent across the state; use resources more effectively and strengthen the state’s economy by supporting regional economies.

## BACKGROUND

The reduction in the number of local workforce development boards was a required component of the REACH Act to minimize duplication, improve consistency and maximize resources to enhance outcomes for businesses and individuals, emphasizing a customer-focused approach. Extensive feedback and research during an Alignment Evaluation phase in 2022 - 2023 resulted in the CareerSource Florida Board’s approval of two additional transformation strategies – System-wide Improvements and Regional Planning.

## PILLAR I – ALIGNMENT AND CONSOLIDATION

In May 2023, the Governor affirmed the recommendation provided by the CareerSource Florida Board of Directors to realign and consolidate 10 local workforce development areas as outlined in the Florida Workforce System Transformation Plan. These changes will affect 27 counties.



### **Alignment and consolidation actions include the following:**

- ▶ Realign Jefferson County with CareerSource Capital Region instead of CareerSource North Florida.
- ▶ Realign Monroe County with CareerSource Southwest Florida instead of CareerSource South Florida.
- ▶ Consolidate CareerSource North Central Florida and CareerSource Florida Crown.
- ▶ Consolidate CareerSource Tampa Bay and CareerSource Pinellas.
- ▶ Consolidate CareerSource Flagler Volusia and CareerSource Brevard.

By June 30, 2024, significant local actions will have been taken to ensure Florida is transitioning to 21 local workforce development areas and boards. This will include:

- New local governance determined and in place across impacted boards.
- Interlocal agreements, consortiums, and new organizational structures that may reflect 501(c)(3) filings to establish nonprofits or other administrative structures such as governmental entities.
- Operational transitions underway for all impacted boards.

## PILLAR II – SYSTEM-WIDE IMPROVEMENTS

The Florida Workforce System Transformation Plan provides an unprecedented opportunity to combine strategic local workforce development board alignment changes with statewide and state-level improvements in policy and operations.

These system-wide improvements will enhance consistency and coordination between local workforce development boards and state workforce partners, including CareerSource Florida, the Florida Department of Commerce and the Florida Department of Education. Consistency system-wide will help streamline experiences for job seekers, workers, and businesses, allowing a more agile workforce system to better adapt to changing marketplace and consumer expectations.

By June 30, 2024, significant improvements in policies, processes, technology and tools will have been made and will be ongoing in alignment with the workforce system's commitment to continuous improvement. These enhancements, applied operationally across Florida's workforce development system, include, but are not limited to, standardized contracts and processes as well as cost savings achieved through leveraging state buying power.

## PILLAR III – REGIONAL PLANNING

The Workforce Innovation and Opportunity Act encourages the development of regional plans to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers. The goal of regional planning is to develop, align and integrate strategies and resources to support regional economic growth.

As part of the Florida Workforce System Transformation Plan implementation, regional planning areas will be developed to include a minimum of two contiguous local workforce development areas, ensuring increased collaboration and productivity.

The Regional Planning Area Policy will be presented to the state workforce development board for approval in September 2023, with the request for initial regional planning area designation submitted to the state workforce development board for approval and recommendation to the Governor in December 2023. By June 30, 2024, at least three regional planning areas will be identified, structured, and compliant with regional planning requirements.





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 6B

**AGENDA ITEM SUBJECT:** ALIGNMENT & CONSOLIDATION ALLOCATION FOR MONROE COUNTY

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

**BACKGROUND:**

The Florida Workforce System Transformation Plan streamlines and modernizes the state’s workforce system, enhancing alignment and accountability, serving job seekers and businesses more effectively, and improving outcomes for Floridians.

Empowered by the state’s landmark Reimagining Education and Career Help (REACH) Act, the plan is focused around three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. Implementation currently underway will increase collaboration among economic, educational, and governmental agencies; enhance services to customers to be consistent across the state; use resources more effectively and strengthen the state’s economy by supporting regional economies.

In May 2023, the Governor affirmed the recommendation provided by the CareerSource Florida Board of Directors to realign and consolidate 10 local workforce development areas as outlined in the Florida Workforce System Transformation Plan. The following is the alignment and consolidation allocation for the region.

Counties	Adult	Youth	Dislocated Worker	Wagner-Peyser	TANF	Totals
Miami-Dade	\$5,283,792	\$4,650,553	\$3,137,652	\$3,413,410	\$12,248,098	\$28,733,505
Monroe	\$63,430	\$34,604	\$53,620	\$111,403	\$156,622	\$419,680
<b>TOTAL</b>	<b>\$5,347,223</b>	<b>\$4,685,157</b>	<b>\$3,191,272</b>	<b>\$3,524,813</b>	<b>\$12,404,720</b>	<b>\$29,153,185</b>

By June 30, 2024, significant local actions will have been taken to ensure Florida is transitioning to 21 local workforce development areas and boards. This will include:

- New local governance determined and in place across impacted boards.
- Interlocal agreements, consortiums, and new organizational structures that may reflect 501(c)(3) filings to establish nonprofits or other administrative structures such as governmental entities.
- Operational transitions underway for all impacted boards.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 6C

**AGENDA ITEM SUBJECT:** SFWIB AGENDA FORMAT UPDATE

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Executive Committee recommends to the Board the approval of a new SFWIB agenda item model, as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

The SFWIB Agendas are designed to provide the board member and the public with all of the pertinent information necessary to make sound decisions on workforce activities. The agendas state the subject, the agenda type, recommendation, the SFWIB strategic goal, the SFWIB project and provide a background of the item. In an effort to improve meeting efficiencies and meeting flow, SFWIB staff are seeking input from the SFWIB members.

In the current agenda meeting format, each respective SFWIB Council reviews and approves an agenda item. The agenda item is presented to the full board, where the item is heard a second time, and voted on individually. SFWIB Staff recommends a consent agenda format. A consent agenda (also known by Roberts Rules of Order as a “consent calendar”) groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

The following are agenda items that could be included as a consent approval:

- Approval of Funding Allocations
- Approval of accepting new funding

The following are agenda items that are excluded from consent approval:

- Approval of SFWIB Budget
- Approval of SFWIB Audit
- Approval of Related Party
- Approval of SFWIB Policies
- Approval of implementation of new programs
- Approval of Procurement Process and Recommendation

SFWIB Staff are presenting the consent agenda format for discussion and feedback.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 6D

**AGENDA ITEM SUBJECT:** PUBLIC INTERVIEW FORUM EXTERNAL INDEPENDENT AUDIT FIRM

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Executive Committee recommends to the Board the approval to authorize SFWIB Staff to negotiate a contract for external independent auditing services with BCA Watson Rice LLP., as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

On February 3, 2023, staff released a Request for Qualifications (RFQ) for External Independent Audit Services to the public. The RFQ solicited responses from experienced and capable Certified Public Accounting firms to provide a single audit of the SFWIB in accordance with the Federal Single Audit Act, Office of Management and Budget Circular A-133, Florida Single Audit Act, and Department of Economic Opportunity Final guidance 05- 019.

The proposals submitted were evaluated based on the criteria detailed in the RFP. A Technical Public Review Forum was held on June 15, 2023 and Public Review Interview Forum was held on June 22, 2023 wherein respondents' technical and interview scores were disclosed. The attached table indicates the combined results of both forums. As per the results the highest scoring respondent was BCA Watson Rice LLP. The SFWIB Finance and Efficiency Council (FEC) voted unanimously to select BCA Watson Rice LLP as the winner of the RFP. The FEC recommends to the Executive Committee to authorization for staff to negotiate a contract with BCA Watson Rice, LLP.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

Requesting Firm	<b>External Independent Audit Services</b>		
	Oral Presentation Score	Technical Review Score	Average Score
MKA CPA's	91.60	89.50	90.55
S Davis & Associates	90.40	89.75	90.08
WatsonRice	98.20	97.50	97.85

Requesting Firm	External Independent Audit Services																		
	Organizational Experience and Capabilities (50 points)						Proposed Scope of Services (25 points)						Proposed Fees and Cost Effectiveness (25 points)						Final rating Score (Average Score of Raters)
	Raters						Raters						Raters						
	Tom Roth	Camela Glen-Jones	Roberto Datorre	Kenneth Scott	Jeff Bridges	Average Score Across Raters	Tom Roth	Camela Glen-Jones	Roberto Datorre	Kenneth Scott	Jeff Bridges	Average Score Across Raters	Tom Roth	Camela Glen-Jones	Roberto Datorre	Kenneth Scott	Jeff Bridges	Average Score Across Raters	
MKA CPA's	45.00	50.00	31.00	50.00	45.00	44.20	25.00	21.00	23.00	25.00	23.00	23.40	25.00	25.00	20.00	25.00	25.00	24.00	
S Davis & Associates	45.00	50.00	40.00	50.00	44.00	45.80	25.00	25.00	25.00	25.00	25.00	25.00	20.00	25.00	5.00	25.00	23.00	19.60	90.40
WatsonRice	45.00	50.00	50.00	50.00	47.00	48.40	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	24.00	24.80	98.20





Requesting Firm	TECHNICAL REVIEW SCORES				
	Tom Roth	Camela Glen- Jones	Roberto Datorre	Kenneth Scott	Average Score
MKA CPA's	95.00	97.00	71.00	95.00	89.50
S Davis & Associates	80.00	99.00	80.00	100.00	89.75
WatsonRice	95.00	100.00	100.00	95.00	97.50



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 6E

**AGENDA ITEM SUBJECT:** SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEMBERSHIP RECOMENDATIONS

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Executive Committee recommends to the Board the approval of new members of the SFWIB to be recommended to the Chief Elected Official Mayor Daniella Levin-Cava for appointment, as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

The Workforce Innovation and Opportunity Act requires each local area of the State to establish a regional workforce investment board to set policy for the local workforce investment system within said region. The board is responsible for aligning workforce policies and services with regional economies and support service delivery strategies tailored to those needs. The composition of the local board must include the following:

1. Business
2. Labor/Apprenticeships
3. Education
4. Government/Economic/CommunityDevelopment
5. Other Entity Representation

The qualifications of LWDB members must be documented, align with the requirements of WIOA, and be compliant with all federal and state laws, rules and regulations, and applicable state policies. In addition to criteria outlined above, the members of the board shall represent diverse geographic areas within the local area. The importance of minority and gender representation must be considered when making appointments to the local board.

The Chief Elected Official, must develop and implement written processes and procedures for recruiting, vetting and nominating LWDB members. South Florida Workforce Investment Board's (SFWIB) procedures are such that when there is a vacancy on the Board, Board members will review and approve candidates to recommend to Mayor Daniella Levin-Cava for appointment.

The list below announces the recommended additions to the SFWIB Board:

<b>Membership Category</b>	<b>SFWIB Member (Resigned)</b>	<b>Organization</b>	<b>Nominated Member</b>	<b>Organization</b>
Business	Mr. Al West	Greater Miami Convention and Visitors Bureau	David Whitaker	Greater Miami Convention and Visitors Bureau

Each local workforce development board must include representatives of entities administering education and training activities in the local area who:

1. Include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
2. Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
3. Include a private education provider, if a public education or training provider is represented on the LWDB.
4. May include representatives of local educational agencies and of community- based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

A majority of the local board members must represent businesses in the local area as individuals who:

1. Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
2. Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and
3. Are appointed from individuals nominated by local business organizations and business trade associations..

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 6F

**AGENDA ITEM SUBJECT:** U.S. DOL-ETA ENHANCED DESK MONITORING REVIEW

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Executive Committee recommends to the Board the approval to reimburse the Florida Department of Commerce an amount not to exceed \$116,615 in Unrestricted Funds (Non-Federal), as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

During the period of November 16, 2020 – September 1, 2021, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) conducted an Enhanced Desk Monitoring Review (EDMR) of the WIOA Formula grants administered through the Florida Department of Economic Opportunity (DEO), by CareerSource South Florida (CSSF). The purpose of the review was to determine the level of compliance with programmatic, fiscal, and administrative requirements. The exit conference was held September 30, 2021. The review resulted in six (6) compliance findings and questioned costs of **\$14,826,812**. DEO provided response to the report on February 22, 2023. DEO's responses were sufficient to resolve five (5) findings, with one (1) finding remaining unresolved.

The Florida Department of Commerce (formerly DEO) forwarded a letter from the U.S. Department of Labor - Employment and Training Administration's (ETA) disposition of five (5) of the six (6) finding with one (1) finding unresolved. The unresolved finding indicates CSSF did not and/or could not provide documentation for program and service eligibility for employed worker participants. Due to the lack of supporting documentation, USDOL is disallowing the training cost of \$116,615 dollars.

The following are the list of compliance findings with the response from USDOL:

- Finding #1: Improper Extension of Enrollment Dates for Adult, Dislocated Worker (DW), and Youth Participants and questioned costs of \$13,423,521.

- **DOL Response** (July 7, 2023): The state has provided the workpapers of the KPMG audit. The region agrees with the assessment that costs were allowable, allocable, and reasonable. The finding is **RESOLVED**.
- Finding #2 Lack of Required Policy, Procedures, and Written Agreements for the Local Workforce Development Board (LWDB) to serve as the One-Stop Operator (OSO) through Sole Source Procurement, and questioned costs of \$1,286,676.39.
  - **DOL Response** (July 7, 2023): During a virtual technical assistance discussion with Keantha Moore, Valerie Peacock, Corey Pitts, Julian Hardy and Jeffrey Patton, on April 27, 2023, the State shared documented communication, sent from the State Workforce Board to CSSF, which was reviewed and accepted as evidence of prior approval from the board (Attachment 2.3)). This finding is **RESOLVED**. However, the State should continue to work with CSSF to properly procure a One-Stop Operator for the LWA. If CSSF wishes to be considered for the OSO, it should defer to an independent entity to conduct the RFP and make the ultimate selection.
- Finding #3: Lack of Documented Program and Service Eligibility for Employed Worker Participants and questioned costs of \$116, 615.
  - **DOL Response** (July 7, 2023): During a virtual technical assistance discussion with Keantha Moore, Valerie Peacock, Corey Pitts, Julian Hardy and Jeffrey Patton, on April 27, 2023, the state shared that, upon further review, the participants in question were deemed ineligible. The finding is **UNRESOLVED**, and questioned costs of \$116,615 is considered unallowable cost. Therefore, to resolve the questioned costs of \$116,615, these funds must be repaid by returning the funds to the respective grants using the Payment Management System (PMS). This process is the same as a drawdown within PMS. FL DEO must follow the instructions in the attached Electronic Payment Initiative (EPI) Guidance to make payments using the PMS system. If you have any questions concerning the EPI program, please email [ETA-ARTeam@dol.gov](mailto:ETA-ARTeam@dol.gov). FL DEO must provide documentation the funds were repaid, and that appropriate journal entries have been completed in its accounting records.
- 
- Finding #4: Faulty Contract Administration Practices.
  - **DOL Response** (July 7, 2023): The Region has reviewed and accepted the procurement training log and OSO procurement policy (Attachment 4.6 & 4.7). This finding is **RESOLVED**.
- Finding #5: Falsified Job Placements.
  - The finding was **RESOLVED**, however, USDOL Disposition letter did not indicated a explanation how the finding was **RESOLVED**.

- Finding #6: Noncompliance with Customized Training Requirements.
  - **DOL Response** (July 7, 2023): The Region has reviewed and accepted the customized training policy provided by FL DEO (Attachment 6.1). This finding is **RESOLVED**.

CSSF will utilize unrestricted dollars (Non-Federal) to pay the identified disallowed cost of \$116,615. More importantly CSSF has implemented the following processes to minimize any reoccurrence of potential disallowed cost from business service training initiatives:

- CSSF Headquarter staff reviews all eligibility documents for business services training initiatives (i.e., On-the-Job Training, Customize Training, Employed Worker Training, etc.)
- CSSF Headquarter staff conducts on-site reviews for all business services training initiatives.

SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to reimburse the Florida Department of Commerce an amount not to exceed \$116,615 in Unrestricted Funds (Non-Federal).

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

**U.S. Department of Labor**

Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 – 61 Forsyth Street S.W.  
Atlanta, GA 30303



July 7, 2023

Mr. J. Alex Kelly  
Secretary  
Florida Department of Economic Opportunity  
The Caldwell Building, Suite 212  
107 East Madison Street, MSC 100  
Tallahassee, FL 32399-4120

Dear Secretary Kelly:

Thank you for your fourth response, dated February 22, 2023, to our September 30, 2021, Enhanced Desk Monitoring Review report of Florida Department of Economic Opportunity's (FL DEO) Workforce Innovation and Opportunity Act Titles I and III formula grants.

This letter communicates the Employment and Training Administration's (ETA) disposition on the outstanding unresolved compliance findings from this review. One (1) of the six (6) findings identified during this review remains unresolved. Additional details on the resolution of each finding are included in the enclosure. We offer the following based on the one unresolved finding:

**Finding #3:** Lack of Documented Program and Service Eligibility for Employed Worker Participants

**ETA Response:** On April 27, 2023, ETA met with FL DEO staff for a virtual technical assistance discussion. During this discussion, FL DEO shared that, upon further review, the participants in question were deemed ineligible. Since FL DEO confirms the participants in question were, in fact, ineligible, questioned cost of \$116,615 is considered unallowable. To resolve the questioned costs of \$116,615, these funds must be repaid by returning the funds to the respective grants using the Payment Management System (PMS). This process is the same as a drawdown within PMS. FL DEO must follow the instructions in the attached Electronic Payment Initiative (EPI) Guidance to make payments using the PMS system. If you have any questions concerning the EPI program, please email [ETA-ARTeam@dol.gov](mailto:ETA-ARTeam@dol.gov). FL DEO must provide documentation the funds were repaid, and that appropriate journal entries have been completed in its accounting records.

Also, FL DEO should continue to work with CareerSource South Florida (CSSF) to properly procure a One-Stop Operator (OSO) for the Local Workforce Area #23. If CSSF wishes to be considered for the OSO, it should defer to an independent entity to conduct the request for proposal in accordance with the state's procurement process and make the ultimate selection via this process.

The Regional Office will continue to be available for technical assistance as needed. If you have any questions, please do not hesitate to contact Julian Hardy, Chief for the Division of Workforce Investment, at (404) 302-5376, or Jeffrey Patton, Federal Project Officer, at [Patton.Jeffrey.D@dol.gov](mailto:Patton.Jeffrey.D@dol.gov).

Sincerely,

A handwritten signature in blue ink that reads "Kimberly G. Staley".

Kimberly G. Staley  
Regional Administrator

Enclosure

**EXECUTIVE SUMMARY**

During the period of November 16, 2020, through September 1, 2021, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) conducted an Enhanced Desk Monitoring Review (EDMR) of the Workforce Innovation and Opportunity Act (WIOA) formula grants, administered through the Florida Department of Economic Opportunity (FL DEO), by CareerSource South Florida (CSSF), the Local Workforce Area (LWA) #23. The exit conference was held on September 30, 2021. The review resulted in six (6) compliance findings and questioned costs of \$14,826,812. The following grants were monitored during the review: WIOA Adult, Dislocated Worker (DW), and Wagner-Peyser AA-32210-18-55-A-12, AA-33223-19-55-A-12, ES-31841-18-55-A-12, ES-33387-19-55-A-12. FL DEO provided a fourth response to this report on February 22, 2023. As of this writing, FL DEO’s responses were sufficient to resolve five (5) findings, with one (1) finding remaining unresolved.

**FINDINGS**

<b>Finding</b>	<b>Status</b>
Finding #1: Improper Extension of Enrollment Dates for Adult, Dislocated Worker (DW), and Youth Participants and questioned costs of \$13,423,521.	<b>Resolved</b>
Finding #2 Lack of Required Policy, Procedures, and Written Agreements for the Local Workforce Development Board (LWDB) to serve as the One-Stop Operator (OSO) through Sole Source Procurement and questioned costs of \$1,286,676.39.	<b>Resolved</b>
Finding #3: Lack of Documented Program and Service Eligibility for Employed Worker Participants and questioned costs of \$116,615.	<b>Unresolved</b>
Finding #4: Faulty Contract Administration Practices.	<b>Resolved</b>
Finding #6: Noncompliance with Customized Training Requirements.	<b>Resolved</b>

**Finding #1: Improper Extension of Enrollment Dates for Adult, DW, and Youth Participants**

*Core Monitoring Guide (CMG) Indicators 1.a.2 Service Design and 1.e.1: Service Delivery*  
**Questioned Costs: \$13,423,521**

**Corrective Action:** To resolve this finding, the State must:

- a) Implement policies and procedures that include WIOA Title I participant exit requirements;
- b) Train front-line staff on these procedures;



- c) CSSF must exit participants who have not received staff-assisted career or training services for more than 90 days;
- d) CSSF must provide a copy of these policies and procedures, documentation of staff training on WIOA requirements, and proof that CSSF exited WIOA participants whose enrollments were improperly extended; and
- e) Determine which of the \$13,423,521 questioned costs associated with each service provider contract were allowable, allocable, and reasonable; specifically, the State must determine that:
  - 1. Staffing levels were reasonable in fulfilling the needs of eligible participants;
  - 2. That documentation supports the determined cost; and
  - 3. The methodology used to make this determination must be reviewed and approved by DOL.

**FL DEO Response (April 15, 2022):** To resolve corrective action item (a), DEO conducted statewide training on Administrative Policy 115: Common Exit in December 2021 (Attachments 1.5 and 1.6).

To resolve corrective action item (b), CSSF provided signed training logs to document staff attendance at the common exit procedures training conducted in October 2021 (Attachment 1.7). CSSF used the procedures document, provided as Attachment 1.2 in DEO's response dated December 14, 2021, as the training material.

Regarding corrective action items (c) and (d), in USDOL's report dated September 30, 2021, USDOL advised that to resolve these elements of Finding #1, DEO must "exit participants who have not received staff-assisted career or training services for more than 90 days" and "proof that CSSF exited WIOA participants whose enrollments were improperly extended". In DEO's CAP submitted December 14, 2021, DEO advised that we worked closely with CSSF to identify and exit enrolled participants who had not received a career or training service for more than 90 days, by June 30, 2021. The spreadsheet, provided as Attachment 1.4 to DEO's CAP, shows CSSF's number of open participants in WIOA Adult, Dislocated Worker (DW), and Youth programs prior to DEO's issuance of Administrative Policy 115: Common Exit, and the number of open participants remaining after CSSF adhering to the state's policy. Therefore, the "pre" and "post" headings included in the spreadsheet aligned with the caseload size before the state's policy was issued and after the state's policy was issued, respectively. The spreadsheet showing the reduction in caseload sizes for CSSF was provided as proof of the required participant exits.

In USDOL's response dated February 15, 2022, the corrective action was revised to request "a list of participants for each program year that have been determined eligible or non-eligible and exited as a result of the new Administrative Policy #115 to identify allowability, allocability, and reasonableness of the cost with each service providers' contract". DEO is respectfully requesting for corrective action items (c) and (d) to be reconsidered for resolution based on the original corrective action required by USDOL and the documentation previously provided by DEO. DEO further requests that, as intended in USDOL's report dated September 30, 2021, corrective action item (e) be used to address the questioned costs associated with this finding.

To resolve corrective action item (e), DEO proposes the following methodology:

1. Review all CSSF's service provider contracts to determine the amount funded by the WIOA program, the payment structure(s) of each contract, and the staffing levels supported by each contract.
2. Based on the payment structures included in CSSF's service provider contracts, identify specific payment types that funded the questioned activity (improperly extending participation).
3. Work with CSSF to determine the number of staff specifically assigned to the WIOA program. From there, determine the staff assigned to WIOA case management and/or the practice of improperly extending participation.
4. Based on CSSF's WIOA staffing levels, determine the actual case manager to caseload size ratio as compared to state and national averages.
5. Compare the staffing levels supported by each contract with state or national averages for case manager to caseload size ratio.

To support or enhance the state's methodology, DEO is requesting additional technical assistance from USDOL. The specific technical assistance requested is information on methodologies used by other states to resolve the same or a substantially similar finding in which there were also questioned costs.

There were no corrective action items labeled (f) or (g) in the original USDOL report dated September 30, 2021. DEO is requesting clarification regarding the reference to corrective action items (f) and (g) in USDOL's response dated February 15, 2022.

**DOL Response (June 7, 2022):** ETA arranged a virtual technical assistance call that was conducted on June 1, 2022, with FL DEO; the methodology proposed was discussed and approved by the region. Unresolved.

