



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**THURSDAY, FEBRUARY 22, 2024  
9:30 A.M.**

**ARPEC School/UA Local 725 Pipefitters  
(Large Conference Room)  
13201 NW 45th Avenue  
Opa Locka, FL 33054**

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. Public Comment
3. Chairman's Report
4. Executive Director's Report
  - A. Executive Director Update
5. Community Presentations
  - A. AME Power
6. Consent Agenda Items
  - A. Recommendation as to Approval of December 2023 Board Minutes
  - B. Recommendation as to Approval to Accept Workforce System Funding
7. Executive Committee Update
  - A. SFWIB Governance Agreement
8. Finance and Efficiency Council Update
  - A. Information – Financial