**FL DEO Response (September 14, 2022):** To resolve corrective item (e), DEO is developing a solicitation for financial and performance audit services to assist in determining which costs associated with each service provider contract were allowable, allocable, and reasonable. DEO anticipates that the procurement will be completed by October 1, 2022, and the field work will be completed by January 31, 2023.

**DOL Response (December 22, 2022):** The state has provided a timeline for resolution of subsection (e). anticipating a completed procurement by October 1, 2022, and field work completed by January 31, 2023. Unresolved.

**FL DEO Response (February 22, 2023):** To resolve corrective action item (e), DEO agreed to contract with a vendor for financial and performance audit services to assist in determining which of the questioned costs outlined in this finding were allowable, allocable, and reasonable. Based on the results of this engagement (Attachment 1.8), it was determined that CSSF did not incur additional or unallowable costs by improperly extending enrollment dates for participants. DEO considers all costs questioned under this finding to be allowable, allocable, and reasonable.

Finding #1 Attachment:

- Attachment 1.8 – KPMG’s DEO Financial Performance Audit: 23-RFQ-003-CS

**DOL Response (July 7, 2023):** The state has provided the workpapers of the KPMG audit. The region agrees with the assessment that costs were allowable, allocable, and reasonable. The finding is **RESOLVED**.

**Finding #2: Lack of Required Policy, Procedures, and Written Agreements for the LWDB to Serve as the OSO through Sole Source Procurement**

*CMG Indicator 2.d.1: Procurement Standards and 2.d.2 – Competition*

**Questioned Costs: \$1,286,676.39**

**Corrective Action:** To resolve this finding, the State must:

- a) Ensure that CSSF expeditiously conducts a competitive process for the selection of a one-stop operator according to the requirements described in for all career centers where CSSF staff serve as the OSO.
- b) Provide evidence to demonstrate that sufficient firewalls are in place and that CSSF is not involved in every part or stage of the competitive procurement process if it intends to compete or are part of a consortium that will compete and submit a bid.
- c) Provide a timeline for the OSO procurement, and evidence of a competitive process.

**FL DEO Response (April 15, 2022):** In response to corrective action items (a) and (c), CSSF advised they experienced delays in their process to procure a One-Stop Operator due to a misinterpretation of federal and state requirements for standard contract language.

As a result, CSSF has provided the following revised timeline for procuring the One-Stop Operator:

- February 16, 2022 – RFP Issued
- February 28, 2022 – Deadline for Request for Clarification Inquiries
- March 3, 2022 – Offerors’ Conference
- March 24, 2022 – Deadline for Receipt of Proposals
- April 7, 2022 – Public Review Forum
- April 21, 2022 – Recommendations Approved at the Executive Committee Meeting
- June 30, 2022 – Execution of Contract
- July 1, 2022 – Contract Start Date

To fully resolve corrective action item (c), USDOL is requesting supporting documentation to review the procurement process. DEO is requesting technical assistance to clarify the specific documentation being requested.

CSSF received approval from the Chief Local Elected Official to be a direct service provider for PYs 2018-2019 and 2019-2020 (Attachments 2.9 and 2.10). At the state level, the State Workforce Development Board (SWDB) approved CSSF’s request to be a direct provider of workforce services for the period of July 1, 2018, to June 30, 2019. The SWDB extended this approval by authorizing CSSF to be a direct provider of workforce services for the period of July

1, 2018, to June 30, 2020. Please refer to Attachments 2.2, 2.3, 2.5A, 2.5B and 2.6 that accompanied DEO's CAP dated December 14, 2021.

As indicated in DEO's CAP dated December 14, 2021, DEO has requested technical assistance from USDOL to ensure a mutual understanding of the documentation or information needed to resolve the questioned costs portion of this finding. To date, USDOL has not acknowledged this request.

**DOL Response (June 7, 2022):** ETA arranged a virtual technical assistance call that was conducted on June 1, 2022, with FL DEO. The Region discussed examples of supporting documentation as requested and referenced WIOA Section 121(d)(2)(A), requirements that the LWDB select the OSO through a competitive process and reiterated the requirements outlined in, TEGL 15-16 which states that for an LWA to serve as a sole source provider, the Governor and CEO should approve. Costs totaling \$1,286,676.39 remain questioned and subject to disallowance. The finding is UNRESOLVED.

**FL DEO Response (September 4, 2022):** To resolve this finding, CSSF provided documentation for three RFPs issued for PY 2017-2018, PY 2018-2019, and PY 2019-2020 (Attachments 2.11 through 2.37). For PY 2017-2018, CSSF conducted an RFP and awarded a contract to United Migrant Opportunity Services (UMOS). However, due to the impact of Hurricane Irma in September 2017, UMOS retracted their intention to operate several career centers. As indicated in DEO's CAP dated April 15, 2022, CSSF received approval from the Chief Local Elected Official to be a direct service provider for PYs 2018-2019 and 2019-2020. At the state level, the SWDB approved CSSF's request to be a direct provider of workforce services for the period of July 1, 2018, to June 30, 2019. The SWDB extended this approval by authorizing CSSF to be a direct provider of workforce services for the period of July 1, 2018, to June 30, 2020. Understanding the requirements outlined in TEGL 15-16, the process that CSSF followed is consistent with guidance in the state's Administrative Policy Number 088: Direct Provider of Workforce Services and Administrative Policy Number 097: One-Stop Operator Procurement.

In response to corrective action items (a) and (c), CSSF conducted two RFP cycles for PY 2021-2022, which resulted in no respondents (Attachments 2.38 through 2.47).

CSSF is currently in an active RFP cycle and has provided the following revised timeline for procuring the One-Stop Operator:

- August 1, 2022 – RFP Issued
- August 23, 2022 – Deadline for Request for Clarification Inquiries
- August 25, 2022 – Offerors' Conference
- September 22, 2022 – Deadline for Receipt of Proposals
- October 6, 2022 – Public Review Forum
- October 20, 2022 – Recommendations Approved at the Executive Committee Meeting
- October 31, 2022 – Execution of Contract
- November 1, 2022 – Contract Start Date

CSSF will submit a written request to both the SWDB and DEO requesting authorization to utilize the sole source procurement option to select a One-Stop Operator if this third RFP cycle is unsuccessful.

**DOL Response (December 19, 2022):** DEO’s CAP response from April 14, 2022, indicated that CSSF received approval from “the Chief Local Elected Official to be a direct service provider;” however, as required in WIOA 121(d)(2a), said approval must be approved by the Chief Elected Official (CEO) and the Governor. No Governor’s approval has been provided. Costs totaling **\$1,286,676.39** remain questioned and subject to disallowance. The finding is **UNRESOLVED**.

**FL DEO Response (February 22, 2023):** DEO reviewed the cost analyses completed by CSSF and found that the average cost for CSSF to serve as the OSO for the period was less than the costs when the career centers were last operated by a contracted provider. While WIOA law and 20 C.F.R 678.605 require that the OSO be selected using a competitive procurement process, DEO found no evidence to support that sole sourcing the operation to CSSF resulted in excess costs. As such, DEO considers all costs questioned under Finding #2 to be allowable, allocable, and reasonable.

The corrective action taken by CSSF’s additional competitive procurement processes for the OSO demonstrated that efforts were taken to comply with procurement requirements pursuant to 2 C.F.R. Part 200. Documentation of these efforts was submitted to DEO and CareerSource Florida, Inc., (CSF) in accordance with CSF Administrative Policy 097 (Section IV.G) and CSF Administrative Policy 110 (Section IV. D.). Due to multiple failed procurements, CSSF’s request to temporarily serve as the OSO will be on the February 23, 2023 meeting agenda for a vote by the SWDB. As with previous requests that were submitted to the SWDB for approval on the behalf of CSSF, an affirmative vote on the item by the SWDB will constitute approval by the Governor. In keeping with CSF Administrative Policy 110, CSSF will be required to review their previously issued competitive solicitations and identify any elements that led to the failed procurements and update and reissue the competitive solicitation within one month of being granted temporary authority to serve in the role of OSO. DEO is actively providing CSSF with technical assistance regarding their procurement process and the governing requirements when the LWDB competes to be the OSO.

**DOL Response (July 7, 2023):** During a virtual technical assistance discussion with Keantha Moore, Valerie Peacock, Corey Pitts, Julian Hardy and Jeffrey Patton, on April 27, 2023, the State shared documented communication, sent from the State Workforce Board to CSSF, which was reviewed and accepted as evidence of prior approval from the board (Attachment 2.3)). This finding is **RESOLVED**. However, the State should continue to work with CSSF to properly procure a One-Stop Operator for the LWA. If CSSF wishes to be considered for the OSO, it should defer to an independent entity to conduct the RFP and make the ultimate selection.

**Finding #3: Lack of Documented Program and Service Eligibility for Employed Worker Participants**

*CMG Indicators 1.e.3: Participant Services; 2.e: Performance Management; 2.f: Subrecipient Management and Oversight; and 3.a: Internal Controls*

**Questioned Costs: \$116,615**

**Corrective Action:** To resolve this finding, the State must ensure that CSSF, as the OSO:

- a) documents participant eligibility for training services for Employed Workers as required by WIOA;

- b) creates or revises policies and procedures that include internal controls that ensure effective oversight and monitoring of service provider staff's documentation of WIOA program eligibility for Employed Workers, the priority of service for individualized career and training services, and appropriate assessments that demonstrate a need for Customized Training;
- c) provides a copy of the revised policies, procedures, and staff training; and
- d) The State must also perform required sub-recipient monitoring to ensure CSSF adheres to newly revised policies and procedures.

Reimbursement payments of \$116,615.00 made to two (2) employers for Customized Employed Worker Training services during the period of July 1, 2017, through June 30, 2020, are questioned and subject to disallowance. To resolve the questioned costs, the State must:

- a) review these files and: provide documentation that demonstrates participants requested these services; and
- b) provide documentation that services were determined eligible WIOA Adult program and Customized Training services.

**FL DEO Response (April 15, 2022):** In response to corrective action items (a) through (d), DEO is providing the following revised portion of our CAP response dated December 14, 2021: DEO is in the final stages of revising Administrative Policy 100: Work-Based Training to include eligibility requirements for employed workers participating in customized training, among other revisions. DEO expects to issue the revised policy by April 2022, which will replace and supersede FG-OSPS-89. DEO will provide USDOL the state's revised work-based training policy once the policy is issued. CSSF is also developing a customized training policy that will align with the state's work-based training policy and is anticipated to be approved by the LWDB in June 2022. CSSF will provide training on its local policy to front-line staff by June 2022. DEO will provide USDOL CSSF's training log once the training is completed.

Additionally, CSSF will establish local operating procedures that include internal controls that ensure effective oversight and monitoring of service provider staff's documentation of WIOA program eligibility for employed workers, the priority of service for individualized career and training services, and appropriate assessments that demonstrate a need for customized training.

To resolve corrective action items (e) and (f), DEO requested to receive the names of the two employers reviewed and the corresponding participant lists during a technical assistance call with USDOL in October 2021. It was noted that Attachment A provided by USDOL, with the original monitoring report dated September 30, 2021, included the dates and amounts of expenditures but did not disclose employer or participant names. USDOL agreed to provide the requested lists during the technical assistance call; however, to date, DEO has not received the requested information. Once DEO receives the requested lists, DEO will require CSSF to review all of the identified participants and provide DEO with the appropriate supporting eligibility and other documentation in accordance with federal, state, and local requirements. DEO will ensure the review of all participant case files and supporting documentation provided by CSSF to determine if the documentation meets federal, state, and local requirements. The results of DEO's review will be reported to USDOL after the conclusion of the review. DEO will establish a timeline for this corrective action when DEO receives the employer names and participant lists from USDOL.

**DOL Response (June 7, 2022):** ETA arranged a virtual technical assistance call that was conducted on June 1, 2022, with FL DEO. FL DEO indicated the corrective action was ongoing; and anticipated approval by the LWDB for the revised policies and procedures in June 2022 and completion of front-line staff training in June 2022, which addresses Corrective Action items (a) through (d). Based on this timeline, documentation should now be available to demonstrate corrective action taken to address items (a) through (d). The region requires evidence of CSSF's revised policies and procedures that include internal controls that ensure effective oversight and monitoring of service provider staff's documentation of WIOA program eligibility for Employed Workers, the priority of service for individualized career and training services, and appropriate assessments that demonstrate a need for Customized Training to resolve the finding.

Corrective Action items (e) & (f) are required to resolve the questioned costs. FL DEO's request for the employer names was given at the conclusion of the technical assistance call via email for FL DEO to provide a response to corrective action items (e) & (f) requiring documentation that demonstrates participants requested these services (e) and were determined eligible WIOA Adult program and Customized Training services (f). The finding and questioned cost totaling \$116,615 are UNRESOLVED.

**FL DEO Response (September 14, 2022):** In response to corrective action items (a) through (d), DEO has updated and issued Administrative Policy 100: Work-Based Learning and Work-Based Training, which updates and supersedes Administrative Policy 100: Work-Based Training and FG-OSPS 89. CSSF developed a Customized Training Policy; however, DEO determined that technical assistance was needed to ensure their local policy is compliant with federal and state requirements. CSSF expects to receive board approval on their updated policy by October 2022. DEO will provide the approved policy to USDOL-ETA upon receipt from CSSF.

To resolve corrective items (e) and (f), DEO provided CSSF with a full list of Employed Worker and Incumbent Worker participants within Employ Florida that were enrolled under the incorrect code/service. CSSF conducted a 100 percent review of these participants and determined that all individuals on the list were incorrectly coded as customized training participants. However, CSSF is not able to correct the records as the participants' cases are now closed in Employ Florida and have exited from the system.

**DOL Response (December 22, 2022):** FL DEO has indicated an expected completion of action items (a) through (d) to be completed by the end of October 2022. The Regional Office will review the items once submitted. DEO states that, "incorrectly coded as customized training participants" can no longer be corrected in the Employ Florida database system; however, it is unclear if DEO is claiming that, despite incorrect coding, the individuals were eligible for WIOA services; no documentation was provided demonstrating eligibility. ETA requests clarification on this point from DEO in its response. The finding is UNRESOLVED.

**FL DEO Response (February 22, 2023):** Based on USDOL's response dated 12/22/2022, DEO understands that a confirmation of eligibility determination is still required despite the clarification that the participants were incorrectly coded as customized training participants when they were, in fact, incumbent worker training participants. To resolve this finding, DEO is working with CSSF to confirm whether the individuals were eligible for WIOA services under

the incumbent worker training program. DEO anticipates the local and state level reviews required to confirm participants' eligibility will be completed by March 2023.

**DOL Response (July 7, 2023):** During a virtual technical assistance discussion with Keantha Moore, Valerie Peacock, Corey Pitts, Julian Hardy and Jeffrey Patton, on April 27, 2023, the state shared that, upon further review, the participants in question were deemed ineligible. The finding is **UNRESOLVED, and questioned costs of \$116,615 is considered unallowable cost.** Therefore, to resolve the questioned costs of \$116,615, these funds must be repaid by returning the funds to the respective grants using the Payment Management System (PMS). This process is the same as a drawdown within PMS. FL DEO must follow the instructions in the attached Electronic Payment Initiative (EPI) Guidance to make payments using the PMS system. If you have any questions concerning the EPI program, please email [ETA-ARTeam@dol.gov](mailto:ETA-ARTeam@dol.gov). FL DEO must provide documentation the funds were repaid, and that appropriate journal entries have been completed in its accounting records.

**Finding #4: Faulty Contract Administration Practices**

*CMG Indicator 2.d.5: Contract Administration*

**Corrective Action:** To resolve this finding, CSSF LWDA must:

- a. submit a corrective action plan that ensures its procurement and contract administration practices comply with Federal statutes, regulations, and the terms and conditions of the Federal award.
- b. include in the corrective action plan a review of its procurement practices, contract structure, boilerplate contract, and updated written procurement policies and procedures that outline a formal competitive process, and
- c. provide documentation that appropriate staff have received training on Federal statutes and regulations for procurement.

In addition, the State must review the corrective action plan and relevant documents before the plan is implemented in the local area.

**DEO Response (April 15, 2022):** In response to USDOL's request for submission of the guidance referenced in the state's response, CSSF has submitted a memorandum issued by the Agency for Workforce Innovation (AWI), DEO's predecessor agency, which provided guidance pertaining to the use of Memorandums of Agreement or Letters of Intent (See Section II of Attachment 4.4).

To resolve this finding, CSSF submitted a draft CAP to DEO regarding their contract administration practices in March 2022. DEO is reviewing the CAP to ensure required elements are met and will provide CSSF with technical assistance, as needed and appropriate by April 2022. DEO will provide USDOL a copy of CSSF's CAP upon review and approval by DEO. Further, CSSF will ensure local staff are trained on federal, state, and local requirements governing the procurement process within 90 days of its CAP being reviewed and approved by DEO. DEO will provide USDOL a copy of CSSF's training log once training is completed.



**DOL Response (June 7, 2022):** The Regional Office will review the updated policies and procedures upon submission. The finding is UNRESOLVED.

**DEO Response (September 14, 2022):** In response to this finding, CSSF developed and submitted a CAP (Attachment 4.5) that will ensure its procurement and contract administration practices comply with federal requirements and the terms and conditions of the federal award. The CAP was approved by DEO on August 4, 2022. CSSF will ensure local staff are trained on federal, state, and local requirements governing the procurement process within 90 days (November 4, 2022) of its CAP being reviewed and approved by DEO. DEO will provide USDOL-ETA a copy of CSSF's training log once training is completed.

CSSF also provided updated policies/procedures that outline CSSF's formal competitive process for procuring the One-Stop Operator. This process is not yet consistent with the Uniform Guidance and TEGL 15-16; however, DEO is providing technical assistance to CSSF to update their process. DEO will submit updated board approved policies/procedures once they are received from CSSF. CSSF expects to receive board approval on their updated policy by October 2022. DEO will provide the approved policy to USDOL-ETA upon receipt from CSSF.

**DOL Response (December 22, 2022):** FL DEO has indicated an expected approved policies/procedures from CSSF by the end of October 2022. The Regional Office will review the items once submitted. The finding is UNRESOLVED.

**DEO Response (February 22, 2023):** To resolve this finding, CSSF trained local staff on federal, state, and local requirements governing the procurement process (Attachment 4.6). CSSF also provided updated policies/procedures. At DEO's advisement, CSSF presented the updated policies/procedures to the local board for approval in February 2023 (Attachment 4.7).

Finding #4 Attachments:

- Attachment 4.6 – Procurement Training Log (CSSF)
- Attachment 4.7 – One-Stop Operator (OSO) Procurement Policy (CSSF)

**DOL Response (July 7, 2023):** The Region has reviewed and accepted the procurement training log and OSO procurement policy (Attachment 4.6 & 4.7). This finding is **RESOLVED**.

#### **Finding #6: Noncompliance with Customized Training Requirements**

*CMG Indicator 1.e: Participant Services; 1.e.7: Training Services*

**Corrective Action:** To resolve this finding, the State must ensure that CSSF:

- (a) develops a WIOA compliant Customized Employed and Incumbent Worker Training policy, or adopt the current state policy,
- (b) trains key staff on the requirements, and
- (c) provides copy of the policy and documentation of training.

**DEO Response (April 15, 2022):** In response to this finding, DEO is providing the following revised portion of our CAP response dated December 14, 2021:

As mentioned in DEO's response and CAP for Finding #3, CSSF is developing a customized training policy that will align with the state's work-based training policy and is expected to be

approved by the LWDB in June 2022. DEO is working closely with CSSF to review and provide technical assistance on the contents of its local customized training policy to ensure alignment with federal and state requirements. CSSF will provide training on its local policy to front-line staff by June 2022. DEO will provide USDOL CSSF's training log once the training is complete.

**DOL Response (June 7, 2022):** FL DEO has indicated an expected completion by June 2022. The Regional Office will review the items once submitted. The finding is UNRESOLVED.

**DEO Response (September 14, 2022):** To resolve this finding, CSSF developed a Customized Training Policy; however, DEO determined that technical assistance was needed to ensure their local policy is compliant with federal and state requirements. CSSF expects to receive board approval on their updated policy by October 2022. DEO will provide the approved policy to USDOL-ETA upon receipt from CSSF.

**DOL Response (December 19, 2022):** FL DEO has indicated an expected board approval completion by the end of October 2022. The Regional Office will review the items once submitted. The finding is UNRESOLVED.

**DEO Response (February 22, 2023):** To resolve this finding, CSSF provided DEO with an updated version of their Customized Training Policy for review. DEO provided CSSF with technical assistance in January 2023 as the updated policy required further revision to be compliant with federal and state requirements. CSSF presented their updated policy to the local board for approval again in February 2023 (Attachment 6.1).

**DOL Response (July 7, 2023):** The Region has reviewed and accepted the customized training policy provided by FL DEO (Attachment 6.1). This finding is **RESOLVED**.

**--END OF RESPONSE--**



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 6G

**AGENDA ITEM SUBJECT:** SOUTH FLORIDA WORKFORCE INVESTMENT BOARD BYLAWS

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Executive Committee recommends to the Board the approval of the amended and restated SFWIB Bylaws, as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

In accordance to Section 679.310(g) of the Workforce Innovation and Opportunity Act sets certain requirements of the Chief Elected Official (CEO). One of those requirements is to establish by-laws, consistent with State policy for Local WDB membership, that at a minimum address:

1. The nomination process used by the CEO to select the Local WDB chair and members;
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
3. The process to notify the CEO of a WDB member vacancy to ensure a prompt nominee;
4. The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at § 679.110(d)(4);
5. The use of technology, such as phone and Web-based meetings, that will be used to promote WDB member participation;
6. The process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and
7. A description of any other conditions governing appointment or membership on the Local WDB as deemed appropriate by the CEO.

The Bylaws are the provisions by which the local area is governed and the LWDB and its operations are managed. They provide consistency and clarification on the roles and responsibilities of the various representatives governing the local workforce development system. The LWDB must ensure that its bylaws are up- to-date and in alignment with requirements of WIOA and state policy. At a minimum, the following are reflected in the revised SFWIB bylaws:

- (a) Purpose and Responsibilities (Functions)
- (b) Membership
- (c) Authority of LWBD
- (d) Duties and Terms of the Members
- (e) Officers
- (f) Committees
- (g) Meetings and Minutes

In accordance with WIOA and CareerSource Florida policies 91 & 110, SFWIB staff have updated the existing Bylaws to ensure compliance. SFWIB staff recommends to the Executive Committee to recommend to the board the approval of the revised SFWIB Bylaws.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# AMENDED AND RESTATED BYLAWS OF THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD d/b/a CAREERSOURCE SOUTH FLORIDA

## ARTICLE I

### NAME, CREATION AND AUTHORITY, TAX EXEMPT STATUS, PURPOSE AND POWERS

**Section 1.1 Name** - The provisions of this document constitute the By-Laws of the South Florida Workforce Investment Board (hereinafter sometimes referred to as the "SFWIB" or "Board"), a separate public body, corporate and politic, and a governmental agency and governmental instrumentality of both Miami-Dade County and Monroe County, for the governance of the SFWIB.

**Section 1.2 Creation and Authority** – The SFWIB is created and authorized pursuant to the Interlocal Agreement Creating The South Florida Workforce Investment Board For Local Workforce Development Area 23 (hereinafter referred to as "LWDA" or "Area 23" of the state of Florida as may be amended or renewed from time to time (hereinafter the "Interlocal Agreement"), chapter 445, Florida Statutes, and applicable state and federal law.

**Section 1.3 Tax Exempt Status** - The SFWIB is a governmental body in all respects and shall be an organization eligible to exclude income under Section 115 of the Internal Revenue Code of the United States and contributions to which are deductible under Section 170(c)(1) of the Internal Revenue Code of the United States

**Section 1.4 Mission** – The SFWIB's mission is to improve the quality of life through a workforce well equipped to meet industry demand. The SFWIB values:

- Integrity and ethical behavior in all of our actions and dealings
- Fiscal and personal accountability
- Excellent service delivery
- Forward thinking, and innovation
- Passion and commitment to both internal and external customers
- Diversity in experiences and thinking

**Section 1.5 Purpose and Responsibilities** - The purpose of the SFWIB is to perform any and all duties necessary for the accomplishment and purpose of the WIOA and the Interlocal Agreement creating the SFWIB, in accordance with federal and state law. The SFWIB shall provide strategic and operational oversight in collaboration with the required and additional partners and stakeholders to develop a comprehensive and high-quality workforce development system in Miami-Dade County and Monroe County and public policy guidance of WIOA programs. The SFWIB shall assist in the achievement of the state's strategic and operational vision and goals, and shall exercise all powers by or under the authority of the Board subject to law; and when dealing directly with the state of Florida, the provisions of Chapter 445.007, Florida Statutes. An emphasis shall be placed on services to individuals with barriers and other individuals as identified in the SFWIB Strategic Plan.



**Section 1.6 Powers** - The Board shall have and exercise all rights and powers granted to Local Workforce Development Boards (under the WIOA, as amended from time to time, Chapter 445.007(5), Florida Statutes and amendments thereto, the SFWIB Bylaws, the Interlocal Agreement between Miami-Dade County and Monroe County, and as permitted by the laws of the state of Florida, including but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes, provided however, that when dealing directly with the state of Florida, the exercise of said rights and powers by the Board shall not be inconsistent with the provisions of the WIOA.

## **ARTICLE II OFFICES**

**Section 2.1 Principal Office** - The principal office of the Board, shall be located in Miami-Dade County, Florida.

**Section 2.2 Other Offices** - The Board may establish additional offices as it may from time to time determine necessary.

## **ARTICLE III LIMITATIONS OF METHODS**

**Section 3.1 Limitation of Methods** - The Board shall be non-partisan, non-sectional, and non-sectarian and shall take no part or lend its influence or facilities to the nomination, election, or appointment of any candidate for public office. The Board, nor its Members, may not undertake lobbying or legislative activity of any kind in or before anybody or person of any kind, any member of the SFWIB acting as such or any staff member of the SFWIB acting as such except for legislative requests made by the Board to the Miami-Dade County Office of Intergovernmental Affairs as required by Miami-Dade County Ordinance 04-219 or as may be authorized by said Office.

## **ARTICLE IV MEMBERSHIP AND DUTIES**

**Section 4.1 Representation** - The SFWIB members shall be representative of the population of the service area. The membership shall be based on the diversity of the economic and demographic composition of the county to assure equitable representation.

**Section 4.3 Categories of Membership** - Pursuant to Pub. L. No. 113-128, WIOA, Sections 107; 20 Code of Federal Regulations 679.320; and Section 445.007, Florida Statutes, the Board shall include members that represent entities in the categories provided below. Members must be individuals with optimum policy-making authority within the entities they represent, as the term is defined by 20 CFR 679.340. The number of members and the composition of the Board shall be determined by the Chief Elected Official (“CLEO”) of Miami-Dade County, in accordance with the Interlocal Agreement.



## **A. Business**

A majority of the members shall represent businesses in the local workforce development area (LWDA) as individuals who:

- a. Are owners of a business, chief executive officers, chief operating officers, or other individuals with optimum policymaking or hiring authority; and
- b. Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the LWDA, as those terms are defined by the WIOA; and
- c. Are appointed from among individuals nominated by local business organizations and business trade associations; and
- d. At least two (2) members must represent small business as defined by the U.S. Small Business Administration.

## **B. Labor / Apprenticeships**

Not less than 20 percent of the members must be representatives of the workforce within the LWDA who:

- a. Include at least two representatives of labor organizations nominated by local labor federations. For a LWDA in which no employees are represented by such organizations, at least two other representatives of employees shall be included.
- b. Include at least one representative, who shall be a member or a training director, of a joint-labor management, or union affiliated, registered apprenticeship program who must be a training director or member of a labor organization. If no union affiliated registered apprenticeship program exists in the LWDA, at least one representative of a registered apprenticeship program with no union affiliation in the LWDA must be appointed, if such a program exists.
- c. May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.



### **C. Education**

Must include representatives of entities administering education and training activities in the LWDA who:

- a. Include a representative of eligible training providers administering adult education and literacy activities under Title II of WIOA.
- b. Include a representative of institutions of higher education providing workforce investment activities (including state/community colleges).
- c. Include a private education provider, if a public education or training provider is represented on the Board. The CareerSource Florida Board of Directors may waive this requirement if requested by a local board, including the SFWIB, if it is demonstrated that such representative does not exist in the LWDA.
- d. May include representatives of local educational agencies or community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities. When requesting to waive the requirement for private education provider representation, the Board must demonstrate that such a provider does not exist in the LWDA. The Board shall describe, in a locally defined process, how private education providers will be identified and efforts to include those representatives on the Board. If through the local process the Board finds that a private education provider representative of an entity administering education and training activities in the LWDA does not exist, the Board shall submit a request to waive the requirement as outlined in CareerSource Florida Administrative Policy 91.

### **D. Governmental / Economic / Community Development**

Must include representatives of economic and community development, as well as, governmental entities serving the local area who:

- a. At least one individual representing economic and community development entities serving the LWDA.
- b. At least one individual representing the State Employment Service office under the Wagner-Peyser Act serving the local area.
- c. At least one individual representing the programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title serving the local area.



## **E. Other Entity Representation**

Members may include other individuals or representatives of entities including: (1) governmental and economic and community development entities who represent transportation, housing and public assistance programs; (3) philanthropic organizations serving the LWDA; and (4) other appropriate individuals as determined by the CLEO of Miami-Dade County in the LWDA and as provided for under the Interlocal Agreement.

**Section 4.4 Board Member Recruiting, Vetting and Nominating** - The Board, in consultation with the CLEO shall recruit, vet, and nominate prospective SFWIB members as detailed in **Article V**. The members shall represent diverse geographic areas with the LWDA. The importance of minority and gender representation must be considered when making appointments to the Board.

### **Recruitment Process Instructions**

When a SFWIB vacancy exists, the Executive Director will send a written notice to the Board, as well as, to the appropriate CLEO to provide notice of the vacancy within three (3) days of the vacancy, consistent with the Interlocal Agreement. The Executive Committee, subject to Board approval, will work with the Executive Director to solicit potential members to fill the vacancy.

The CLEO or Executive Committee will send written notice referring potential candidates to fill the vacancy to the Executive Director within fifteen (15) days. Once the Executive Director has determined the nomination(s) are consistent with the membership requirements of federal and state laws, as well as, local board requirements, the nominee will be referred to the SFWIB Executive Assistant. The SFWIB Executive Assistant will provide the nominee a Membership Nomination and Reappointment Form and Recruitment Brochure (i.e., Become a Leader for the South Florida Workforce Investment Board).

If the vacancy is from the business, education, labor or economic development Board membership categories, the following process shall be followed:

1. Business – Representatives must be nominated by local business organizations and or business trade associations and then submitted for review.
2. Education – When there is more than one local area provider of adult education and [literacy](#) activities under title II, or multiple institutions of higher education providing [workforce investment activities](#) as described in [WIOA](#) sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.
3. Labor – Representatives must be nominated by local labor federations.
4. Economic Development – the CLEO/Executive Committee shall solicit nominations from both public and private local economic development agencies.

**Section 4.5 Appointment of Directors** - The appropriate CLEO is authorized to appoint SFWIB members who meet the criteria outlined in Section 4.3, as provided for in the Interlocal Agreement. The CLEO of Monroe County shall appoint two of the private sector members of the SFWIB, and the CLEO of Miami-Dade County shall appoint the remaining members. The CLEO may not delegate the responsibility of appointing members to the SFWIB or to the Executive Director. A SFWIB member may not assign or designate their board position on the SFWIB and/or a Council. Upon appointment, the SFWIB members must be trained on federal, state and local conflict-of-interest policies.

At no point may a member direct or request the appointment of any person, or removal from office, or employment by the Executive Director or by the CLEO or their subordinates, as provided for in the Interlocal Agreement. Any violation shall cause the removal of such a member from the Board.

#### **Appointment Process Instructions:**

Once the CLEO/Executive Committee refers a potential SFWIB member to the Executive Director and that nominee satisfies legal, regulatory and local requirements, the following activities commence:

1. Nominated individual completes a Membership Nomination and Reappointment Form, including a career biography/resume.
2. Nominee submits the Membership Nomination and Reappointment Form and career biography/resume to the SFWIB Executive Director.
3. The Executive Director forwards submitted documents to SFWIB Executive Assistant.
4. For private sector nominees, the Executive Assistant will verify the nominee's status in the business community (i.e., whether the nominee is in good standing with a Chamber of Commerce and/or economic development organizations).
5. The SFWIB Executive Assistant will scan and file the submitted documents. The original hard copy is placed in folder labeled Pending Nomination.
  - a. The Executive Assistant will e-mail scanned documents to the Executive Director for the director to submit to the Executive Committee for review and recommendation to the Board for approval. If the nominee is not approved, the Executive Assistant prepares a notification letter to the nominee for the Executive Director's signature
  - b. Where the Executive Committee approves the nomination, the nomination is included on the SFWIB Agenda for the Board to consider. If not approved, the Executive Assistant prepares a notification letter to the nominee for the Executive Director's signature.
  - c. Where the SFWIB approves the nominee, the Executive Assistant prepares a memo to CLEO recommending the review and approval for board appointment. The Membership Nomination and Reappointment Form, including the career biography/resume is included with the memo.

6. If the mayor appoints the Board's approved nominee, the following activities commence:
  - a. The new Board member is registered for new member training.
  - b. The new member receives a congratulatory letter from the CLEO with instructions for Board Member Orientation conducted by the Executive Director.
  - c. SFWIB Executive Assistant completes bottom portion of Membership Nomination and Reappointment Form, indicating date of mayoral appointment/reappointment, adds the member to the Board Member Directory and Board Member Distribution List, and ensures that the new member's name is included in appropriate section of the website.
  - d. Once the new member receives a committee assignment, the Executive Assistant will add the member to the appropriate committee distribution list.

**Section 4.6 Terms/Term Limits** – SFWIB members shall be appointed for fixed and staggered terms and shall serve until their successors are appointed. All appointments shall be for a term of four (4) years. Members may be reappointed for one (1) additional term. A member's service shall not exceed a total of two (2) consecutive terms or eight (8) consecutive years. Appointed members who represent governmental entities are exempt from term limit definition. Service, which commenced before July 1, 2020, does not count toward the 8-year limitation.

**Section 4.7 Vacancies** – SFWIB members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO that appointed them, as per the Interlocal. Vacancies must be filled within a reasonable amount of time, but no more than twelve (12) months from the original vacancy occurrence. All appointments to fill vacancies must follow the same process as that used to initially fill the appointment and all vacancies shall be filled by the appropriate CLEO. New SFWIB members must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same educational entity, organization or business as the members being replaced. To establish staggered terms, each appointment for a vacancy will begin a new term. If replacing a member who resigned before the end of his/her term, the new member will complete the remainder of the previous member's term before becoming eligible for reappointment.

**Section 4.8 New Member Orientation and Annual Training** -

- A. SFWIB members appointed to the Board are required to participate in orientation and annual training to ensure they understand the purpose of the participation on the Board. The purpose of orientation and training is to provide SFWIB members with information that empowers them to effectively serve. All new members, within six (6) months of appointment, will complete a new member orientation. The Executive Director is responsible for and shall develop Member Orientation.
- B. SFWIB members will complete annual refresher training to remind them of the purpose of their appointment as a member of the Board and will contain the topics provided for by CareerSource Florida Administrative Policy 110.

- C. New member and refresher training may be offered in-person and/or virtually at the discretion of the Board. Using the Board Engagement Matrix, the Board will monitor member participation in convening stakeholders, brokering relationships with employers, and leveraging support. On request, attendance records and course completion dates will be provided.

**Section 4.9 Removal** – A member, executive director or the designated person responsible for operational and administrative functions may be removed from the Board as follows:

- A. **For Cause** - SFWIB members, executive director or the designated person responsible for operational and administrative functions may be removed for cause by the Governor, the CLEO who appointed the member, or by 2/3 vote of the Board. The following grounds for removal for cause shall include, but not be limited to:

- a. Disclosure of confidential information;
- b. Misuse of position;
- c. Failure to disclose conflict of interest;
- d. Incapacity or unfitness to fulfill the duties of the Board;
- e. Engaging in fraud or other criminal acts while a member of the Board;
- f. Gross dereliction of Board responsibilities;
- g. Infractions of misfeasance (willful inappropriate action or intentional incorrect action or advice), malfeasance (willful and intentional action that injures a party), or nonfeasance (the failure to act where action is required—willfully or in neglect);
- h. Other causes as may be determined by the Board and/or defined by the Governor and CLEO.

B. **Resignations**

1. Voluntary resignations shall be those occurring when a member, for his or her own reasons, elects to leave Board and gives due notice of such intent.
2. Involuntary resignations (de-facto resignations) shall occur when a member misses one-half of the regularly scheduled Board or Board Committee/Council meetings in a twelve (12) month period. An involuntary resignation may be set aside at the request of the member followed by a majority vote of the Board.
  - i) The Executive Director of the SFWIB shall send a letter to any member who fails to attend two or more meetings, excluding committee and task force meetings, in any twelve-month period without an acceptable explanation.
  - ii) The Executive Director shall notify the CLEO who appointed the member and recommend that the member be removed from the SFWIB if the member fails to attend three or more meetings, excluding committee and task force meetings, in any twelve-month period without an acceptable excuse. The SFWIB defines "Acceptable Excuse" as a medical, business travel, or other reason approved by a majority vote.

**Section 4.10 *Financial Disclosure*** – Financial disclosure pursuant to Section 112.3145, Florida Statutes is required of appointed members, unless otherwise exempt under Florida law, because it permits the public to evaluate potential conflicts of interest, discourages corruption, and boosts public confidence in government.

- a. Financial disclosure Form 1 is due July 1 of each year for the preceding calendar year.
- b. Notifications will be sent to all members at least 30 days in advance of the deadline.
- c. Forms should be submitted to the Supervisor of Elections in the member's county of permanent residence.
- d. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue, and will continue to build until the disclosure is filed, or the fine reaches \$1,500.
- e. Failure to submit Financial Disclosure Form 1 by the deadline could result in a finding for the SFWIB.

## **ARTICLE V OFFICERS**

**Section 5.1 *Appointed Officers*** - The officers shall consist of a Chairperson and Vice-Chairperson ratified by the Board.

**Section 5.2 *Duties*** - The officers of the Board shall have the following duties:

- A. **Chairperson.** The Chairperson shall be the chief appointed officer of the Board and shall preside at all Board and Executive Committee meetings. The Chairperson shall appoint council and council vice-chairpersons, subject to the approval or ratification of the SFWIB. All such council and task force chairs and members shall serve at the pleasure of the Chairperson. The Chairperson may remove the chair of any such council or task force and any and all such council members or task force members without cause at any time.

The Chairperson shall serve as an ex-officio member of all standing committees and shall perform such other duties as set forth in the Bylaws or as determined by the Board. The chairperson shall be a "Business" representative and preside at all meetings of the SFWIB

- B. **Vice Chairperson.** The Vice-Chairperson shall, in the absence of the Chairperson or in the event of his or her inability, perform the duties of the Chairperson. The Vice Chairperson serves as the chair of the Board members membership committee and shall perform such other duties as are assigned by the Chairperson. The Vice-Chair may be removed from office as Vice-Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

In the event that the office of the Chair of the SFWIB is vacant, the Vice-Chair shall assume the duties and powers set forth in (A)(1), (3) and (4) hereinabove until such time as the office of the Chair of the SFWIB is no longer vacant. The Vice Chairperson shall be a "Business" representative.



- C. **Qualifications.** All officers appointed after the first annual meeting of the Board must have been a member of the Board for at least one (1) year prior to being appointed to office.
- D. **Appointment.** The Chairperson and Vice-Chairperson shall be elected by the Board and shall serve one (1) two-year year term commencing January 1<sup>st</sup>. The Chairperson's and the Vice-Chairperson's terms shall be limited to two (2) consecutive two-year terms. There are no limitations on the number of terms not in sequence or in different offices.

**Section 5.3 *Executive Director*** - The Board shall have the authority to recommend, select, and hire an Executive Director who shall serve as the chief executive and operating officer for the Board and as such shall implement the policies, decisions, actions and directives of the Board. The Executive Director may be removed at the discretion of the Board. The Executive Director shall serve as Secretary to the Board and charged with preparing notices, agendas, minutes of the meetings of the Board and Committees and shall serve as the custodian for all minutes and voting records of official Board business. The Executive Director shall be a non-voting member of the Board, Executive, Finance and Efficiency Council, Global Talent & Competitive Council, Performance Council and any Ad-Hoc committees. The Executive Director shall serve as advisor to the chairperson and all council chairpersons and shall assemble information and data and cause to be prepared special reports as directed by the Board. Board functions that are the responsibility of the Executive Director are as follows but not limited to:

- A. Coordinating with the CLEO regarding the identification and nomination of Members to the Board and ensuring membership is compliant with WIOA and Florida Statutes.
- B. Organizing Board meetings and ensuring meetings are held according to the Bylaws and Florida's Sunshine Laws.
- C. Developing and submitting the local and regional workforce development plan.
- D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire One-Stop delivery system including development of policies and monitoring the administration of the programs.
- E. Negotiating and reaching agreements on local performance metrics.
- F. Negotiating with the CLEO and required partners for the Memorandum of Understanding (as prescribed in CareerSource Florida Administrative Policy 106).
- G. In compliance with Board's procurement policy, provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth programs services, providers of workforce services (if applicable), and the One-Stop Operator as required in 20 CFR 679.370.
- H. Developing an annual budget of South Florida Workforce Investment Board each program year to be submitted to the State and published in accordance with state law.
- I. Certifying the One-Stop career centers per the CareerSource Florida Administrative Policy 93.



In the event that the office of the Secretary is vacant, the Chair, or in the event of a vacancy in the office of the Chair, the Vice-Chair, shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro Tem of the SFWIB until such time as the office of the Secretary of the SFWIB is no longer vacant.

## **ARTICLE VI BOARD MEMBER/COMMITTEES (COUNCILS)**

**Section 6.1 Regular Meetings** - The Board shall hold regular meetings at least **six times** during a calendar year. The number of meetings may be amended at the discretion of the Chairperson. The schedule shall be provided to Board Members and posted on SFWIB's website at the start of the calendar year.

**Section 6.2 Special and Emergency Meetings** - Special and emergency meetings may be called by the Chairperson or by a majority of the members of the Board.

**Section 6.3 Place of Meeting** - The Chairperson in coordination with the Executive Director shall designate the place of meeting to ensure compliance with accessibility and nondiscriminatory requirements under Florida law, including the Sunshine Law.

**Section 6.4 Notice of Meeting** - All meetings will be advertised and open to the general public in compliance with the Sunshine Law, the requirements in Florida Statutes Chapter 445, and the Grantee-Subgrantee Agreement. Written/electronic notice of the date, time and place of regular and special meetings shall be emailed to all members at least seven days before such meetings, together with an agenda of the business to be conducted. If the Chairperson or a majority of the membership of the Board determines that an emergency situation requires that a special meeting be called, the seven-day notice requirement may be waived.

**Section 6.5 Communication Media Technology** - Members may attend only two of the six board meetings by means of communications media technology, defined in section 28-109.002 of the Florida Administrative Code to mean the electronic transmission of printed matter, audio, full-motion video, freeze frame video, compressed video, and digital video by any method available and shall include, but not be limited to, telephone conference, video conference or similar communications equipment.

Members using communications media technology to attend meetings must be: (i) allowed to participate in Board discussions; (ii) able to be heard by other Board members; and (iii) able to be heard by the public. Although SFWIB members are permitted to use communications media technology to virtually attend two meetings, physical attendance at all Board and committee meetings is required. If a member is unavailable to be physically present due to an emergency or circumstances beyond their control and would like to participate in the meeting using communications media technology, said member shall notify the Chair and Executive Director no later than 48 hours prior to the start of said meeting so that such communications media technology may be established for said meeting.



These bylaws shall not be construed to authorize any proceeding otherwise subject to the provisions of section 286.011, Florida Statutes, to be held exclusively by means of communications media technology without making provision for the attendance of any member of the public who desires to attend unless expressly authorized by law. SFWIB meetings conducted using communications media technology shall comply fully with section 120.54, Florida Statutes, and Chapter 28-109, Florida Administrative Code, as may be amended from time to time.

**Section 6.6 Attendance** - The SFWIB must hold in-person meetings throughout the course of the fiscal year, from July 1 to June 30. Members may attend via media technology a maximum of two times in a succession; after that, in-person attendance is required before remote participation is permitted again. Any member who is absent from more than two of the six SFWIB meetings within a fiscal year, shall be deemed to have voluntarily resigned from the SFWIB unless the member's absences were excused in advance for cause by the Chair.

**Section 6.7 Quorum** - A majority of the membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members attending via communications media technology as outlined in Section 6.5. In the absence of a quorum, the Executive Committee can take official action on the agenda, which shall be ratified at the next Board meeting.

**Section 6.8 Voting** - All matters before the board (except amendments to Bylaws-See **Section 8.2**) shall be determined by a majority vote of members present at the meeting with a quorum present. Each member (including those attending via communications media technology as outlined in Section 6.5), shall be able to cast one vote, and must vote on any business of the Board or any Council(s) to which he/she is assigned. The SFWIB prohibits the use of proxies to attend or vote on behalf of a member who is unable to do so in person or through communications media technology.

If a conflict of interest exists or is thought to exist, the corresponding member must abstain from voting or otherwise participating in the proceedings related to the matter and shall leave the public meeting room or other location of the public meeting until the consideration of that matter has been concluded. Any such person who does not leave the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose.



**Section 6.9 Conflict of Interest** – Board Members and staff must maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust. This includes taking all necessary steps to avoid appearances of conflicts of interests. A member shall not cast a vote on or participate in any decision-making capacity regarding the provision of services by said member, their relative or any organization that the member directly represents or on any matter that would provide any direct financial benefit to the member or who have any relationship with the contracting vendor and will follow the guidelines and restrictions set forth in Chapter 445 of the Florida Statutes, CareerSource Florida Strategic Policy 2012.05.24.A.2-State and Local Workforce Development Board Contracting Conflict of Interest Policy, as well as the requirements in the Grantee-Subgrantee Agreement. Such contracts may be approved only with a two-third vote of the Board and where all conflicts of interest have been disclosed, and with the member who may benefit from such a contract (or whose organization or relative may benefit) abstaining from the vote. Any contract awarded to a SFWIB member or a contracting vendor related to a SFWIB member that is equal to or greater than \$10,000 is subject to DEO approval and requires the completion of a Contract Information/Related Party Form that has been certified by the Chairperson or Vice Chairperson as correct and true. Such contracts will be published on the SFWIB website in accordance with Chapter 445.

**Section 6.10 Procedure at Meetings**

- A. Robert's Rules of Order shall govern the procedure of Board meetings except when inconsistent with provisions of the Bylaws.
- B. All business shall be conducted in accordance with an agenda.
- C. Participation in meetings shall be limited to SFWIB members, Board staff and other invited guests and speakers.
- D. All business of the Board shall be conducted in accordance with the Florida government in Sunshine Law.
- E. SFWIB members may attend meetings in-person or virtually except for the annual meeting where in-person attendance is required for all Directors.
- F. All The Secretary of the Board shall record and transcribe all proceedings. At the next routinely scheduled meeting where a quorum has been established, they will be reviewed, amended, and approved as necessary. The Minutes shall indicate which Board members were present or absent and shall record the official acts of the Board; the Vote Tally Sheet shall record member voting (ayes, noes, and abstentions). Abstentions due to a conflict of interest shall be recorded along with the member's name and the rationale for the abstention. After ratification by the Board, the meeting's minutes serve as the official record of the business conducted at that meeting. Copies of approved minutes shall be posted on the CareerSource South Florida website within 15 days of Board approval.



**Section 6.11 Committees (Councils)**

SFWIB shall establish and maintain the following Committees/Councils comprised of Board members to assist the Board in carrying out its duties and responsibilities. Council membership and leadership appointments, as described in Section 5.2A, are appointed by the Board Chairperson and subject to Board ratification. SFWIB staff shall not serve on committees. As specified in Section 6.1, the Committees/Councils adhere to the same meeting schedule as the SFWIB. The Committee/Council Chairpersons may call special and emergency meetings as deemed necessary.

**Section 6.12 Executive Committee** - The Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Council Chairpersons and Vice-Chairpersons. The Executive Committee shall serve as a committee with administrative oversight responsibilities and is empowered to act and take necessary interim action to implement the plans and programs of CareerSource South Florida between meetings of the Board. All restricted assets shall be managed by the Executive Committee of the Board. An Executive Committee report will be made at each Board meeting at which time the actions of the Executive Committee may be reviewed and ratified by the Board.

**Section 6.13 The Finance and Efficiency Council (FEC)** -The FEC oversees the development of annual budget and ensure accurate tracking, monitoring and accountability for funds. The FEC ensures adequate financial controls, financial monitoring, and shall review the Executive Director's recommended budget and make recommendations, regarding the budget to the Board. The FEC is responsible for the review and approval of the annual audit and audit firm.

**Section 6.14 Global Talent and Competiveness Council (GTCC)** - The GTCC is responsible for developing and delivering talent (youth and adult) to meet marketplace needs to grow South Florida's legacy and infrastructure industries, as well as, those industries that hold promise and have been identified as economic development priorities for diversifying the regional economy with high-wage jobs. GTCC also focuses on the area's economic development agenda and common strategic target. The council advises the Board on the development and implementation of policies, strategies, programs, and activities affecting workforce development by focusing on Opportunity Miami (One Community One Goal) identified seven targeted sectors.

**Section 6.15 Performance Council**- The Performance Council is responsible for ensuring compliance with the USDOL Federal common measures, the REACH Act Letter Grades and SFWIB Performance Goals. This includes both programmatic and financial outcomes on measures such as job placements, cost per placement and return-on-investment. The council provides oversight and accountability for positive outcomes of Florida's federal common measures.

**Section 6.16 Ad Hoc Committees** - Ad Hoc Committee(s) shall be established as temporary committees to address a specific issue and shall terminate upon completion of the matter of concern for which it was created. Ad Hoc Committees shall be chaired by a SFWIB member. Membership of Ad Hoc Committee(s) may include SFWIB members, and must include other individuals appointed by SFWIB who are not members but have demonstrated experience and expertise in accordance with state and federal law.

**ARTICLE VII**

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



## INDEMFICATION AND COMPENSATION

**Section 8.1 Indemnification** - The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law as same may exist from time to time. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member. Additionally, in the event of dissolution, liquidation, termination, or expiration of the existence of the SFWIB, the Board shall follow the provisions of the Interlocal Agreement regarding payments, debts, obligations, assets and income.

**Section 8.2 Compensation** - It is specifically understood that each member is serving in a volunteer capacity and without compensation. Members may be reimbursed for necessary expenses incurred in the performance of official duties upon approval in writing by CLEO of Miami-Dade County or their designee, in accordance with the Interlocal Agreement. Expenses shall be reimbursed in accordance with federal and state laws and regulations and Miami-Dade County ordinances and policies, and the Interlocal Agreement.

## ARTICLE VIII ENACTMENT/AMENDMENT

**Section 9.1 Enactment** - These Bylaws shall become effective upon approval of the Board. Approval for enactment shall require two-thirds vote of the membership voting thereon, after notice to the membership. Said notice shall be made no later than ten (10) days prior to the meeting at which they are placed on the agenda. These Bylaws shall not be construed to take precedence over Federal, State, or local laws or regulations or to limit or constrain the rights and obligations of the Board in their agreement.

**Section 9.2 Amendments** - The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a two-thirds (2/3) majority of the membership of the Board in attendance at any meeting, provided that any proposal to alter, amend or repeal Bylaws.

## ARTICLE X STAFF SUPPORT AND PROFESSIONAL ASSISTANCE

**Section 10 Staff Support and Professional Assistance** - The Board and its committees shall be provided administrative, clerical, and technical support by the Board's staff. The staff shall implement the policies, decisions, actions and directives of the Board under the supervision and control of the Executive Director. It shall be the Executive Director's responsibility to assure such support is available as necessary or as requested by any Board/Committee. However, the members of the Board shall deal with the staff of SFWIB solely through the Executive Director and shall not give any orders to any employees of the SFWIB either publicly or privately. Employees shall not respond to or undertake any action to comply with any request by members. The Executive Director shall not allow any Board Member to deal with any employee. If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 7A

**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 2023 is being presented for review by the Board members.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# FINANCIAL REPORT

FOR THE PERIOD OF:

JULY 1, 2022 THRU JUNE 30, 2023  
(UNAUDITED)

**Accompanying Notes to the Financial Report (unaudited)  
For the Period of July 1, 2022 through June 30, 2023**

The accompanied financials represent the soft closing for the period ended June 30, 2023. Overall expenses are where we anticipated based on the trending throughout the year.

**Budget Variance Explanations**

- Headquarters expenses are running at 83.2%
- Adult Services are at 65.3%
- Youth Services are at 71.2%
- Facilities is at 70.6%
- Other Programs & Projects are at 43.8% (a bit skewed due to the summer programs beginning in June)

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 REVENUE AND EXPENDITURES COMPARED TO BUDGET  
**AGENCY SUMMARY**  
 FISCAL YEAR 2022/2023  
 YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 100.00%							
<b>Revenues:</b>							
WIOA	\$ 19,306,307	\$ -	\$ -	\$ 19,306,307	\$ 3,180,243	\$ 16,126,063	16.5%
TANF	\$ 6,998,494	\$ -	\$ 464,084	\$ 7,462,578	\$ 7,150,051	\$ 312,527	95.8%
DEO	\$ 1,987,360	\$ -	\$ 447,363	\$ 2,434,723	\$ 1,312,625	\$ 1,122,098	53.9%
Second Year Allocation from FY 21-22	\$ 16,490,225	\$ -	\$ (532,874)	\$ 15,957,351	\$ 15,922,015	\$ 35,336	99.8%
Other	\$ 2,305,047	\$ -	\$ 894,986	\$ 3,200,033	\$ 810,122	\$ 2,389,911	25.3%
<b>Total Revenue</b>	<b>\$ 47,087,432</b>	<b>\$ -</b>	<b>\$ 1,273,559</b>	<b>\$ 48,360,991</b>	<b>\$ 28,375,057</b>	<b>\$ 19,985,935</b>	<b>58.7%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 8,889,701	\$ -	\$ 341,631	\$ 9,231,333	\$ 7,681,000	\$ 1,550,333	83.2%
<b>Adult Services</b>	\$ 13,747,991	\$ -	\$ (1,307,969)	\$ 12,440,022	\$ 8,124,833	\$ 4,315,190	65.3%
<b>Youth Services</b>	\$ 6,445,283	\$ (2,742,147)	\$ 61,471	\$ 3,764,607	\$ 2,681,805	\$ 1,082,802	71.2%
<i>Set Aside</i>	\$ 1,082,000	\$ (139,100)	\$ (1,711,471)	\$ (768,571)	\$ -	\$ (768,571)	
<b>Facilities Costs</b>	\$ 5,769,915	\$ -	\$ 805,193	\$ 6,575,107	\$ 4,639,191	\$ 1,935,916	70.6%
<b>Training &amp; Support Services</b>	\$ 11,152,541	\$ 5,329,177	\$ (1,216,852)	\$ 15,264,867	\$ 4,437,104	\$ 10,827,763	39.8%
<i>Allocated Funds</i>	\$ 6,582,541	\$ 6,507,898	\$ 393,333	\$ 13,483,772	\$ 4,437,104	\$ 9,046,668	67.4%
<i>Set Asides</i>	\$ 4,570,000	\$ (1,178,721)	\$ (1,610,185)	\$ 1,781,094	\$ -	\$ 1,781,094	
<b>Other Programs &amp; Projects</b>	\$ -	\$ (2,447,930)	\$ 4,301,556	\$ 1,853,626	\$ 811,124	\$ 1,042,501	43.8%
<i>Big Brothers Big Sisters</i>	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 249,166	\$ 834	99.7%
<i>Youth Co-Op Summer (City of Opa-Locka)</i>	\$ -	\$ (3,683)	\$ 50,000	\$ 46,317	\$ 6,803	\$ 39,514	14.7%
<i>MDC WORKS</i>	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 750,000	0.0%
<i>YWCA, FMU, St. Thomas</i>	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 16,000	\$ 59,000	21.3%
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>	\$ -	\$ (234,288)	\$ 300,000	\$ 65,712	\$ 58,388	\$ 7,324	88.9%
<i>MiDCPS Summer Youth Internship - 2022</i>	\$ -	\$ (1,230,000)	\$ 1,500,000	\$ 270,000	\$ 218,442	\$ 51,558	80.9%
<i>Miami-Dade Charter Schools Summer Youth Employment Pogram</i>	\$ -	\$ (979,959)	\$ 1,160,991	\$ 181,032	\$ 46,761	\$ 134,271	25.8%
<i>TechHire Overtown</i>	\$ -	\$ -	\$ 215,565	\$ 215,565	\$ 215,565	\$ -	100.0%
<b>Total Expenditures</b>	<b>\$ 47,087,432</b>	<b>\$ 0</b>	<b>\$ 1,273,559</b>	<b>\$ 48,360,991</b>	<b>\$ 28,375,057</b>	<b>\$ 19,985,935</b>	<b>58.7%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

WIOA ADULT  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA	\$ 6,842,544			\$ 6,842,544	\$ 2,071,882	\$ 4,770,662	30.3%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 21-22	\$ 5,305,118		\$ (763,665)	\$ 4,541,453	\$ 4,541,453	\$ -	100.0%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 12,147,662</b>	<b>\$ -</b>	<b>\$ (763,665)</b>	<b>\$ 11,383,997</b>	<b>\$ 6,613,335</b>	<b>\$ 4,770,662</b>	<b>58.1%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 2,186,579</b>		<b>\$ (276,464)</b>	<b>\$ 1,910,115</b>	<b>\$ 1,766,718</b>	<b>\$ 143,397</b>	<b>92.5%</b>
<b>Adult Services</b>	<b>\$ 3,565,775</b>	<b>\$ -</b>	<b>\$ (344,589)</b>	<b>\$ 3,221,186</b>	<b>\$ 2,462,938</b>	<b>\$ 758,248</b>	<b>76.5%</b>
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	<b>\$ 1,336,243</b>		<b>\$ (168,950)</b>	<b>\$ 1,167,293</b>	<b>\$ 1,099,101</b>	<b>\$ 68,192</b>	<b>94.2%</b>
<b>Training &amp; Support Services</b>	<b>\$ 5,059,065</b>	<b>\$ -</b>	<b>\$ (314,841)</b>	<b>\$ 4,744,224</b>	<b>\$ 1,195,077</b>	<b>\$ 3,549,147</b>	<b>25.2%</b>
<i>Allocated Funds</i>	\$ 3,250,929	\$ 861,198		\$ 4,112,127	\$ 1,195,077	\$ 2,917,050	29.1%
<i>Set Asides</i>	\$ 1,808,136	\$ (861,198)	\$ (314,841)	\$ 632,097		\$ 632,097	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 341,179</b>	<b>\$ 341,179</b>	<b>\$ 89,500</b>	<b>\$ 251,679</b>	<b>26.2%</b>
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS</i>			\$ 230,675	\$ 230,675		\$ 230,675	<b>0.0%</b>
<i>YWCA, FMU, St. Thomas</i>			\$ 24,278	\$ 24,278	\$ 3,274	\$ 21,004	<b>13.5%</b>
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>TechHire Overtown</i>			\$ 86,226	\$ 86,226	\$ 86,226	\$ -	<b>100.0%</b>
<b>Total Expenditures</b>	<b>\$ 12,147,662</b>	<b>\$ -</b>	<b>\$ (763,665)</b>	<b>\$ 11,383,997</b>	<b>\$ 6,613,335</b>	<b>\$ 4,770,662</b>	<b>58.1%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	

\*see accompanying notes



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA DISLOCATED WORKER  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA	\$ 4,397,858			\$ 4,397,858	\$ 170,532	\$ 4,227,326	3.9%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 21-22	\$ 4,122,334			\$ 4,122,334	\$ 4,122,334	\$ -	100.0%
Other				\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 8,520,192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,520,192</b>	<b>\$ 4,292,866</b>	<b>\$ 4,227,326</b>	<b>50.4%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,533,635</b>			<b>\$ 1,533,635</b>	<b>\$ 1,087,572</b>	<b>\$ 446,063</b>	<b>70.9%</b>
<b>Adult Services</b>	<b>\$ 2,491,259</b>	<b>\$ -</b>	<b>\$ (178,844)</b>	<b>\$ 2,312,415</b>	<b>\$ 1,730,708</b>	<b>\$ 581,708</b>	<b>74.8%</b>
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	<b>\$ 937,221</b>		<b>\$ 450,000</b>	<b>\$ 1,387,221</b>	<b>\$ 990,634</b>	<b>\$ 396,587</b>	<b>71.4%</b>
<b>Training &amp; Support Services</b>	<b>\$ 3,558,077</b>	<b>\$ -</b>	<b>\$ (510,358)</b>	<b>\$ 3,047,719</b>	<b>\$ 420,102</b>	<b>\$ 2,627,616</b>	<b>13.8%</b>
<i>Allocated Funds</i>	\$ 2,289,294	\$ 145,532		\$ 2,434,826	\$ 420,102	\$ 2,014,724	17.3%
<i>Set Asides</i>	\$ 1,268,783	\$ (145,532)	\$ (510,358)	\$ 612,892		\$ 612,892	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 239,202</b>	<b>\$ 239,202</b>	<b>\$ 63,850</b>	<b>\$ 175,352</b>	<b>26.7%</b>
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS</i>			\$ 161,813	\$ 161,813		\$ 161,813	<b>0.0%</b>
<i>YWCA, FMU, St. Thomas</i>			\$ 17,031	\$ 17,031	\$ 3,492	\$ 13,539	<b>20.5%</b>
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Pogram</i>				\$ -		\$ -	
<i>TechHire Overtown</i>			\$ 60,358	\$ 60,358	\$ 60,358	\$ -	<b>100.0%</b>
<b>Total Expenditures</b>	<b>\$ 8,520,192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,520,192</b>	<b>\$ 4,292,866</b>	<b>\$ 4,227,326</b>	<b>50.4%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA RAPID RESPONSE  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA	\$ 1,361,746			\$ 1,361,746	\$ 208,603	\$ 1,153,143	15.3%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 21-22	\$ 601,753			\$ 601,753	\$ 601,753	\$ -	100.0%
Other				\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 1,963,499</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,963,499</b>	<b>\$ 810,356</b>	<b>\$ 1,153,143</b>	<b>41.3%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 353,430			\$ 353,430	\$ 262,237	\$ 91,193	74.2%
Adult Services	\$ 558,685	\$ -	\$ (41,196)	\$ 517,489	\$ 380,601	\$ 136,888	73.5%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 215,985			\$ 215,985	\$ 145,518	\$ 70,467	67.4%
Training & Support Services	\$ 835,400	\$ -	\$ (12,934)	\$ 822,466	\$ 8,103	\$ 814,363	1.0%
Allocated Funds	\$ 542,318	\$ 33,529		\$ 575,847	\$ 8,103	\$ 567,744	1.4%
Set Asides	\$ 293,082	\$ (33,529)	\$ (12,934)	\$ 246,619		\$ 246,619	0.0%
Other Programs & Projects	\$ -	\$ -	\$ 54,130	\$ 54,130	\$ 13,898	\$ 40,232	25.7%
Big Brothers Big Sisters				\$ -		\$ -	
Youth Co-Op Summer (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS				\$ 37,273		\$ 37,273	
YWCA, FMU, St. Thomas				\$ 3,923		\$ 3,923	
Adult Mankind Summer Youth Employment (City of Miami Gardens)				\$ -	\$ 964	\$ 2,959	24.6%
MDCPS Summer Youth Internship - 2022				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Pogram				\$ -		\$ -	
TechHire Overtown				\$ 12,934	\$ 12,934	\$ -	100.0%
<b>Total Expenditures</b>	<b>\$ 1,963,499</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,963,499</b>	<b>\$ 810,356</b>	<b>\$ 1,153,143</b>	<b>41.3%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
**WIOA YOUTH**  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA	\$ 6,199,325			\$ 6,199,325	\$ 517,819	\$ 5,681,505	8.4%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 21-22	\$ 4,402,483			\$ 4,402,483	\$ 4,402,483	\$ -	100.0%
Other				\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 10,601,808</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,601,808</b>	<b>\$ 4,920,302</b>	<b>\$ 5,681,505</b>	<b>46.4%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,908,325</b>			<b>\$ 1,908,325</b>	<b>\$ 1,039,656</b>	<b>\$ 868,669</b>	<b>54.5%</b>
<b>Adult Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Youth Services</b>	<b>\$ 6,445,283</b>	<b>\$ (2,742,147)</b>	<b>\$ 61,471</b>	<b>\$ 3,764,607</b>	<b>\$ 2,681,805</b>	<b>\$ 1,082,802</b>	<b>71.2%</b>
<i>Set Aside</i>	\$ 1,082,000	\$ (139,100)	\$ (61,471)	\$ 881,430		\$ 881,430	0.0%
<b>Facilities Costs</b>	<b>\$ 1,166,199</b>			<b>\$ 1,166,199</b>	<b>\$ 388,573</b>	<b>\$ 777,626</b>	<b>33.3%</b>
<b>Training &amp; Support Services</b>	<b>\$ -</b>	<b>\$ 2,881,247</b>	<b>\$ -</b>	<b>\$ 2,881,247</b>	<b>\$ 810,269</b>	<b>\$ 2,070,978</b>	<b>28.1%</b>
<i>Allocated Funds</i>		\$ 2,881,247		\$ 2,881,247	\$ 810,269	\$ 2,070,978	28.1%
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Pogram</i>				\$ -		\$ -	
<i>TechHire Overtown</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 10,601,808</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,601,808</b>	<b>\$ 4,920,302</b>	<b>\$ 5,681,505</b>	<b>46.4%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
IANE  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE	
					Std Rate= 100.00%			
<b>Revenues:</b>								
WIOA				\$ -				
TANF	\$ 6,998,494			\$ 7,462,578	\$ 7,150,051	\$ 312,527	95.8%	
DEO				\$ -		\$ -		
Second Year Allocation from FY 21-22	\$ 1,335,916			\$ 1,335,916	\$ 1,335,916	\$ -	100.0%	
Other				\$ -		\$ -		
<b>Total Revenue</b>	<b>\$ 8,334,410</b>	<b>\$ -</b>	<b>\$ 464,084</b>	<b>\$ 8,798,494</b>	<b>\$ 8,485,967</b>	<b>\$ 312,527</b>	<b>96.4%</b>	
<b>Expenditures:</b>								
<b>Headquarter Costs</b>	<b>\$ 1,500,194</b>			<b>\$ 287,732</b>	<b>\$ 1,787,926</b>	<b>\$ 2,391,412</b>	<b>\$ (603,486)</b>	<b>133.8%</b>
<b>Adult Services</b>	<b>\$ 4,217,431</b>	<b>\$ -</b>	<b>\$ (284,350)</b>	<b>\$ 3,933,081</b>	<b>\$ 2,897,484</b>	<b>\$ 1,035,597</b>	<b>73.7%</b>	
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ (1,650,000)	\$ (1,650,000)	\$ (1,650,000)		
<b>Facilities Costs</b>	<b>\$ 916,785</b>			<b>\$ 176,352</b>	<b>\$ 1,093,137</b>	<b>\$ 1,182,502</b>	<b>\$ (89,365)</b>	<b>108.2%</b>
<b>Training &amp; Support Services</b>	<b>\$ 1,700,000</b>	<b>\$ 1,738,717</b>	<b>\$ (772,052)</b>	<b>\$ 2,666,665</b>	<b>\$ 1,420,772</b>	<b>\$ 1,245,893</b>	<b>53.3%</b>	
<i>Allocated Funds</i>	\$ 500,000	\$ 1,877,179		\$ 2,377,179	\$ 1,420,772	\$ 956,407	59.8%	
<i>Set Asides</i>	\$ 1,200,000	\$ (138,462)	\$ (772,052)	\$ 289,486	\$ 289,486	\$ 289,486	0.0%	
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ (1,738,717)</b>	<b>\$ 2,706,402</b>	<b>\$ 967,685</b>	<b>\$ 593,798</b>	<b>\$ 373,887</b>	<b>61.4%</b>	
<i>Big Brothers Big Sisters</i>			\$ 250,000	\$ 250,000	\$ 249,166	\$ 834	99.7%	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>		\$ (3,683)	\$ 50,000	\$ 46,317	\$ 6,803	\$ 39,514	14.7%	
<i>MDC WORKS</i>			\$ 257,272	\$ 257,272	\$ 257,272	\$ 257,272	0.0%	
<i>YWCA, FMU, St. Thomas</i>			\$ 27,078	\$ 27,078	\$ 6,026	\$ 21,052	22.3%	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>		\$ (117,144)	\$ 150,000	\$ 32,856	\$ 29,199	\$ 3,657	88.9%	
<i>MDCPS Summer Youth Internship - 2022</i>		\$ (1,230,000)	\$ 1,500,000	\$ 270,000	\$ 218,442	\$ 51,558	80.9%	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>		\$ (387,890)	\$ 416,005	\$ 28,115	\$ 28,115	\$ (0)	100.0%	
<i>TechHire Overtown</i>			\$ 56,047	\$ 56,047	\$ 56,047	\$ -	100.0%	
<b>Total Expenditures</b>	<b>\$ 8,334,410</b>	<b>\$ -</b>	<b>\$ 464,084</b>	<b>\$ 8,798,494</b>	<b>\$ 8,485,967</b>	<b>\$ 312,527</b>	<b>96.4%</b>	
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

Layoff Aversion

FISCAL YEAR 2022/2023

YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA	\$ 504,834			\$ 504,834	\$ 211,407	\$ 293,426	41.9%
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22				\$ -			
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 504,834</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,834</b>	<b>\$ 211,407</b>	<b>\$ 293,426</b>	<b>41.9%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 504,834			\$ 504,834	\$ 211,407	\$ 293,426	41.9%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside			\$ -	\$ -		\$ -	
Facilities Costs				\$ -		\$ -	
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Youth Co-Op Summer (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Adult Mankind Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MDCPS Summer Youth Internship - 2022				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Pogram				\$ -		\$ -	
TechHire Overtown				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 504,834</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,834</b>	<b>\$ 211,407</b>	<b>\$ 293,426</b>	<b>41.9%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 REVENUE AND EXPENDITURES COMPARED TO BUDGET  
**SUMMER YOUTH EMPLOYMENT PROGRAM**  
 FISCAL YEAR 2022/2023  
 YTD Operations (07/01/22-06/30/23)  
 (City of Miami Gardens/City of Opa-Locka)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22				\$ -			
Other			\$ 150,000	\$ 150,000	\$ 149,253	\$ 746.8	99.5%
<b>Total Revenue</b>	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 149,253	\$ 747	99.5%
<b>Expenditures:</b>							
<b>Headquarter Costs</b>				\$ -	\$ 9,080	\$ (9,080)	
<b>Adult Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>				\$ -		\$ -	
<b>Training &amp; Support Services</b>	\$ -	\$ 117,144	\$ -	\$ 117,144	\$ 110,984	\$ 6,160	94.7%
<i>Allocated Funds</i>		\$ 117,144		\$ 117,144	\$ 110,984	\$ 6,160	94.7%
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ (117,144)	\$ 150,000	\$ 32,856	\$ 29,189	\$ 3,667	88.8%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>		\$ (117,144)	\$ 150,000	\$ 32,856	\$ 29,189	\$ 3,667	88.8%
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Pogram</i>				\$ -		\$ -	
<i>TechHire Overtown</i>				\$ -		\$ -	
<b>Total Expenditures</b>	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 149,253	\$ 747	99.5%
<b>Balance of Funds Available</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
**CHARTER SCHOOLS SUMMER YOUTH EMPLOYMENT PROGRAM**  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)  
(Miami Dade County General Revenue Fund)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22				\$ -			
Other			\$ 248,329	\$ 248,329	\$ -	\$ 248,329	0.0%
<b>Total Revenue</b>	\$ -	\$ -	\$ 248,329	\$ 248,329	\$ -	\$ 248,329	0.0%
<b>Expenditures:</b>							
<b>Headquarter Costs</b>				\$ -		\$ -	
<b>Adult Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>				\$ -		\$ -	
<b>Training &amp; Support Services</b>	\$ -	\$ 199,921	\$ -	\$ 199,921	\$ -	\$ 199,921	0.0%
<i>Allocated Funds</i>		\$ 199,921		\$ 199,921		\$ 199,921	0.0%
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ (199,921)	\$ 248,329	\$ 48,408	\$ -	\$ 48,408	0.0%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>		\$ (199,921)	\$ 248,329	\$ 48,408		\$ 48,408	0.0%
<i>TechHire Overtown</i>				\$ -		\$ -	
<b>Total Expenditures</b>	\$ -	\$ -	\$ 248,329	\$ 248,329	\$ -	\$ 248,329	0.0%
<b>Balance of Funds Available</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 REVENUE AND EXPENDITURES COMPARED TO BUDGET  
**CHARTER SCHOOLS SUMMER YOUTH EMPLOYMENT PROGRAM**  
 FISCAL YEAR 2022/2023  
 YTD Operations (07/01/22-06/30/23)  
 (The Children's Trust)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET		ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate=	100.00%		
<b>Revenues:</b>								
WIOA				\$ -				
TANF				\$ -				
DEO				\$ -				
Second Year Allocation from FY 21-22				\$ -				
Other			\$ 496,657	\$ 496,657		\$ 45,453	\$ 451,204	9.2%
<b>Total Revenue</b>	\$ -	\$ -	\$ 496,657	\$ 496,657		\$ 45,453	\$ 451,204	9.2%
<b>Expenditures:</b>								
Headquarter Costs				\$ -		\$ 6,670	\$ (6,670)	
Adult Services	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Set Aside				\$ -		\$ -	\$ -	
Facilities Costs				\$ -		\$ -	\$ -	
Training & Support Services	\$ -	\$ 392,148	\$ -	\$ 392,148		\$ 20,138	\$ 372,010	5.1%
Allocated Funds		\$ 392,148		\$ 392,148		\$ 20,138	\$ 372,010	5.1%
Set Asides				\$ -		\$ -	\$ -	
Other Programs & Projects	\$ -	\$ (392,148)	\$ 496,657	\$ 104,509		\$ 18,646	\$ 85,864	17.8%
Big Brothers Big Sisters				\$ -		\$ -	\$ -	
Youth Co-Op Summer (City of Opa-Locka)				\$ -		\$ -	\$ -	
MDC WORKS				\$ -		\$ -	\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	\$ -	
Adult Mankind Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	\$ -	
MDCPS Summer Youth Internship - 2022				\$ -		\$ -	\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program		\$ (392,148)	\$ 496,657	\$ 104,509		\$ 18,646	\$ 85,864	17.8%
TechHire Overtown				\$ -		\$ -	\$ -	
<b>Total Expenditures</b>	\$ -	\$ -	\$ 496,657	\$ 496,657		\$ 45,453	\$ 451,204	9.2%
<b>Balance of Funds Available</b>	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	

\*see accompanying notes



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
Miami Dade Public Housing  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22				\$ -			
Other	\$ 1,282,597			\$ 1,282,597	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 1,282,597</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,282,597</b>	<b>\$ -</b>	<b>\$ 1,282,597</b>	<b>0.0%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 230,867			\$ 230,867		\$ 230,867	0.0%
Adult Services	\$ 1,051,730	\$ -	\$ -	\$ 1,051,730	\$ -	\$ 1,051,730	0.0%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside			\$ -	\$ -		\$ -	
Facilities Costs				\$ -		\$ -	
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Youth Co-Op Summer (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Adult Mankind Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MDCPS Summer Youth Internship - 2022				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Pogram				\$ -		\$ -	
TechHire Overtown				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 1,282,597</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,282,597</b>	<b>\$ -</b>	<b>\$ 1,282,597</b>	<b>0.0%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA - Get There Faster At-Risk Floridians  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22				\$ -			
Other	\$ 1,022,450			\$ 1,022,450	\$ 615,415	\$ 407,035	
<b>Total Revenue</b>	<b>\$ 1,022,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,022,450</b>	<b>\$ 615,415</b>	<b>\$ 407,035</b>	<b>60.2%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 184,041			\$ 184,041	\$ 163,756	\$ 20,285	89.0%
Adult Services	\$ 838,409	\$ -	\$ (393,333)	\$ 445,076	\$ -	\$ 445,076	0.0%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside			\$ -	\$ -		\$ -	
Facilities Costs				\$ -		\$ -	
Training & Support Services	\$ -	\$ -	\$ 393,333	\$ 393,333	\$ 451,659	\$ (58,326)	114.8%
Allocated Funds			393,333	\$ 393,333	\$ 451,659	\$ (58,326)	114.8%
Set Asides				\$ -			
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Youth Co-Op Summer (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Adult Mankind Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MDCPS Summer Youth Internship - 2022				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Pogram				\$ -		\$ -	
TechHire Overtown				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 1,022,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,022,450</b>	<b>\$ 615,415</b>	<b>\$ 407,035</b>	<b>60.2%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

RESEA

FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22	\$ 580,911		\$ 230,791	\$ 811,702	\$ 778,059	\$ 33,643	95.9%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 580,911</b>	<b>\$ -</b>	<b>\$ 230,791</b>	<b>\$ 811,702</b>	<b>\$ 778,059</b>	<b>\$ 33,643</b>	<b>95.9%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 104,564		\$ 93,407	\$ 197,971	\$ 246,875	\$ (48,905)	124.7%
Adult Services	\$ 412,447	\$ -	\$ (28,253)	\$ 384,194	\$ 211,325	\$ 172,869	55.0%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 63,900		\$ 137,384	\$ 201,284	\$ 319,216	\$ (117,932)	158.6%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects Big Brothers Big Sisters Youth Co-Op Summer (City of Opa-Locka) MDC WORKS YWCA, FMU, St. Thomas Adult Mankind Summer Youth Employment (City of Miami Gardens) MDCPS Summer Youth Internship - 2022 Miami-Dade Charter Schools Summer Youth Employment Pogram TechHire Overtown	\$ -	\$ -	\$ 28,253	\$ 28,253	\$ 642	\$ 27,611	2.3%
			\$ 25,563	\$ 25,563		\$ 25,563	0.0%
			\$ 2,690	\$ 2,690	\$ 642	\$ 2,048	23.9%
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 580,911</b>	<b>\$ -</b>	<b>\$ 230,791</b>	<b>\$ 811,702</b>	<b>\$ 778,059</b>	<b>\$ 33,643</b>	<b>95.9%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**FSET**  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 850,000			\$ 1,207,462	\$ 985,423	\$ 222,039	81.6%
Second Year Allocation from FY 21-22				\$ -			
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ 357,462</b>	<b>\$ 1,207,462</b>	<b>\$ 985,423</b>	<b>\$ 222,039</b>	<b>81.6%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 153,000		\$ 226,078	\$ 379,078	\$ 352,740	\$ 26,338	93.1%
<b>Adult Services</b>	\$ 603,500	\$ -	\$ (37,404)	\$ 566,096	\$ 441,777	\$ 124,319	78.0%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	\$ 93,500		\$ 131,384	\$ 224,884	\$ 189,305	\$ 35,579	84.2%
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ 37,404	\$ 37,404	\$ 1,601	\$ 35,803	4.3%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS</i>			\$ 37,404	\$ 37,404		\$ 37,404	0.0%
<i>YWCA, FMU, St. Thomas</i>				\$ -	\$ 1,601	\$ (1,601)	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>TechHire Overtown</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ 357,462</b>	<b>\$ 1,207,462</b>	<b>\$ 985,423</b>	<b>\$ 222,039</b>	<b>81.6%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

**LOCAL VETERANS**  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -		\$ -	
TANF				\$ -		\$ -	
DEO			\$ 16,057	\$ 16,057	\$ 15,285	\$ 772	95.2%
Second Year Allocation from FY 21-22				\$ -	\$ -	\$ -	
Other				\$ -	\$ -	\$ -	
<b>Total Revenue</b>	\$ -	\$ -	\$ 16,057	\$ 16,057	\$ 15,285	\$ 772	95.2%
<b>Expenditures:</b>							
Headquarter Costs			\$ 1,943	\$ 1,943	\$ 1,849	\$ 94	95.1%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs			\$ 14,114	\$ 14,114	\$ 13,436	\$ 678	95.2%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects Big Brothers Big Sisters Youth Co-Op Summer (City of Opa-Locka) MDC WORKS YWCA, FMU, St. Thomas Adult Mankind Summer Youth Employment (City of Miami Gardens) MDCPS Summer Youth Internship - 2022 Miami-Dade Charter Schools Summer Youth Employment Pogram TechHire Overtown	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	\$ -	\$ -	\$ 16,057	\$ 16,057	\$ 15,285	\$ 772	95.2%
<b>Balance of Funds Available</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**DISABLED VETERANS**  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 100.00%							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO			\$ 73,844	\$ 73,844	\$ 69,167	\$ 4,677	93.7%
Second Year Allocation from FY 21-22				\$ -	\$ -	\$ -	
Other				\$ -	\$ -	\$ -	
<b>Total Revenue</b>	\$ -	\$ -	\$ 73,844	\$ 73,844	\$ 69,167	\$ 4,677	93.7%
<b>Expenditures:</b>							
<b>Headquarter Costs</b>			\$ 8,935	\$ 8,935	\$ 10,888	\$ (1,953)	121.9%
<b>Adult Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -	\$ -	\$ -	
<b>Facilities Costs</b>			\$ 64,909	\$ 64,909	\$ 58,278	\$ 6,631	89.8%
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -	\$ -	\$ -	
<i>Set Asides</i>				\$ -	\$ -	\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Big Brothers Big Sisters</i>				\$ -	\$ -	\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -	\$ -	\$ -	
<i>MDC WORKS</i>				\$ -	\$ -	\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -	\$ -	\$ -	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -	\$ -	\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>				\$ -	\$ -	\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Pogram</i>				\$ -	\$ -	\$ -	
<i>TechHire Overtown</i>				\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	\$ -	\$ -	\$ 73,844	\$ 73,844	\$ 69,167	\$ 4,677	93.7%
<b>Balance of Funds Available</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

WAGNER PEYSER  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 1,137,360			\$ 1,137,360	\$ 242,750	\$ 894,610	21.3%
Second Year Allocation from FY 21-22	\$ 129,378			\$ 129,378	\$ 129,378	\$ -	100.0%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 1,266,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,266,738</b>	<b>\$ 372,128</b>	<b>\$ 894,610</b>	<b>29.4%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 228,013			\$ 228,013	\$ 130,149	\$ 97,864	57.1%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 1,038,725			\$ 1,038,725	\$ 241,979	\$ 796,746	23.3%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects Big Brothers Big Sisters Youth Co-Op Summer (City of Opa-Locka) MDC WORKS YWCA, FMU, St. Thomas Adult Mankind Summer Youth Employment (City of Miami Gardens) MDCPS Summer Youth Internship - 2022 Miami-Dade Charter Schools Summer Youth Employment Pogram TechHire Overtown	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,266,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,266,738</b>	<b>\$ 372,128</b>	<b>\$ 894,610</b>	<b>29.4%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**TAC  
FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
<b>Std 100.00%</b>							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 21-22	\$ 12,332			\$ 12,332	\$ 10,639	\$ 1,693	86.3%
Other				\$ -	\$ -		
<b>Total Revenue</b>	<b>\$ 12,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,332</b>	<b>\$ 10,639</b>	<b>\$ 1,693</b>	<b>86.3%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 2,220			\$ 2,220	\$ (10)	\$ 2,230	-0.5%
<b>Adult Services</b>	\$ 8,756	\$ -	\$ -	\$ 8,756	\$ -	\$ 8,756	0.0%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	\$ 1,357			\$ 1,357	\$ 10,650	\$ (9,293)	785.1%
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>				\$ -		\$ -	
MDC WORKS				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
MDCPS Summer Youth Internship - 2022				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
TechHire Overtown				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 12,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,332</b>	<b>\$ 10,639</b>	<b>\$ 1,693</b>	<b>86.3%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	

\*see accompanying notes



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

DEO\*\*

FISCAL YEAR 2022/2023  
YTD Operations (07/01/22-06/30/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/22 THRU 06/30/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100%		
<b>Revenues:</b>							
WIOA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TANF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DEO	\$ 1,987,360	\$ -	\$ 447,363	\$ 2,434,723	\$ 1,312,625	\$ 1,122,098	53.9%
Second Year Allocation from FY 21-22	\$ 722,621	\$ -	\$ 230,791	\$ 953,412	\$ 918,076	\$ 35,336	96.3%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 2,709,981</b>	<b>\$ -</b>	<b>\$ 678,154</b>	<b>\$ 3,388,135</b>	<b>\$ 2,230,701</b>	<b>\$ 1,157,434</b>	<b>65.8%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 487,797	\$ -	\$ 330,363	\$ 818,160	\$ 742,491	\$ 75,668	90.8%
<b>Adult Services</b>	\$ 1,024,702	\$ -	\$ (65,657)	\$ 959,045	\$ 653,102	\$ 305,943	68.1%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Facilities Costs</b>	\$ 1,197,482	\$ -	\$ 347,791	\$ 1,545,273	\$ 832,864	\$ 712,409	53.9%
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ 65,657	\$ 65,657	\$ 2,243	\$ 63,414	3.4%
<i>Big Brothers Big Sisters</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Co-Op Summer (City of Opa-Locka)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>MDC WORKS</i>	\$ -	\$ -	\$ 62,967	\$ 62,967	\$ -	\$ 62,967	0.0%
<i>YWCA, FMU, St. Thomas</i>	\$ -	\$ -	\$ 2,690	\$ 2,690	\$ 2,243	\$ 447	83.4%
<i>Adult Mankind Summer Youth Employment (City of Miami Gardens)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>MDCPS Summer Youth Internship - 2022</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Pogram</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>TechHire Overtown</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 2,709,981</b>	<b>\$ -</b>	<b>\$ 678,154</b>	<b>\$ 3,388,135</b>	<b>\$ 2,230,701</b>	<b>\$ 1,157,434</b>	<b>65.8%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 7B

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF ADDITIONAL WORKFORCE SYSTEM FUNDING

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Finance and Efficiency Council recommends to the Board the approval to accept an additional \$338,458.41 in Workforce System Funding, as set forth below.

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

**STRATEGIC PROJECT:** **Improve employment outcomes**

**BACKGROUND:**

The South Florida Workforce Investment Board received several Notices of Fund Availability (NFA) from the Department of Economic Opportunity of the State of Florida. The following is a list of NFA for various workforce programs for Workforce Development Area 23 to operate the employment and training services:

Date Received	NFA #	Funding / Program	Initial Award	Award Increase	Total Award Amount
June 14, 2023	042352	Disabled Veterans	\$ 11,690.00	\$ 28,618.41	\$ 40,308.41
July 13, 2023	042221	Local Veterans	\$ 7,998.00	\$ 9,840.00	\$ 17,838.00
July 26, 2023	042837	Rapid Response (Layoff Aversion)	\$ -	\$ 300,000.00	\$ 300,000.00
<b>TOTAL</b>			<b>\$ 19,688.00</b>	<b>\$ 338,458.41</b>	<b>\$ 358,146.41</b>

**FUNDING:** Workforce System Funding

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8A

**AGENDA ITEM SUBJECT:** EARLY LEARNING COALITION EARLY CHILDHOOD APPRENTICESHIP PROGRAM UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

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

**STRATEGIC PROJECT:** **Maximizing collaborative partnerships**

### **BACKGROUND:**

On June 30, 2022, the South Florida Workforce Investment Board (SFWIB) approved an allocation not to exceed \$191,295 in support of the Early Learning Coalition (ELC) Teacher Assistant Apprenticeship Program (TAAP). The pilot apprenticeship program was originally projected to begin with four employers and up to 15 apprentices. To date, the SFWIB currently has three employers and six apprentices enrolled in the program. The targeted WIOA apprenticeship goal was nine. A total of \$16,685.75 has been expended.

Miami-Dade College (MDC) has increased the apprenticeship wage from \$15.28 to \$15.81 per hour. The increase is due to an overall wage increase MDC provided to its full-time employees.

The program is designed to provide 3,000 hours of On-The-Job training (OJT) and 15 credit hours of Related Technical Instruction (RTI). The RTI will be provided by MDC and the OJT portion of the will be provided by local small business early education centers. Upon successful completion of the program, participants will earn the nationally recognized Child Development Associate certification. The North Miami Beach American Job Center will continue to recruit apprentice for the program.

Based on the current number of apprentices and expended funds, the projected performance indicate the TAAP will generate \$180,623 in salaries to the community. For every current dollar expended will produce a \$10.82 Return-on-Investment (ROI). In addition, the TAAP is projected to exceed all the Federal WIOA performance measures.

**FUNDING:** Workforce Innovation Opportunity Act (WIOA)

**PERFORMANCE:**

Miami-Dade College Teaching Assistant Apprenticeship Program Performance	
Local Workforce Development Area (LWDA) Performance	Projected Local Performance
Number of Participants Served	6
Number of Participants to Complete Training	6
Training Completion Rate	100.00%
Number of Participants to be Placed into Jobs	6
Employment Rate	100.00%
Average Wage	\$15.81
Avg Net Economic Benefit	\$30,103.84
Return-On-Investment	\$10.82
Economic Impact	\$180,623.05

State and Federal Performance (Achieved and Projected)		
Indicators of Performance WIOA Adult (AD) & Wagner-Peyser (WP)	Negotiated Performance Goal	Projected Performance
Employment Rate 2nd Quarter After Exit-AD	64.50%	155.04%
Employment Rate 4th Quarter After Exit-AD	66.10%	151.29%
Median Earnings 2nd Quarter After Exit-AD	\$5,034.00	\$8,221.20
Credential Attainment-AD	50.60%	197.63%
Measurable Skill Gains-AD	24.90%	401.61%
Employment Rate 2nd Quarter After Exit-WP	61.70%	162.07%
Employment Rate 4th Quarter After Exit-WP	59.40%	168.35%
Median Earnings 2nd Quarter After Exit -WP	\$5,173.00	\$8,221.20

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8B

**AGENDA ITEM SUBJECT:** MIAMI DADE COLLEGE HELPDESK TECHNICIAN APPRENTICESHIP PROGRAM UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

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

**STRATEGIC PROJECT:** **Maximizing collaborative partnerships**

### **BACKGROUND:**

On August 18, 2022, the South Florida Workforce Investment Board (SFWIB) approved to allocate an amount not to exceed \$149,976 in Workforce Innovation and Opportunity Act funds for the Miami Dade College Helpdesk Technician Apprenticeship Program (HTAP). The allocation was approved for two employers, Thrive Company for four apprentices and Miami-Dade College (MDC) for 11 apprentices. The Thrive Company opted out of the HTAP initiative. The targeted WIOA apprenticeship goal for MDC was eleven (11), however, a total of nine (9) apprentices are participating. A total of \$43,095.60 has been expended.

Miami Dade College has increased the wage rate of the Helpdesk Technician Apprentices from \$15.54 per hour to \$16.08 per hour. The increase is due to the college increasing the wages of its full-time employees.

The Helpdesk Support Technician Apprenticeship program is designed to prepare apprentices with the technical knowledge and skills for employment as computer helpdesk and support technicians in commercial, industrial and government institutions. Apprentices have an opportunity to earn the Helpdesk Support Technician College Credit Certificate (16 College Credits), the CompTIA A+ and Network+ certifications, and a Registered Apprenticeship Certificate of Completion issued by the Florida Department of Education and recognized by the United States Department of Labor. The Northside American Job Center will continue to provide recruitment efforts for the program.

Based on the current number of apprentices and expended funds, the projected performance indicate the HTAP will generate \$323,213 in salaries to the community. For every current dollar expended will produce a \$7.50 Return-on-Investment (ROI). In addition, the HTAP is projected to exceed all the Federal WIOA performance measures.

**FUNDING:** Workforce Innovation Opportunity Act

**PERFORMANCE:**

<b>Miami Dade College Helpdesk Technician Apprenticeship Program Performance</b>	
<b>Local Workforce Development Area (LWDA) Performance</b>	<b>Projected Local Performance</b>
Number of Participants Served	11
Number of Participants to Complete Training	11
Training Completion Rate	100.00%
Number of Participants to be Placed into Jobs	11
Employment Rate	100.00%
Average Wage	\$16.01
Avg Net Economic Benefit	\$29,383.02
Return-On-Investment	\$7.50
Economic Impact	\$323,213.20

<b>State and Federal Performance (Achieved and Projected)</b>		
<b>Indicators of Performance WIOA Adult (AD) &amp; Wagner-Peyser (WP)</b>	<b>Negotiated Performance Goal</b>	<b>Projected Performance</b>
Employment Rate 2nd Quarter After Exit-AD	64.50%	155.04%
Employment Rate 4th Quarter After Exit-AD	66.10%	151.29%
Median Earnings 2nd Quarter After Exit-AD	\$5,034.00	\$8,325.20
Credential Attainment-AD	50.60%	197.63%
Measurable Skill Gains-AD	24.90%	401.61%
Employment Rate 2nd Quarter After Exit-WP	61.70%	162.07%
Employment Rate 4th Quarter After Exit-WP	59.40%	168.35%
Median Earnings 2nd Quarter After Exit -WP	\$5,173.00	\$8,325.20

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8C

**AGENDA ITEM SUBJECT:** SUPPORT SERVICES AND INCENTIVES MATRIX

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval to increase the Support Services and Participant Incentives limits, as set forth below.

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

**STRATEGIC PROJECT:** **Improve employment outcomes**

### **BACKGROUND:**

In accordance with Sections 134(d)(2) and 129(c)(1) of the Workforce Innovation and Opportunity Act (WIOA), the provision of support services can be provided when determined necessary to enable an individual to participate in career or training services, when the supportive service is not available from other sources. Supportive services, such as transportation, housing, ancillary expenses, education and/or training related fees, and childcare, may be provided to participants enrolled in WIOA Title I-B Adult, Dislocated Worker, and Youth Programs, who cannot afford to pay for such services.

The South Florida Workforce Investment Board (SFWIB) provides support services to participants to aide them in reaching economic self-sufficiency through WIOA career and training services. The cost of living has surpassed the support limits that were previously set to assist individuals participating in WIOA career and training services. Based on the United for ALICE (Asset Limited, Income Constrained, Employed) report, SFWIB staff is proposing to increase the current limits of support services and incentives to help meet the economic demands, as detailed in the Support Services and Incentives Matrix. The matrix and the United for ALICE Household Survival Budget are attached for the review.

**FUNDING:** Workforce Innovation and Opportunity Act

**PERFORMANCE:** N/A









*ATTACHMENT*

## Support Services and Incentives Matrix

Support Services Provision		
Transportation	Current Limits	Proposed Limits
Transit Bus Passes	\$50.00 a month	\$56.25 monthly
Gas Cards	\$100/month calculated at .575 cents per mile	\$200/month calculated at .575 cents per mile
Auto Repair	\$250 in a lifetime	\$500 in a lifetime
Auto Insurance	\$250 one-time payment	\$500 one-time payment
Car Note	Up-to \$500	\$1,000 (\$500 per month max)
Driver License	N/A	\$48 in a lifetime
Ancillary Expenses		
Books and School Supplies	\$250 per year	\$500 Non-ITA (Individual Training Account) per year
Tools	\$250 per year	\$500 lifetime
Business Attire (Clothing)	\$200 per year	\$200 per year
Uniforms	\$200 per year	\$400 lifetime
Background Checks	\$150 per year	\$150 lifetime
Drug Tests/Physical Exams	\$150 per year	\$150 per year
Expunge and Seal of Criminal Records	\$150 per year	\$75 lifetime
Education		
Educational Testing (Youth)	Up to \$85 for initial test and one retake	Up to \$85 for initial test and one retake
Education/Training Related Fees	N/A	Individual Training Account (ITA)
Occupational licenses	\$250 per year	\$250 per year
Prior Learning Assessment (PLA) Portfolio	N/A	Up to \$350 lifetime
Credential Validation and Translation	\$350 per year	\$350 lifetime
Housing		
Rental / Mortgage	\$1,000	\$2,500 max
Utilities	\$250	1 month utility payment and reconnection - not to exceed \$500
Childcare		
Child and Dependent Care	\$500	Up to \$1,000 monthly for six months (not included in the \$2,500 max)
Work Authorization		
Work Permit	\$360 per year	\$410 per year
Other Support Services		
Notary Public	N/A	Up to \$350 lifetime
Youth Program Participation	N/A	\$50 weekly stipend for achieving 80% class attendance in an approved ITA training

Incentives Provision		
Employment	Current Limits	Proposed Limits
180 Day Attainment	Full-time \$500 (CAP Program)	Full-time \$500 (not included in the \$2,500 max)
360 Day Attainment	Full-time \$500 (CAP Program)	Full-time \$500 (not included in the \$2,500 max)



ALICE Household Survival Budget		Average Monthly Costs, Florida, 2021	
	Description, Update, and Sources	One Adult	Family of Four
<b>Housing</b> 	<b>Rent:</b> Fair Market Rent (40 <sup>th</sup> percentile) for an efficiency, one-bedroom, or two-bedroom apartment (based on family size), adjusted in metro areas using the American Community Survey (ACS) – minus utilities <b>Utilities:</b> As captured by the Community Expenditure Survey (CEX) <b>Update:</b> Costs of rent and utilities are now shown separately. <b>Sources:</b> ACS metro housing costs and U.S. Department of Housing and Urban Development (rent); CEX (utilities)	\$645 rent + \$154 utilities	\$767 rent + \$292 utilities
<b>Child Care</b> 	Cost for registered Family Child Care Homes for infants (0–2 years), preschool-age (3–4), and school-age children (5–12) <b>Source:</b> Florida Division of Early Learning, 2021	\$ -	\$1,256
<b>Food</b> 	USDA Thrifty Food Plan by age with county variation from Feeding America <b>Update:</b> A <a href="#">change in legislation</a> requires the USDA Thrifty Food Plans to reflect the cost for resource-constrained households to purchase a healthy, practical diet, starting in 2021, increasing costs from prior years. <b>Sources:</b> Feeding America; U.S. Department of Agriculture (USDA)	\$444	\$1,211
<b>Transportation</b> 	Operating costs for a car (average daily miles by age, cost per mile, license, fees, and insurance), or public transportation where viable <b>Update:</b> The decline in public transportation use during the pandemic <a href="#">reduced the average expenditure</a> , yet the cost for workers who had to use it to commute remained the same. To reflect this, the budget uses 2019 average CEX spending. <b>Sources:</b> AAA, Federal Highway Administration, The Zebra (car); CEX (public transportation)	\$359	\$836
<b>Health Care</b> 	Health insurance premiums based on employer-sponsored plans plus out-of-pocket costs for households with \$40,000–\$69,000 annual income by age, weighted with the poor-health multiplier. For the senior budget, cost of Medicare Part A and B, out-of-pocket costs, plus average out-of-pocket spending for the top five chronic diseases as reported by CMS. <b>Sources:</b> Centers for Medicare and Medicaid Services (CMS); CEX (health); Medical Expenditure Panel Survey (MEPS)	\$224	\$854
<b>Technology</b> 	Smartphone plan with 10GB of data for each adult in a household <b>Update:</b> Costs were upgraded from a 5GB to a 10GB monthly data plan to reflect the increased need for internet access. <b>Source:</b> Consumer Reports	\$75	\$110
<b>Miscellaneous</b> 	Cost overruns estimated at 10% of the budget, excluding taxes, to cover one-time unanticipated costs within the other categories	\$190	\$533
<b>Taxes</b> 	Federal, state, and local taxes owed on the amount of income to cover the Survival Budget, as well as tax credits, including the Child Tax Credit (CTC) and the Child and Dependent Care Tax Credit (CDCTC) <b>Update:</b> Due to the significant effect of the expanded tax credits in 2021, total taxes before credits and the credits are both listed. <b>Sources:</b> Internal Revenue Service; Tax Foundation	\$271	\$870 Tax before CTC and CDCTC  \$-1,202 CTC and CDCTC
<b>Monthly Total</b>		<b>\$2,362</b>	<b>\$5,527</b>

To see the Household Survival Budget for other household compositions at the state and county levels, go to [UnitedForALICE.org/Household-Budgets/Florida](https://UnitedForALICE.org/Household-Budgets/Florida).



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8D

**AGENDA ITEM SUBJECT:** SELF-SUFFICIENCY POLICY

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval of the Workforce Innovation and Opportunity Act Self-Sufficiency Policy, as set forth below.

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

**STRATEGIC PROJECT:** **Improve service delivery outcomes**

### **BACKGROUND:**

South Florida Workforce Investment Board (SFWIB) staff created a policy to provide guidance and establish the economic self-sufficiency standards for Miami-Dade and Monroe Counties pursuant to the Workforce Innovation and Opportunity Act (WIOA) for Adult, Dislocated Workers, and Youth. This standard will be used when determining eligibility to provide WIOA Individualized Career and Training Services to unemployed and employed individuals seeking workforce services.

In order to provide WIOA training services, a need for such services must be identified that indicates the individual could not obtain or retain employment that leads to economic self-sufficiency. The established economic self-sufficiency wage standard for adults will ensure that the greatest number of individuals are assisted through WIOA services.

Highlights from the policy are detailed below:

- Definitions – Economic self-sufficiency is defined to provide the minimum amount of cash resources needed in order for a family to meet its basic needs.
- The economic self-sufficiency standard is established for low-income families. The standard is used to determine the income needed for a family to maintain financial stability in Miami-Dade and Monroe Counties. The calculation is based on two self-sufficiency tools:
  - United for ALICE (Asset Limited, Income Constrained, Employed) Report - identifies the growing number of families who are unable to afford the basics for housing, child care, food, transportation, health care, and technology.

- Living Wage Calculator – is a market-based approach that draws upon geographically specific expenditure data related to a family’s likely minimum food, childcare, health insurance, housing, transportation, and other basic necessities (e.g. clothing, personal care items, etc.) costs.
- The economic self-sufficiency wage is established. The wage rate was derived from the ALICE report and the Living Wage Calculator for Miami-Dade and Monroe counties. The economic self-sufficiency wage is as follows:
  - Miami Dade County - \$62 per hour
  - Monroe County - \$65 per hour

The combination of the two aforementioned tools helped to identify the Lower Living Standard Income Level (LLSIL), which is defined as the income level that is adjusted for regional, metropolitan, urban, and rural differences and family size. SFWIB staff has determined that the LLSIL for Miami Dade County is 400% and Monroe County is 450% above the 100% LLSIL.

SFWIB staff is presenting the policy to the Global Talent and Competitiveness Council for a recommendation to the Board for approval.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

**POLICY  
NUMBER 000**

<b>Title:</b>	<b>Self-Sufficiency</b>		
<b>Effective:</b>		<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	001

## I. OF INTEREST TO

This policy is applicable to CareerSource South Florida (CSSF) American Job Centers (AJC), partners and Youth Service Providers.

## II. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance and establish the economic self-sufficiency standard for Workforce Innovation Opportunity Act (WIOA) for Adult, Dislocated Workers and Youth. This standard will be used when determining eligibility to provide WIOA Individualized Career and Training Services to unemployed and employed individuals seeking workforce services.

## III. BACKGROUND

The one-stop delivery system is the basic delivery system for adult and dislocated worker services. Through this system, adults and dislocated workers can access a continuum of services, which are career and training services. Pursuant to section 134 of WIOA, training services may be made available to unemployed and employed adults and dislocated workers. In order to provide WIOA training services, a need for such services must be identified that individuals could not obtain or retain employment that leads to economic self-sufficiency.

CareerSource South Florida will provide youth services in compliance with WIOA Section 129 (c)(2), to assist young people, who face significant barriers to success in the labor market, by leveraging community resources (CFR 681.470), training services (CFR 681.540), and support services (CFR 681.570) to overcome those barriers and successfully transition to self-sufficient adulthood to both employed and unemployed young people.

## IV. STATUTORY AUTHORITIES

[Department of Commerce Administrative Policy 105](#), *Priority of Service*

[540](#), [570](#), [680.210](#), [680.600](#), [681.470](#), *Code of Federal Regulations (CFR)*

- [Living Wage Calculator - Living Wage Calculation for Miami-Dade County, Florida \(mit.edu\)](#)

- [Living Wage Calculator - Living Wage Calculation for Monroe County, Florida \(mit.edu\)](#)
- [Training and Employment Guidance Letter \(TEGL\) 07-20, Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act \(WIOA\) Adult Program](#)
- [TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules](#)
- [United for ALICE – Asset Limited Income Constrained Employed](#)
- [WIOA Sec.129 \(c\)\(2\)](#)
- [Workforce Innovation and Opportunity Act \(WIOA\) sec.134\(c\)\(3\)\(E\)](#)
- [WIOA Desk Reference – Priority of Service for WIOA Adult Funds](#)

## V. DEFINITIONS

1. Basic Skills Deficient – An individual who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society. Youth participants must be assessed below the 8th grade level on the generally accepted assessment state approved test to be considered basic skills deficient.
2. Economic Self-Sufficiency – The minimum amount of cash resources needed in order for a family to meet its basic needs.
3. Eligible Spouse - The spouse of:
  - a. Any veteran who died of a service-connected disability;
  - b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
    - i. Missing in Action;
    - ii. Captured in line of duty by a hostile force; or
    - iii. Forcibly detained or interned in line of duty by a foreign government or power;
  - c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs;
  - d. Any veteran who died while a disability was in existence.
4. Low Income – An individual who:
  - a. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for Temporary Assistance for Needy Families (TANF) program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the Supplemental Security Income program established under title XVI of the

Social Security Act (42 U.S.C. 1381 et seq.), or state or local income-based public assistance;

- b. Is in a family with total family income that does not exceed the poverty line; or 70 percent of the Lower Living Standard Income Level;
  - c. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)));
  - d. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
  - e. Is a foster child for whom state or local government payments are made; or
  - f. Is an individual with a disability whose own income meets the income requirement, but who is a member of a family whose income does not meet this income requirement.
5. Public Assistance Recipient – An individual who receives, or in the past six months has received, or is a member of a family that receives or in the past six months has received, assistance through one or more of the following:
- a. Supplemental Nutrition Assistance Program;
  - b. Temporary Assistance for Needy Families;
  - c. Supplemental Security Income; or d. Other state or local income-based assistance.
6. Veteran – An individual who served in the active military, naval, or air service, and was discharged or released under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes (38 U.S.C. 101(2)).
7. Veteran Priority of Service – Veterans and eligible spouses are given priority over non-covered persons for the receipt of employment, training and placement services provided under a qualified job training program. Priority means veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the services instead of or before the non-covered person.

## **VI. POLICY**

Under WIOA sec 134(c)(3)(A) training services may be available to unemployed and employed adults and dislocated workers, including young people when the AJC staff, or youth staff have determined after conducting an interview, evaluation, or assessment, and career planning, that the participant is:

- unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;

- in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment,
- have the skills and qualifications to participate successfully in training services
- is determined eligible in accordance with the State and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) if training services are provided through adult the adult funding stream; and
- Selected a program of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate.

## **VII. PRIORITY OF SERVICE**

Veterans and eligible spouses must be provided with priority of service when seeking training services. A veteran must meet the program's eligibility criteria to receive services under the respective employment and training program. Priority must be provided in the following order:

- First, to veterans and eligible spouses. This means that veterans and eligible spouses who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds for individualized career and training services.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth, priority populations established by the Governor and the Local Workforce Development Board (LWDB).
- Last, to non-covered persons outside the groups given priority under WIOA.

## **VIII. UNEMPLOYED AND EMPLOYED ADULTS & YOUTH**

### **A. Unemployed at Time of WIOA Registration**

Unemployed individuals that had an income during the previous 6 months that is over the threshold as identified on the Florida Poverty Level (FPL) / LLSIL, per family size, but is lower than the self-sufficient level determined by ALICE, per family size, may be provided WIOA individualized career and training services.

There is no economic self-sufficiency determination for unemployed dislocated workers.

### **B. Employed at Time of WIOA Registration**

Adult and Youth individuals who are employed at the time of WIOA registration may be provided with WIOA Individualized Career and Training services, if they do not meet

the economic self-sufficiency wage standard. Dislocated workers that are employed at the time of WIOA registration, earned wages cannot exceed 80% of the wages earned from the job of dislocation.

## **IX. SELF-SUFFICIENCY TOOLS**

### **A. Asset Limited, Income Constrained, Employed (ALICE)**

ALICE represents the growing number of families who are unable to afford the basics of housing, child care, food, transportation, health care, and technology.

ALICE defines the amount of income necessary to meet the minimum average income that a household needs to afford housing, childcare, food transportation, health care, and a smartphone plan, plus taxes. The standard, therefore, estimates the level of income necessary for a given family type that does not qualify for public assistance but are receiving wages or received wages higher than the FPL and/or the LLSIL. These households struggle to make ends meet but often earn too much to qualify for assistance.

### **B. Living Wage Calculator**

The living wage model is an alternative measure of basic needs. It is a market-based approach that draws upon geographically specific expenditure data related to a family's likely minimum food, childcare, health insurance, housing, transportation, and other basic necessities (e.g. clothing, personal care items, etc.) costs. The living wage draws on these cost elements and the rough effects of income and payroll taxes to determine the minimum employment earnings necessary to meet a family's basic needs while also maintaining economic self-sufficiency.

## **X. EXCEPTIONS**

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



5. **Childcare Expenses** – Assistance may be provided for a limited time when the participant is receiving career or training and employment services.
6. **Work Permit** – May be provided for a participant to renew a work permit to obtain or retain employment.
7. **Other support services**
  - a. **Notary Public** – Assistance may be provided to participants to legalize documents.
  - b. **Youth program participation** – May be provided when a participant
8. **Employment Incentives** – May be provided when a participant is no longer receiving workforce services and has retained employment for six (6) months and one (1) year after exit.
9. **Reasonable accommodations for individuals with disabilities** – Assistance may be made available by contacting the Regional ADA Coordinator.
10. **Health Care** – Referral assistance may be provided for health services such as medical, dental and optical care.
11. **Needs-related Payments** – Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.
12. **Legal aid services** - Referral assistance may be provided

## VII. EXCEPTIONS

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



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8E

**AGENDA ITEM SUBJECT:** SELF-ATTESTATION POLICY

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval of the Workforce Innovation and Opportunity Act Self-Attestation Policy, as set forth below.

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

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

On March 02, 2023, South Florida Workforce Investment Board (SFWIB) staff received a copy of the United States Department of Labor (USDOL)/Employment and Training Administration Advisories, Training and Employment Guidance Letters (TEGL) 09-22 for the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance. The USDOL recommended that States and local areas should review their youth program policies and procedures to comply with this guidance. The SFWIB updated its Self-Attestation Policy to ensure compliance with the WIOA.

Highlights from the policy are detailed below:

- This policy addresses the appropriate self-attestation protocol for Title I program eligibility and data validation requirements.
- Self-attestation allows applicants to self-certify eligibility information when the ability to provide documentation becomes too burdensome to obtain for WIOA eligibility purposes.
- Self-attestation shall be used only when other allowable documentation sources for WIOA eligibility criteria are not available.
- The lack of source documentation beyond self-attestation shall not delay or prevent enrollment and receipt of WIOA services.
- Self-attestation shall serve as sufficient evidence when other options of documentation or third party corroboration are not available.

SFWIB staff completed the WIOA review process and is presenting the policy to the Council for a recommendation to the Board for approval.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

POLICY  
NUMBER **000**

<b>Title:</b>	<b>Self-Attestation</b>		
<b>Effective:</b>		<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	001

## I. OF INTEREST TO

This policy is applicable to Local Workforce Development Board (LWDB) 23, CareerSource South Florida (CSSF) American Job Centers (AJC), Youth Service Providers, and partners.

## II. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the Workforce Innovation and Opportunity Act (WIOA) Title I eligibility determinations for Adult, Dislocated Workers, and Youth when self-attestation is used by an applicant. This policy addresses the appropriate self-attestation protocol for Title I program eligibility and data validation requirements. Self-attestation allows applicants to self-certify eligibility information when the ability to provide documentation becomes too burdensome to obtain for WIOA eligibility purposes.

## III. BACKGROUND

Definitive verification may be required in some cases when an individual cannot or does not have access to certain documents for eligibility purposes. As such, the WIOA allows for self-attestation to verify eligibility documents that, in rare cases, are not verifiable or may cause undue hardship for applicants to obtain. Further, the Department of Labor (DOL) establishes that self-attestation is an important option for populations with barriers to obtaining eligibility and reporting documents and helps to ensure such populations are able to equitably access WIOA services.

## IV. STATUTORY AUTHORITIES

- [Workforce Innovation and Opportunity Act \(WIOA\) of 2014, Public Law 113-128](#)
- [Training and Employment Guidance Letter \(TEGL\) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)
- [TEGL 09-22, WIOA Title I Youth Formula Program Guidance](#)
- [TEGL 07-18, Guidance for Validating Jointly Required Performance Data Submitted under the WIOA](#)

- [Florida Statutes § 668.50](#), *Uniform Electronic Transaction Act*
- [CareerSource Florida Administrative Policy 095](#), *WIOA Youth Program Eligibility*

## V. DEFINITIONS

1. Adult – means an individual who is age 18 or older unless otherwise specified.
2. Basic Skills Deficient – means with respect to an individual--
  - (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
  - (B) who is a youth or adult that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.
3. Case Note – means either paper or electronic statements made by the case manager in the appropriate case management information system (MIS) to identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager who obtained the information.
4. Dislocated Worker (DW) – means an adversely affected individual that has been terminated, laid off, or notified of layoff, and is eligible for or has exhausted Unemployment Compensation benefits, and is unlikely to return to his or her previous occupation.
5. Electronic/Digital Signature or Declaration – means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
6. Emergency Assistance – means a form of “related assistance” and means assistance provided by grantees that addresses immediate needs of eligible Migrant and Seasonal Farmworker (MSFW) and their dependents. An applicant's self-certification is accepted as sufficient documentation of eligibility for emergency assistance.
7. In-School Youth (ISY) – means an individual who is attending school (as defined under State law); not younger than age 14 or less (unless an individual with a disability who is attending school under State law) older than age 21; a low income individual; and one or more of the following: basic skills deficient, an English learner, an offender, a homeless individual (as defined by Federal law), pregnant or parenting, an youth who is an individual with a disability, or an individual who requires additional assistance to complete an educational program or to secure or hold employment.
8. Out-of-School Youth (OSY) – means an individual who is not attending school (as defined under State law); not younger than 16 or older than age 24; and one or more of the following: 1) a school dropout, 2) a youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter, 3) a recipient of a secondary school

diploma or its recognized equivalent who is a low-income individual who is basic skills deficient or an English language learner.

9. Self-Attestation (also referred to as Applicant or Participant Statement) – means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. Electronic signatures or a submission from the applicant such as an email, text, or unique online survey response is considered an electronic signature or verification. The signature shall be participant generated and traceable to the participant. The form and signature can be on paper or in the State management information system, with an electronic signature. Documentation of the self-attestation shall be retained in the participant's file.
10. Self-Certification – means an individual's signed attestation that the information they submit to demonstrate eligibility for a program under title I of WIOA is true and accurate. The individual's written statement attests that they are eligible to receive services under title I of WIOA.
11. Source Documents – means documentation provided by a participant, used for the data element validation process for eligibility.

## **VI. SELF-ATTESTATION**

Self-attestation shall be used only when other allowable documentation sources for WIOA eligibility criteria are not available. The key elements for self-attestation are that the individual: 1) identifies their status; and 2) signs and dates a form (hard copy or virtual) attesting to their status. Self-attestation shall also be used to clarify documentation that is considered insufficient by itself.

### **A. Initial Eligibility**

Self-attestation documentation shall be in addition to the source documentation previously established for the identified criteria for WIOA eligibility, as indicated in the SFWIB Self-Attestation Procedures. Self-attestation shall take place when an applicant acknowledges, signs and dates the SFWIB Self-Attestation form to attest to his or her status for an eligibility criterion or set of eligibility criteria. The lack of source documentation beyond self-attestation shall not delay or prevent enrollment and receipt of WIOA services.

The self-attestation shall be initially accepted from an applicant who has experienced a loss of documentation due to natural or man-made disasters (i.e., fire, flood, hurricane, or tornado); eviction from residence resulting in a loss of supporting documentation; or the applicant is fleeing or has fled an abusive or an untenable home situation.

### Re-Verification

Eligibility of the participant shall be re-verified to obtain the actual documentation based on the situation(s) following a disaster, but shall not exceed six months or extend beyond the grant closure date and shall be documented in the Employ Miami Dade (EMD) management information system.

Self-attestation shall serve as sufficient evidence when other options of documentation or third party corroboration are not available.

## **B. Authorized Agency Eligibility Verification**

When appropriate, WIOA eligibility criteria shall be verified via telephone contact or document inspection with recognized governmental or social service agencies. The information obtained must be verified and recorded on the Telephone/Document Inspection Verification section of the SFWIB Self-Attestation form. Information recorded shall be sufficient to enable a monitor or auditor to trace back to the governmental or social service agency or the document used at the time the information was verified. Telephone verification shall include the name of said agency's representative providing the verification information. Verification of eligibility via document inspection is appropriate when documents cannot or may not be machine-copied. The standard Telephone/Document Inspection Verification section of the SFWIB Self-Attestation form shall be required when this method is used.

## **C. Documentation**

The process of collecting source documentation for data validation may, in some circumstances, take place at the same time as the determination of an individual's program eligibility even though said actions serve different purposes. Eligibility determination shall only need to confirm that an individual meets the requirements of a program before becoming a participant in the program.

Self-attestation shall be an acceptable source of documenting almost all program elements related to WIOA Youth eligibility. Documentation is not required to prove low-income status for eligibility determination for the majority of out-of-school youth (OSY). There shall be only three instances when documentation is required to determine OSY eligibility:

1. Basic skill deficient;
2. English language learner; or
3. An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

The documentation shall be used to verify OSY low-income status. Other OSY do not need to be low-income or document their income.

Individuals who receive or are eligible to receive free or reduced lunch, foster youth, homeless youth, and youth living in a high-poverty area shall automatically be considered low income.

Basic skills deficient is the only source documentation that shall not be used for self-attestation.

## **D. Self-Attestation Form**

The SFWIB Self-Attestation form shall be completed for every applicant that is experiencing difficulty in obtaining the established source documents. The form shall be used to document the key elements for self-attestation, which are (a) the applicant identifying his or her status for permitted elements, and (b) signing and dating a form attesting to self-identification.

#### **E. Case Notes**

A case note shall be added to EMD detailing the reason and/or circumstance that prevented the applicant from obtaining source documentation established for WIOA eligibility purposes. Case notes shall be recorded in EMD by the AJC and Youth Service Provider staff when conducting WIOA services.

#### **F. Monitoring**

In addition to any federal or state monitoring activities, the SFWIB Office of Continuous Improvement shall conduct monitoring of the Self-attestation requirements. Said monitoring activities shall include, but are not limited to:

- a. Reviewing data in EMD and any other pertinent management information system.
- b. Reviewing electronic or hard copy case files and source documentation.
- c. Reviewing corrective actions, when applicable.

### **VII. LIMITATIONS**

When a natural disaster has been declared by a federal agency, the following items shall be restricted from the use for self-attestation:

- a. Proving identity.
- b. Social security number.
- c. Residential address.
- d. Selective Service registration.
- e. Citizenship / Right to Work status.
- f. Family Size.
- g. Basic skills deficient.
- h. Youth requiring additional assistance.

### **VIII. EXCEPTIONS**

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





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8F

**AGENDA ITEM SUBJECT:** AMERANT BANK PERSONAL BANKING REPRESENTATIVE APPRENTICESHIP 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 \$30,000 in Workforce Innovation and Opportunity Act funding for the Amerant Bank Personal Banking Representative Apprenticeship, as set forth below.

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

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

### **BACKGROUND:**

The South Florida Workforce Investment Board (SFWIB) in collaboration with Miami Dade College offers employer-driven apprenticeship programs. The partnership developed an apprenticeship program with one participating employer. The apprenticeship program is the Personal Banking Representative. The apprenticeship programs will lead to a career pathway that combines coursework, mentoring, on-the-job training (OJT), and paid wages that increase as the apprentice learns new skills and take on more responsibilities. Apprentices will learn key responsibilities and skills required to become proficient in the occupation. Upon program completion, apprentices will receive a Florida Department of Education Registered Apprenticeship Certificate of Completion, recognized by the United States Department of Labor.

The Personal Banking Representative is a program is designed for persons who aspire to become Personal Banking Representatives (Tellers). Participants are prepared to provide customer service to clients and perform tasks, which may include, filing and maintaining customer records, reconciling teller drawers, handling bank transfers, assisting with online accounts, completing transactions, accepting deposits, and answering banking or financial related questions. Amerant Bank will hire two apprentices with a starting wage of \$18.00 per hour, which will be increased to \$19.50 after 1,000 hours have been completed. The SFWIB will provide a 40 percent reimbursement to Amerant Bank, for gross wages, which includes 2,000 hours of OJT. The total amount of reimbursement shall not exceed \$30,000. The MDC Works staff will assist with recruitment and administration.

Amerant Bank Personal Banker Representative Apprenticeship				
Project Wage	OJT Hours	40 percent Wage Reimbursement	Training Cost Per Apprentice	Total Project Cost @ 2 Apprentices
\$18.00	1000	\$7.20	\$7,200.00	\$14,400.00
\$19.50	1000	\$7.80	\$7,800.00	\$15,600.00
			Total Project Cost	\$30,000.00

Miami Dade College will serve as the Apprenticeship Sponsor for all programs, deliver the related technical instruction, and provide support for other relevant training tools and services to program participants.

**FUNDING:** Workforce Innovation and Opportunity Act

**PERFORMANCE:** Performance Chart Attached

Amerant Bank Personal Banking Representative Apprenticeship	
Local Workforce Development Area (LWDA) Performance	Projected Local Performance
Number of Participants Served	2
Number of Participants to Complete Training	2
Training Completion Rate	100.00%
Number of Participants to be Placed into Jobs	2
Employment Rate	100.00%
Average Wage	\$19.50
Avg Net Economic Benefit	\$25,560
Return-On-Investment	\$1.70
Economic Impact	\$51,120.00

State and Federal Performance (Achieved and Projected)		
Indicators of Performance WIOA Adult (AD) & Wagner-Peyser (WP)	Negotiated Performance Goal	Projected Performance
Employment Rate 2nd Quarter After Exit-AD	64.50%	155.04%
Employment Rate 4th Quarter After Exit-AD	66.10%	151.29%
Median Earnings 2nd Quarter After Exit-AD	\$5,034.00	\$10,140.00
Credential Attainment-AD	50.60%	197.63%
Measurable Skill Gains-AD	24.90%	401.61%
Employment Rate 2nd Quarter After Exit-WP	61.70%	162.07%
Employment Rate 4th Quarter After Exit-WP	59.40%	168.35%
Median Earnings 2nd Quarter After Exit -WP	\$5,173.00	\$10,140.00

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 8G

**AGENDA ITEM SUBJECT:** RECOMMENDATION TO APPROVE FUNDING FOR TWO APPRENTICESHIP NAVIGATORS

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$170,194 in Workforce Innovation and Opportunity Act funding to hire two apprenticeship navigators, as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

The South Florida Workforce Investment Board (SFWIB) leads the State in new registered apprenticeship programs. As of June of 2016, the SFWIB has approved 35 registered apprenticeships to its approved eligible training providers list (ETPL). In addition, three pre-apprenticeship programs have also been added to the ETPL to train both youth and adults. In the first three months of program year (PY) 2022-2023, the SFWIB invested \$462,426 in employer wage reimbursement for 49 apprentices in three different apprenticeship programs for residents of Local Workforce Development Area (LWDA) 23.

Registered apprenticeship programs are required to have apprenticeship navigators to cover key elements and help communicate the value of the programs to businesses, education providers, and associations in the local workforce area. Through implementation of a strategic outreach plan that amplifies its proven successes, apprenticeship navigators convene businesses, related training instruction providers, and potential sponsors in order to recruit and establish new apprenticeship and pre-apprenticeship programs. The Apprenticeship Navigators will assist in screening potential programs to ensure the program design are inclusive in order to promote diversity, equity, and inclusion.

SFWIB staff recommends allocating funding to Miami-Dade College to hire two (2) Apprenticeship Navigators. The projected salary and fringe benefits for each position is \$85,097. The Apprenticeship Navigators will also be responsible for all SFWIB apprenticeship programs.

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 \$170,194 in Workforce Innovation and Opportunity Youth funds to Miami-Dade College to hire two (2) Apprenticeship Navigators.

**FUNDING:** Workforce Innovation and Opportunity Act

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9A

**AGENDA ITEM SUBJECT:** REACH ACT UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

Florida's The Reimagining Education and Career Help (REACH) Act of 2021, is a comprehensive blueprint for enhancing access, alignment and accountability across the state's workforce development system. The law calls for the Governor's REACH Office to develop criteria for assigning a letter grade to each local workforce development board and for CareerSource Florida to assign and make the letter grades public annually. The letter grade system provides a standard, statewide assessment that allows local workforce development boards to identify areas in which they excel and areas that can be strengthened to improve outcomes for all Floridians.

The South Florida Workforce Investment Board (SFWIB) received a 94.80 rating for Quarter 3, equating to an A letter grade. Of the eight letter grade metrics, the SFWIB met 100 percent of the target for Metric 1 - Participants' with Increased Earnings, and Metric 2 - Reduction in Public Assistance, respectively. Additionally, the SFWIB met the Extra Credit Metric - Serving Individuals on Public Assistance.

The SFWIB is currently ranked 7th out of the 24 Local Workforce Development Boards (LWDB). SFWIB staff will continue to implement new strategies and local monitoring tools to increase the letter grade for Quarter 4 and future quarters to come.

The REACH Act standings for each LWDB as well as the SFWIB's local performance is attached for the Council's review.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

## REACH ACT Quarter 3 Update

The table below shows the preliminary data on a rolling four-quarter basis.

Data as of: 3/31/2023

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met <sup>1</sup> (%)	Weighted Performance <sup>2</sup> (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	17,640	32,661	54.01	-	45.00	100.00	<b>25.00</b>
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	19,005	32,529	58.42	-	35.00	100.00	<b>25.00</b>
3. Employment and Training Outcomes	Employment and Training Services	0.20	16	18	88.89	-	100.00	88.89	<b>17.78</b>
4. Participants in Work-Related Training	Training Services	0.10	3,274	14,955	21.89	-	25.00	87.56	<b>8.76</b>
5. Continued Repeat Business	Business Services	0.05	8,521	33,271	25.61	-	35.00	73.17	<b>3.66</b>
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	2.92	100.00	90.00	<b>4.50</b>
PY 2021-2022 Business Penetration		-	8,342	74,110	11.26	-	-	-	-
PY 2022-2023 Business Penetration		-	10,845	76,477	14.18	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	7.92	15.51	51.06	-	100.00	51.06	<b>5.11</b>
Exiters: Local Board (N) / Statewide (D)		-	6,325	79,844	7.92	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$24,472,529	\$157,813,605	15.51	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	8,255	15,703	52.57	-	-	-	<b>5.00</b>
								Total	<b>94.80</b>

<sup>1</sup> Percentage of Target Met for the Business Penetration metric is based on year-over-year percentage point difference as follows:

- $\geq 4 = 100\%$
- 2 to  $< 4 = 90\%$
- 0 to  $< 2 = 80\%$
- -2 to  $< 0 = 70\%$
- -4 to  $< -2 = 60\%$
- -6 to  $< -4 = 40\%$
- -8 to  $< -6 = 20\%$
- $< -8 = 0\%$

<sup>2</sup> Weighted Performance for the Extra Credit Metric are extra credit points awarded based on the rate as follows:

- $\geq 50\% = 5$  points
- 46% to  $< 50\% = 4$  points
- 44% to  $< 46\% = 3$  points
- 42% to  $< 44\% = 2$  points
- 40% to  $< 42\% = 1$  point



PY 2022-2023, Quarter 3 Performance Update by LWDB

Local Workforce Development Board	Q3 Total (%)
<a href="#">01 - CareerSource Escarosa</a>	93.09
<a href="#">02 - CareerSource Okaloosa Walton</a>	83.77
<a href="#">03 - CareerSource Chipola</a>	97.45
<a href="#">04 - CareerSource Gulf Coast</a>	87.32
<a href="#">05 - CareerSource Capital Region</a>	88.62
<a href="#">06 - CareerSource North Florida</a>	90.76
<a href="#">07 - CareerSource Florida Crown</a>	84.15
<a href="#">08 - CareerSource Northeast Florida</a>	99.33
<a href="#">09 - CareerSource North Central Florida</a>	84.61
<a href="#">10 - CareerSource Citrus Levy Marion</a>	91.56
<a href="#">11 - CareerSource Flagler Volusia</a>	101.6
<a href="#">12 - CareerSource Central Florida</a>	95.3
<a href="#">13 - CareerSource Brevard</a>	84.88
<a href="#">14 - CareerSource Pinellas</a>	91.61
<a href="#">15 - CareerSource Tampa Bay</a>	95.44
<a href="#">16 - CareerSource Pasco Hernando</a>	92.03
<a href="#">17 - CareerSource Polk</a>	93.9
<a href="#">18 - CareerSource Suncoast</a>	85.45
<a href="#">19 - CareerSource Heartland</a>	95.56
<a href="#">20 - CareerSource Research Coast</a>	87.75
<a href="#">21 - CareerSource Palm Beach County</a>	91.29
<a href="#">22 - CareerSource Broward</a>	93.54
<a href="#">23 - CareerSource South Florida</a>	94.8
<a href="#">24 - CareerSource Southwest Florida</a>	92.92

**Letter Grades Scale:**

A+: ≥ 97

A : 93 to < 97

A-: 90 to < 93

B+: 87 to < 90

B : 83 to < 87

B-: 80 to < 83

C+: 77 to < 80

C : 73 to < 77

C-: 70 to < 73

D : 60 to < 70

F : < 60



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9B

**AGENDA ITEM SUBJECT:** WIOA INDICATORS OF PERFORMANCE UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

On May 5, 2022, the Florida Department of Commerce completed the state-level performance negotiations with the U.S. Department of Labor (USDOL) Employment and Training Administration for Workforce Innovation and Opportunity Act (WIOA) Titles I and III funded programs for Program Years (PY) 2022-2023 and 2023-2024. The negotiated WIOA primary performance indicators measures the Adult, Dislocated Worker, Youth, and Wagner-Peyser programs. The performance accountability indicators are used to assess the effectiveness of local workforce development boards to continue providing workforce services in their respective areas.

The South Florida Workforce Investment Board (SFWIB) received the latest update regarding the indicators of performance for the PY 2022-2023 3rd Quarter (Q3) performance. The SFWIB is currently meeting or exceeding 16 of the 18 measures, which is an increase from the 2nd Quarter (Q2) performance in which the board was only meeting 13 of the 18 measures.

The three measures that were either met or exceeded in Q3 are:

1. WIOA Adults Employed 2nd Quarter After Exit
2. WIOA Adults Employed 4th Quarter After Exit
3. Youth Employed 4th Quarter After Exit

In an effort to ensure the required performance goals for Q4 are met for PY 2022-2023, SFWIB staff has placed an emphasis on the WIOA Dislocated Worker, Employed 2nd Quarter After Exit and Employed 4th Quarter After Exit measures.

The increase from Q2 to Q3 is attributed to the implementation of the WIOA performance strategies set by SFWIB staff. SFWIB staff is currently working to meet or exceed all 18 of the Q4 measures for PY 2022-2023.

The Indicators of Performance Report is attached for the review of the Council.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

### LWDB 23 - Indicators of Performance Update

Measures	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 Performance Goals
<b>Adults:</b>							
Employed 2nd Qtr After Exit	60.2	93.33	56.30	87.29	60.70	94.11	64.50
Median Wage 2nd Quarter After Exit	\$7,008	139.21	\$6,981	138.68	\$7,052	140.09	\$5,034
Employed 4th Qtr After Exit	50.2	75.95	55.10	83.36	60.00	90.77	66.10
Credential Attainment Rate	44.8	88.54	55.60	109.88	55.90	110.47	50.60
Measurable Skill Gains	93	373.49	91.70	368.27	94.60	379.92	24.90
<b>Dislocated Workers:</b>							
Employed 2nd Qtr After Exit	68.60	86.07	66.50	83.44	69.00	86.57	79.70
Median Wage 2nd Quarter After Exit	\$9,419.00	115.43	\$9,178	112.48	\$9,419	115.43	\$8,160
Employed 4th Qtr After Exit	80.00	97.68	66.50	81.20	69.40	84.74	81.90
Credential Attainment Rate	100.00	125.79	76.80	96.60	77.10	96.98	79.50
Measurable Skill Gains	88.80	222.00	87.70	219.25	86.00	215.00	40.00
<b>Youth:</b>							
Employed 2nd Qtr After Exit	73.30	96.70	69.80	92.08	73.70	97.23	75.80
Median Wage 2nd Quarter After Exit	\$5,551.00	150.35	\$5,468	148.10	\$5,477	148.35	\$3,692
Employed 4th Qtr After Exit	100.00	135.32	65.60	88.77	70.90	95.94	73.90
Credential Attainment Rate	100.00	170.94	55.10	94.19	55.90	95.56	58.50
Measurable Skill Gains	70.60	140.36	81.60	162.23	76.70	152.49	50.30
<b>Wagner Peyser:</b>							
Employed 2nd Qtr After Exit	59.80	96.92	56.90	92.22	63.90	103.57	61.70
Median Wage 2nd Quarter After Exit	\$6,966.00	134.66	\$6,948.00	134.31	\$7,061	136.50	\$5,173
Employed 4th Qtr After Exit	58.50	98.48	57.10	96.13	61.40	103.37	59.40

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9C

**AGENDA ITEM SUBJECT:** ONE STOP OPERATOR UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

**BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards (LWDBs) to use a competitive procurement process to select a one-stop operator and to conduct a competitive procurement of one-stop operators at least once every four years. SFWIB released a Request for Proposals (RFP) for agencies capable of providing One Stop Operator services on June 5, 2023. The first RFP did not yield any respondents. As a result of which, staff re-released a second RFP on July 27, 2023.

Staff hosted an Offeror's Conference on August 15, 2023 and submissions are due by August 28, 2023. If the RFP is successful, staff will present to the board a recommendation of the successful respondent as the new One Stop Operator. If the RFP is unsuccessful, staff will request authorization to conduct a sole source procurement and/or have another workforce board conduct procurement process which will allow CSSF to bid as its own One Stop Operator. Staff is also preparing a request to have the current temporary authorization to serve as the One Stop Operator renewed by Florida Commerce. The current temporary approval will expire on September 30, 2023. This will provide additional time for staff to secure a permanent One Stop Operator.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9D

**AGENDA ITEM SUBJECT:** THE MAYOR'S CAREER & JOB FAIR SERIES UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

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

**STRATEGIC PROJECT:** **Improve employment outcomes**

### **BACKGROUND:**

Since February 2022, the Office of Mayor Daniella Levine Cava, the Miami-Dade County Human Resources Department, and CareerSource South Florida (CSSF) have hosted a series of monthly Career & Job Fair events throughout Miami-Dade County. Due to the success of last year's events, the Mayor has extended the series through February 2024.

With over 26 county departments in attendance, the Mayor's Career & Job Fair series has attracted over 6,970 job seekers who have learned about the long-term opportunities available in one of the most diverse workforce areas in the nation. The event is unique in that each county department conducts same-day on-site interviews and background screenings of candidates, which, to date, resulted in 956 subsequent job offers. The most recent event, which took place at the Main Library on July 19, 2023, attracted a record 613 attendees. This method of recruitment has proven to be a successful tool that has streamlined the onboarding process and improved the overall effectiveness of recruiting talent.

In addition to the monthly Career & Job Fairs for all departments, Miami-Dade County and CSSF facilitated two specialized recruitment events for the Regulatory & Economic Resource (RER) and Miami-Dade Police Departments (M-DPD). The RER event took place in March 2023 at their location in Tamiami, where a total of 70 candidates attended, 24 of whom received contingent job offers. The M-DPD event took place at the Samuel K. Johnson Youth Center in April 2023, where a total of 229 candidates attended, 37 of whom received conditional job offers. CareerSource South Florida will continue to support the recruitment of candidates to carry out the mission of Miami Dade County and to strengthen the local economy.

The next event in the series will be held on Wednesday, August 23, 2023 at the Dennis C. Moss Cultural Arts Center.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

Career Fair  
Contingent Job Offers

	Career Fair Locations																								
Miami-Dade County Departments	111 Bldg. February 2022	MDC Homestead March 2022	MDC Hialeah April 2022	D.A. Dorsey May 2022	MDC Kendall June 2022	M-DPD Dwtn 2nd Chance June 2022	MDC North July 2022	MDC North Corrections Only August 2022	MDC Doral August 2022	Youth Fair September 2022	Joe Celestin Center October 2022	Florida Memorial University November 2022	Corrections HQ Corrections Only December 2022	Pichol Williams Homestead December 2022	MDC North January 2023	MDC Doral February 2023	RER Career Fair March 2023	Joseph Caleb Center March 2023	Police Career Fair April 2023	Oak Grove Park April 2023	Goulds Park May 2023	MDC Hialeah June 2023	Miami-Dade Central Library July 2023	TOTAL	
<b>Attendance</b>	<b>0</b>	<b>184</b>	<b>200</b>	<b>454</b>	<b>156</b>	<b>500</b>	<b>369</b>	<b>380</b>	<b>277</b>	<b>216</b>	<b>378</b>	<b>283</b>	<b>423</b>	<b>182</b>	<b>600</b>	<b>339</b>	<b>70</b>	<b>308</b>	<b>227</b>	<b>229</b>	<b>381</b>	<b>201</b>	<b>613</b>	<b>6,970</b>	
Cultural Affairs				11											9										20
PROS (Parks & Open Space)		13	13							8						1									35
Solid Waste			30			13					10														53
Library			7	12		6	7			10	6	4	5			10	7					10	5		89
Seaport			7			12				9	8	7	1												67
Internal Services						4				13	8	7	2		4	2									44
Water & Sewer							8				10			27	10						1	2	1		60
Corrections & Rehabilitation				86				164					144												394
Finance												6			1							2	3		12
Transit											33														33
Animal Services											10	9													19
Tax Collector														11		10					11	8			40
CAHSD										6		5			7	5									23
Aviation															4										4
Regulatory & Economic Resource																	24							2	26
Police																			37						37
<b>Total Contingent Offers</b>	<b>N/A</b>	<b>13</b>	<b>57</b>	<b>109</b>	<b>0</b>	<b>35</b>	<b>15</b>	<b>164</b>	<b>33</b>	<b>40</b>	<b>81</b>	<b>28</b>	<b>144</b>	<b>38</b>	<b>41</b>	<b>29</b>	<b>24</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>12</b>	<b>22</b>	<b>34</b>	<b>956</b>	
<b>Placement Percentage</b>	<b>0</b>	<b>7.07%</b>	<b>28.50%</b>	<b>24.01%</b>	<b>0.00%</b>	<b>7.00%</b>	<b>4.07%</b>	<b>43.16%</b>	<b>11.91%</b>	<b>18.52%</b>	<b>21.43%</b>	<b>9.89%</b>	<b>34.04%</b>	<b>20.88%</b>	<b>6.83%</b>	<b>8.55%</b>	<b>34.29%</b>	<b>0.00%</b>	<b>16.30%</b>	<b>0.00%</b>	<b>3.15%</b>	<b>10.95%</b>	<b>5.55%</b>	<b>13.72%</b>	

*Note: Due to the County's implementation of a new system, no job seekers were hired at the June 2022 event. Additionally, no conditional job offers were extended at the non-specialized events in March 2023 and April 2023.*





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9E

**AGENDA ITEM SUBJECT:** WORKFORCE SERVICES BALANCED SCORECARD AND JOB PLACEMENTS UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

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

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

### **BACKGROUND:**

The Balanced Scorecard (BSC) measures the performance of the Workforce Development Area (WDA) 23 American Job Centers (AJC)/CareerSource center service providers. The report for Program Year (PY) 2022-23, is from July 1, 2022 through June 30, 2023. The BSC Performance Summary indicates one of the ten AJC/CareerSource center locations achieved the required 65 percent performance measures standard.

The Job Placements Year-to-Date (YTD) summary report for PY 2022-23 shows WDA 23 had a total of 5,576 job placements, which was 43.6 percent of the minimum standard and 37.1 percent of the maximum standard.

None of the ten AJC/CareerSource center locations achieved the minimum or maximum YTD job placement standard for PY 2022-23.

South Florida Workforce Investment Board (SFWIB) staff revised several local tools to improve the service delivery of the AJCs to align with the Workforce Innovation and Opportunity Act local negotiated Adult, Dislocated Worker and Wagner-Peyser programs primary performance indicators for PY 2023-24.

The AJC/CareerSource center service providers will continue implementing their corrective action plans to increase and achieve the performance standards for PY 2023-24. SFWIB staff will continue to monitor and track the progress of the effectiveness of the corrective actions and program performance.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

## CAREER CENTER SERVICE PROVIDERS PERFORMANCE SUMMARY

Balanced Scorecard PY '22-'23 (July 1, 2022 through June 30, 2023) \*

A Service Provider must meet or exceed 65% of the Balanced Scorecard Performance Measures

Service Providers	American Job Center (AJC) Locations	# of Performance Measures Standards Met	# of Performance Measures	% of Performance Measures Standards Met
Arbor E & T, LLC	Carol City AJC	11	24	45.8%
	Hialeah Downtown AJC	16	24	66.7%
	North Miami Beach AJC	13	24	54.2%
	Northside Center AJC	12	23	52.2%
The College of the Florida Keys	Florida Keys AJC's	6	18	33.3%
Miami Dade College	MDC Works	5	11	45.5%
Youth Co-Op, Inc.	Homestead AJC	12	23	52.2%
	Little Havana AJC	14	23	60.9%
	Perrine AJC	13	23	56.5%
	West Dade AJC	12	24	50.0%
LWDA		11	24	47.5%

## DJPOE Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Location	Maximum Standard		Minimum Standard		Direct Job Placement													Direct Job Placement by Type												Max Earned	Earned	% Earned	OE %	DJP %					
	#	%	#	%	Total			Universal				WIOA Individualized						Total Universal		WIOA Individualized																			
					Obtained			1Qrt				>1Qrt						1Qrt		>1Qrt																			
					1Qrt	>1Qrt	Tot	Season	Temp	Part	Full	Season	Temp	Part	Full	1Qrt	>1Qrt	Adult/DW	Job Seekers	Veterans	Ex-Offenders	RA/Homeless	TANF/CAP	SNAP															
Carol City Center	1,440	22.9%	1,224	27.0%	246	84	330	183	82	265	0	0	7	49	0	0	0	2	56	2	3	0	0	0	0	0	0	0	0	0	0	0	\$170,164	\$25,650	15.1%	80.30%	19.70%		
Hialeah Downtown Center	1,656	77.1%	1,404	90.9%	1,104	172	1,276	782	160	942	0	16	6	297	0	0	0	12	319	12	3	0	0	0	0	0	0	0	0	0	0	0	\$774,498	\$98,100	12.7%	73.82%	26.18%		
North Miami Beach Center	1,800	29.4%	1,536	34.5%	408	122	530	252	114	366	0	3	3	127	0	0	0	6	133	6	13	1	0	0	0	0	0	0	0	0	0	\$849,532	\$72,900	8.6%	69.06%	30.94%			
Northside Center	1,836	19.9%	1,560	23.4%	226	139	365	128	132	260	0	2	2	88	0	0	0	7	92	7	5	0	1	0	0	0	0	0	0	0	0	\$872,950	\$35,200	4.0%	71.23%	28.77%			
Florida Keys Center	948	5.1%	804	6.0%	39	9	48	30	9	39	0	0	2	7	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	\$661,062	\$5,900	0.9%	81.25%	18.75%			
Homestead Center	1,668	48.3%	1,416	56.9%	676	129	805	154	96	250	451	28	1	37	2	25	0	3	517	30	4	3	0	0	1	0	0	0	0	0	0	\$792,924	\$156,200	19.7%	31.06%	68.94%			
Little Havana Center	1,560	46.7%	1,332	54.7%	614	114	728	348	91	439	0	17	22	212	0	6	3	11	251	20	15	2	0	0	0	0	0	0	0	0	0	\$731,590	\$91,700	12.5%	60.30%	39.70%			
Perrine Center	1,908	34.2%	1,620	40.2%	418	234	652	299	206	505	1	31	6	71	0	20	4	4	109	28	9	0	0	0	0	0	0	0	0	0	0	\$902,499	\$40,550	4.5%	77.45%	22.55%			
West Dade Center	2,232	37.7%	1,896	44.4%	709	133	842	418	120	538	0	19	17	227	0	3	0	7	263	10	26	2	0	0	0	1	1	0	0	0	0	\$1,049,169	\$109,950	10.5%	63.90%	36.10%			
<b>Total</b>	<b>15,048</b>	<b>37.1%</b>	<b>12,792</b>	<b>43.6%</b>	<b>4,440</b>	<b>1,136</b>	<b>5,576</b>	<b>2,594</b>	<b>1,010</b>	<b>3,604</b>	<b>452</b>	<b>116</b>	<b>66</b>	<b>1115</b>	<b>2</b>	<b>54</b>	<b>7</b>	<b>52</b>	<b>1,749</b>	<b>115</b>	<b>78</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$6,804,388</b>	<b>\$636,150</b>	<b>9.3%</b>	<b>64.63%</b>	<b>35.37%</b>
																		<b>% of DJP</b>	<b>33.6%</b>	<b>2.2%</b>	<b>1.5%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>				

# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

## Regional

Performance			
	Process Quality Measures	Standard	Region
1	Training Completion Rate	75%	87.27%
2	Training Related Placements	75%	90.0%
3	Credential Attainment	75%	100.0%
4	Measurable Skills Gain	75%	89.1%
5	Training Enrollments Rate	1,116	377
6	CAP All Family Participation Rate	50%	0.34%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%
10	Short-Term Veterans EER	50%	35.04%
11	Employers Served (Employer Penetration Rate)	11,148	13,849
12	Employer Serviced with Level 1 Services	7,248	11,200
13	Jobs Openings Filled Rate	65%	5.44%
14	Referral Job Skills Match Average	80%	90.33%
Outcome Measures			
15	Employment (Obtained Employment and Direct Job Placements)	15,048	5,592
16	Employed 1st Qtr After Exit	95%	68%
17	Employed 2nd Qtr After Exit	95%	69%
18	Employed 3rd Qtr After Exit	95%	53%
19	Employed 4th Qtr After Exit	95%	51%
20	Average Days to Employment	145	112
	20a DJP Average Days to Employment	60	41
	20b Obtained Average Days to Employment	167	137
21	Employment/Job Placement Average Wage	\$14.58	\$14.97
22	Cost Per Placement	\$2,240.96	\$520.08
23	Net Economic Benefit	\$28,085.00	\$30,626.13
24	Return on the Investment	\$12.53	\$58.90

# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Arbor E&T, LLC

Carol City Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	82.35%
2	Training Related Placements	75%	90.0%	60.0%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	87.54%
5	Training Enrollments Rate	108	377	27
6	CAP All Family Participation Rate	50%	0.34%	2.49%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	13.28%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	49.23%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	50.0%
10	Short-Term Veterans EER	50%	35.04%	37.5%
11	Employers Served (Employer Penetration Rate)	1,068	13,849	1,437
12	Employer Serviced with Level 1 Services	696	11,200	1,241
13	Jobs Openings Filled Rate	65%	5.44%	0.51%
14	Referral Job Skills Match Average	80%	90.33%	88.43%
	Outcome Measures			
15	Employment (Obtained Employment and Direct Job Placements)	1,440	5,592	330
16	Employed 1st Qtr After Exit	95%	68%	65%
17	Employed 2nd Qtr After Exit	95%	69%	65%
18	Employed 3rd Qtr After Exit	95%	53%	76%
19	Employed 4th Qtr After Exit	95%	51%	56%
	20 Average Days to Employment	145	112	102
	20a DJP Average Days to Employment	60	41	23
	20b Obtained Average Days to Employment	167	137	117
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$15.09
22	Cost Per Placement	\$2,235.82	\$520.08	\$665.01
23	Net Economic Benefit	\$28,091.00	\$30,626.13	\$30,729.47
24	Return on the Investment	\$12.56	\$58.90	\$46.21

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Arbor E&T, LLC

Hialeah Downtown Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	100.0%
2	Training Related Placements	75%	90.0%	100.0%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	85.67%
5	Training Enrollments Rate	132	377	30
6	CAP All Family Participation Rate	50%	0.34%	3.45%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	10.61%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	79.81%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	100.0%
10	Short-Term Veterans EER	50%	35.04%	60.0%
11	Employers Served (Employer Penetration Rate)	1,224	13,849	1,710
12	Employer Serviced with Level 1 Services	792	11,200	1,388
13	Jobs Openings Filled Rate	65%	5.44%	12.71%
14	Referral Job Skills Match Average	80%	90.33%	99.26%
	Outcome Measures			
15	Employment (Obtained Employment and Direct Job Placements)	1,656	5,592	1,276
16	Employed 1st Qtr After Exit	95%	68%	100%
17	Employed 2nd Qtr After Exit	95%	69%	67%
18	Employed 3rd Qtr After Exit	95%	53%	85%
19	Employed 4th Qtr After Exit	95%	51%	88%
	20 Average Days to Employment	145	112	106
	20a DJP Average Days to Employment	60	41	24
	20b Obtained Average Days to Employment	167	137	116
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$17.19
22	Cost Per Placement	\$2,273.59	\$520.08	\$321.84
23	Net Economic Benefit	\$28,053.00	\$30,626.13	\$35,423.79
24	Return on the Investment	\$12.34	\$58.90	\$110.07

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# CSSF Balanced Scorecard Report

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Arbor E&T, LLC

North Miami Beach Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	84.62%
2	Training Related Placements	75%	90.0%	92.31%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	79.8%
5	Training Enrollments Rate	132	377	60
6	CAP All Family Participation Rate	50%	0.34%	0.81%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	7.34%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	67.49%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	78.57%
10	Short-Term Veterans EER	50%	35.04%	66.67%
11	Employers Served (Employer Penetration Rate)	1,332	13,849	1,713
12	Employer Serviced with Level 1 Services	864	11,200	1,548
13	Jobs Openings Filled Rate	65%	5.44%	9.42%
14	Referral Job Skills Match Average	80%	90.33%	91.63%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)	1,800	5,592	530
16	Employed 1st Qtr After Exit	95%	68%	44%
17	Employed 2nd Qtr After Exit	95%	69%	66%
18	Employed 3rd Qtr After Exit	95%	53%	26%
19	Employed 4th Qtr After Exit	95%	51%	41%
	20 Average Days to Employment	145	112	141
	20a DJP Average Days to Employment	60	41	74
	20b Obtained Average Days to Employment	167	137	155
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$15.21
22	Cost Per Placement	\$2,279.89	\$520.08	\$615.83
23	Net Economic Benefit	\$28,088.00	\$30,626.13	\$31,029.08
24	Return on the Investment	\$12.55	\$58.90	\$50.39

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# CSSF Balanced Scorecard Report

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Arbor E&T, LLC

Northside Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	75.0%
2	Training Related Placements	75%	90.0%	100.0%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	80.49%
5	Training Enrollments Rate	132	377	29
6	CAP All Family Participation Rate	50%	0.34%	2.46%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	9.74%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	66.28%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	ND
10	Short-Term Veterans EER	50%	35.04%	41.18%
11	Employers Served (Employer Penetration Rate)	1,356	13,849	2,076
12	Employer Serviced with Level 1 Services	888	11,200	1,822
13	Jobs Openings Filled Rate	65%	5.44%	3.5%
14	Referral Job Skills Match Average	80%	90.33%	98.57%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)	1,836	5,592	365
16	Employed 1st Qtr After Exit	95%	68%	74%
17	Employed 2nd Qtr After Exit	95%	69%	89%
18	Employed 3rd Qtr After Exit	95%	53%	51%
19	Employed 4th Qtr After Exit	95%	51%	51%
	20 Average Days to Employment	145	112	157
	20a DJP Average Days to Employment	60	41	18
	20b Obtained Average Days to Employment	167	137	205
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$15.95
22	Cost Per Placement	\$2,226.90	\$520.08	\$582.75
23	Net Economic Benefit	\$28,099.00	\$30,626.13	\$32,583.89
24	Return on the Investment	\$12.62	\$58.90	\$55.91

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

College of Florida Keys

Florida Keys Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	ND
2	Training Related Placements	75%	90.0%	ND
3	Credential Attainment	75%	100.0%	ND
4	Measurable Skills Gain	75%	89.1%	ND
5	Training Enrollments Rate	48	377	ND
6	CAP All Family Participation Rate	50%	0.34%	5.0%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	28.57%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	37.84%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	ND
10	Short-Term Veterans EER	50%	35.04%	20.0%
11	Employers Served (Employer Penetration Rate)	708	13,849	147
12	Employer Serviced with Level 1 Services	456	11,200	4
13	Jobs Openings Filled Rate	65%	5.44%	0.44%
14	Referral Job Skills Match Average	80%	90.33%	88.46%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)	948	5,592	48
16	Employed 1st Qtr After Exit	95%	68%	0%
17	Employed 2nd Qtr After Exit	95%	69%	0%
18	Employed 3rd Qtr After Exit	95%	53%	0%
19	Employed 4th Qtr After Exit	95%	51%	0%
	20 Average Days to Employment	145	112	60
	20a DJP Average Days to Employment	60	41	31
	20b Obtained Average Days to Employment	167	137	67
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$19.01
22	Cost Per Placement	\$2,235.82	\$520.08	\$122.92
23	Net Economic Benefit	\$28,091.00	\$30,626.13	\$39,420.38
24	Return on the Investment	\$12.56	\$58.90	\$320.71

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Miami Dade College

Miami Dade College

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	ND
2	Training Related Placements	75%	90.0%	ND
3	Credential Attainment	75%	100.0%	ND
4	Measurable Skills Gain	75%	89.1%	ND
5	Training Enrollments Rate		377	ND
6	CAP All Family Participation Rate	50%	0.34%	ND
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	ND
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	22.22%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	ND
10	Short-Term Veterans EER	50%	35.04%	ND
11	Employers Served (Employer Penetration Rate)		13,849	91
12	Employer Serviced with Level 1 Services		11,200	14
13	Jobs Openings Filled Rate	65%	5.44%	0.0%
14	Referral Job Skills Match Average	80%	90.33%	31.3%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)		5,592	16
16	Employed 1st Qtr After Exit	95%	68%	ND
17	Employed 2nd Qtr After Exit	95%	69%	ND
18	Employed 3rd Qtr After Exit	95%	53%	ND
19	Employed 4th Qtr After Exit	95%	51%	ND
	20 Average Days to Employment	145	112	53
	20a DJP Average Days to Employment	60	41	18
	20b Obtained Average Days to Employment	167	137	61
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$23.17
22	Cost Per Placement		\$520.08	ND
23	Net Economic Benefit		\$30,626.13	ND
24	Return on the Investment		\$58.90	ND

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Youth Co-Op

Homestead Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	80.65%
2	Training Related Placements	75%	90.0%	90.0%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	97.12%
5	Training Enrollments Rate	120	377	55
6	CAP All Family Participation Rate	50%	0.34%	3.42%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	11.29%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	74.09%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	100.0%
10	Short-Term Veterans EER	50%	35.04%	33.33%
11	Employers Served (Employer Penetration Rate)	1,236	13,849	1,433
12	Employer Serviced with Level 1 Services	804	11,200	1,362
13	Jobs Openings Filled Rate	65%	5.44%	52.19%
14	Referral Job Skills Match Average	80%	90.33%	94.98%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)	1,668	5,592	805
16	Employed 1st Qtr After Exit	95%	68%	67%
17	Employed 2nd Qtr After Exit	95%	69%	92%
18	Employed 3rd Qtr After Exit	95%	53%	71%
19	Employed 4th Qtr After Exit	95%	51%	62%
	20 Average Days to Employment	145	112	75
	20a DJP Average Days to Employment	60	41	25
	20b Obtained Average Days to Employment	167	137	153
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$11.68
22	Cost Per Placement	\$2,223.62	\$520.08	\$674.16
23	Net Economic Benefit	\$28,103.00	\$30,626.13	\$23,627.10
24	Return on the Investment	\$12.64	\$58.90	\$35.05

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Youth Co-Op

Little Havana Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	100.0%
2	Training Related Placements	75%	90.0%	88.89%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	91.05%
5	Training Enrollments Rate	120	377	48
6	CAP All Family Participation Rate	50%	0.34%	3.28%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	15.97%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	66.88%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	100.0%
10	Short-Term Veterans EER	50%	35.04%	31.58%
11	Employers Served (Employer Penetration Rate)	1,152	13,849	1,658
12	Employer Serviced with Level 1 Services	744	11,200	926
13	Jobs Openings Filled Rate	65%	5.44%	4.65%
14	Referral Job Skills Match Average	80%	90.33%	88.71%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)	1,560	5,592	728
16	Employed 1st Qtr After Exit	95%	68%	87%
17	Employed 2nd Qtr After Exit	95%	69%	93%
18	Employed 3rd Qtr After Exit	95%	53%	78%
19	Employed 4th Qtr After Exit	95%	51%	60%
	20 Average Days to Employment	145	112	118
	20a DJP Average Days to Employment	60	41	59
	20b Obtained Average Days to Employment	167	137	136
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$14.86
22	Cost Per Placement	\$2,270.53	\$520.08	\$451.11
23	Net Economic Benefit	\$28,056.00	\$30,626.13	\$30,450.62
24	Return on the Investment	\$12.36	\$58.90	\$67.50

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Youth Co-Op

Perrine Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	88.46%
2	Training Related Placements	75%	90.0%	92.31%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	99.18%
5	Training Enrollments Rate	144	377	51
6	CAP All Family Participation Rate	50%	0.34%	4.79%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	19.84%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	66.62%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	100.0%
10	Short-Term Veterans EER	50%	35.04%	41.67%
11	Employers Served (Employer Penetration Rate)	1,416	13,849	1,444
12	Employer Serviced with Level 1 Services	924	11,200	1,187
13	Jobs Openings Filled Rate	65%	5.44%	4.85%
14	Referral Job Skills Match Average	80%	90.33%	91.05%
Outcome Measures				
15	Employment (Obtained Employment and Direct Job Placements)	1,908	5,592	652
16	Employed 1st Qtr After Exit	95%	68%	65%
17	Employed 2nd Qtr After Exit	95%	69%	44%
18	Employed 3rd Qtr After Exit	95%	53%	45%
19	Employed 4th Qtr After Exit	95%	51%	43%
	20 Average Days to Employment	145	112	150
	20a DJP Average Days to Employment	60	41	71
	20b Obtained Average Days to Employment	167	137	165
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$15.43
22	Cost Per Placement	\$2,237.30	\$520.08	\$604.29
23	Net Economic Benefit	\$28,089.00	\$30,626.13	\$31,495.94
24	Return on the Investment	\$12.55	\$58.90	\$52.12

ND = No Data

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# CSSF Balanced Scorecard Report

Report Date: 7/1/2022 To 6/30/2023

Youth Co-Op

West Dade Center

Performance				
	Process Quality Measures	Standard	Region	Center
1	Training Completion Rate	75%	87.27%	90.0%
2	Training Related Placements	75%	90.0%	90.0%
3	Credential Attainment	75%	100.0%	100.0%
4	Measurable Skills Gain	75%	89.1%	95.73%
5	Training Enrollments Rate	180	377	77
6	CAP All Family Participation Rate	50%	0.34%	7.06%
7	Career Advancement Program (CAP) Entered Employment Rate (EER)	40%	21.2%	12.44%
8	Wagner Peyser (WP) Entered Employment Rate (EER)	65%	64.99%	44.65%
9	WIOA Adult & Dislocated Worker EER	98%	86.05%	71.43%
10	Short-Term Veterans EER	50%	35.04%	12.5%
11	Employers Served (Employer Penetration Rate)	1,656	13,849	1,975
12	Employer Serviced with Level 1 Services	1,080	11,200	1,659
13	Jobs Openings Filled Rate	65%	5.44%	15.3%
14	Referral Job Skills Match Average	80%	90.33%	97.29%
	Outcome Measures			
15	Employment (Obtained Employment and Direct Job Placements)	2,232	5,592	842
16	Employed 1st Qtr After Exit	95%	68%	76%
17	Employed 2nd Qtr After Exit	95%	69%	70%
18	Employed 3rd Qtr After Exit	95%	53%	59%
19	Employed 4th Qtr After Exit	95%	51%	59%
	20 Average Days to Employment	145	112	84
	20a DJP Average Days to Employment	60	41	40
	20b Obtained Average Days to Employment	167	137	103
21	Employment/Job Placement Average Wage	\$14.58	\$14.97	\$16.06
22	Cost Per Placement	\$2,279.89	\$520.08	\$555.88
23	Net Economic Benefit	\$28,047.00	\$30,626.13	\$32,841.85
24	Return on the Investment	\$12.30	\$58.90	\$59.08



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9F

**AGENDA ITEM SUBJECT:** YOUTH SERVICES BALANCED SCORECARD 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 Youth Balance Scorecard (BSC) measures the performance of contracted Workforce Development Area (WDA) 23 Youth Service Providers. The Youth BSC provides detailed information regarding the program performance for Program Year (PY) 2022-2023. The report measures New Enrollments, Measurable Skills Gains, Youth Education and Employment Rate-2nd Quarter After Exit, Youth Education and Employment Rate-4th Quarter After Exit and Credential Attainment. The time period for the Youth BSC Report is from July 1, 2022 thru June 30, 2023.

The In-School Youth (ISY) Program exceeded its enrollment and measurable skills gains standards. The ISY program also recorded 193 credential attainments for PY 2022-23. Although the ISY program did not meet the WDA 23 Youth Education and Employment Rate for the 2nd and 4th Quarter After Exit outcome, it exceeded the state required outcomes as documented by the Florida Department of Commerce (Florida Commerce) indicators of performance.

The Out-of-School Youth (OSY) Program enrollment performance was impacted by the local labor environment that showed fewer participants enrolling in training and an unemployment rate that was lower than the national average. However, the OSY program was still able to achieve 338 new obtained employments and 87 new training enrollments, while also exceeding the state required outcomes as documented by the Florida Commerce indicators of performance.

**ISY PERFORMANCE:**

- Enrollment Performance: Regional Standard/159; Actual Performance/219
- Measurable Skills Gains: Regional Standard/90%; Actual Performance/96%
- Youth Education and Employment Rate-2nd Quarter After Exit: Regional Standard/90%; Actual Performance/53%
- Youth Education and Employment Rate-4th Quarter After Exit: Regional Standard/90%; Actual Performance/38%
- Credential Attainment: Regional Standard/90%; Actual Performance–N/D

**OSY PERFORMANCE:**

- Enrollment Performance: Regional Standard/772; Actual Performance/522
- Measurable Skills Gains: Regional Standard/90%; Actual Performance/84%
- Youth Education and Employment Rate-2nd Quarter After Exit: Regional Standard/90%; Actual Performance/29%
- Youth Education and Employment Rate-4th Quarter After Exit: Regional Standard/90%; Actual Performance/30%
- Credential Attainment: Regional Standard/90%; Actual Performance–N/D

Youth service providers will continue to implement their corrective action plans to increase performance numbers. South Florida Workforce Investment Board staff will continue to monitor the progress of the corrective actions and track any increase in program performance.

**FUNDING:** N/A

**PERFORMANCE:** WIOA

*ATTACHMENT*



# CSSF Youth Balanced Scorecard Report

Report Date: 7/1/2022 thru 6/30/2023

Regional for ISY Providers		
Measure	Standard	Region
New Enrollments	159	154
Total Enrollments	159	219
PWE Enrollments	153	88
Measurable Skills Gain	90%	96%
Credential Attainment	90%	N/D
Outcome Measures		
Education and Employment Rate - 1st Qtr After Exit	90%	54%
Education and Employment Rate - 2nd Qtr After Exit	90%	53%
Education and Employment Rate - 3rd Qtr After Exit	90%	59%
Education and Employment Rate - 4th Qtr After Exit	90%	38%

# CSSF Youth Balanced Scorecard Report

Report Date: 7/1/2022 thru 6/30/2023

Regional for OSY Providers		
Measure	Standard	Region
New Enrollments	416	556
Total Enrollments	772	522
New Enrollments (General Population)	280	337
New Enrollments (Youth Offender)	34	N/D
New Enrollments (Homeless Runaway Foster Care)	34	19
New Enrollments (Pregnant or Parenting)	34	N/D
New Enrollments (Disability)	34	5
PWE Enrollments	407	160
Measurable Skills Gain	90%	84%
Credential Attainment	90%	N/D
Outcome Measures		
Employment (Obtained, Direct, & Post Secondary)		338
Education and Employment Rate - 1st Qtr After Exit	90%	44%
Education and Employment Rate - 2nd Qtr After Exit	90%	29%
Education and Employment Rate - 3rd Qtr After Exit	90%	40%
Education and Employment Rate - 4th Qtr After Exit	90%	30%

**LWDB 23**

Measures	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 Performance Goals
<b>Youth:</b>							
Employed 2nd Qtr After Exit	73.30	96.70	69.80	92.08	73.70	97.23	<b>75.80</b>
Median Wage 2nd Quarter After Exit	\$5,551.00	150.35	\$5,468	148.10	\$5,477	148.35	<b>\$3,692</b>
Employed 4th Qtr After Exit	100.00	135.32	65.60	88.77	70.90	95.94	<b>73.90</b>
Credential Attainment Rate	100.00	170.94	55.10	94.19	55.90	95.56	<b>58.50</b>
Measurable Skill Gains	70.60	140.36	81.60	162.23	76.70	152.49	<b>50.30</b>

<b>Not Met (less than 90% of negotiated)</b>
<b>Met (90-100% of negotiated)</b>
<b>Exceeded (greater than 100% of negotiated)</b>



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 8/17/2023

**AGENDA ITEM NUMBER:** 9G

**AGENDA ITEM SUBJECT:** CONSUMER REPORT CARD UPDATE

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

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

The CRC performance for program year 2022-2023, dated July 1, 2022 through June 30, 2023, indicates the follows:

- The SFWIB generated \$3,278,608.96 of wages into the South Florida regional economy.
- For every dollar spent on training, SFWIB obtained a return of \$3.34.
- Seventy-eight percent of training services participants completed classroom training.
- Of those completing training, 70 percent have obtained employment with an average wage of \$23.81.
- Eighty-eight percent of the participants were placed in a training-related occupation.
- The net economic benefit per placement is \$38,123.36.

The attached CRC table is a summary for program year 2022-2023.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# Consumer Report Card

07/01/2022 - 06/30/2023

Training Agent	Total Outcome	Number of Completions	Number of Placements	% of Placements	# of Training Related Placements	% of Total Training Related Placements	Training Expenditures			Economic Benefit		Net Economic Benefit Per Placement	Value Added per Placement
							Avg. Cost Per Participant	Total Completion Expenditures	Total Expenditure Per Placement	Average Wage	Average Economic Benefit		
Academy, The (#3051) - Miami Campus	70	61	49	80.33 %	44	89.80 %	\$ 8,984.23	\$ 548,037.87	\$ 11,184.45	\$ 23.24	\$ 48,330.29	\$ 37,145.84	\$ 3.32
Academy, The (#3409) - Fort Lauderdale Campus	3	3	2	66.67 %	2	100.00 %	\$ 9,231.50	\$ 27,694.50	\$ 13,847.25	\$ 38.72	\$ 80,537.60	\$ 66,690.35	\$ 4.82
Apex Training Center - 3971	6	4	3	75.00 %	3	100.00 %	\$ 2,876.78	\$ 11,507.10	\$ 3,835.70	\$ 18.67	\$ 38,826.67	\$ 34,990.97	\$ 9.12
Dade Institute of Technology	1	1	-	0.00 %	-	0.00 %	\$ 6,278.40	\$ 6,278.40	-	-	-	-	-
MDCP SCHOOLS (ALL)	12	6	4	66.67 %	-	0.00 %	\$ 557.73	\$ 3,346.36	\$ 836.59	\$ 16.95	\$ 35,250.80	\$ 34,414.21	\$ 41.14
Miami Dade College	1	-	-	0.00 %	-	0.00 %	\$ 730.99	-	-	-	-	-	-
Miami Dade College (Various Campuses)	2	1	-	0.00 %	-	0.00 %	\$ 1,397.43	\$ 1,397.43	-	-	-	-	-
TechLaunch Academy - Miami #2438	60	45	26	57.78 %	25	96.15 %	\$ 9,166.67	\$ 412,500.00	\$ 15,865.38	\$ 24.72	\$ 51,424.80	\$ 35,559.42	\$ 2.24
The CDL Schools LLC - Miami Campus	1	1	1	100.00 %	1	100.00 %	\$ 1,029.16	\$ 1,029.16	\$ 1,029.16	\$ 50.00	\$ 104,000.00	\$ 102,970.84	\$ 100.05
The Code Academy - Miami Campus	1	1	1	100.00 %	1	100.00 %	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15.00	\$ 31,200.00	\$ 21,200.00	\$ 2.12
<b>TOTAL</b>	<b>157</b>	<b>123</b>	<b>86</b>	<b>69.92 %</b>	<b>76</b>	<b>88.37 %</b>	<b>\$ 7,970.56</b>	<b>\$ 980,378.32</b>	<b>\$ 11,399.75</b>	<b>\$ 23.81</b>	<b>\$ 49,523.11</b>	<b>\$ 38,123.36</b>	<b>\$ 3.34</b>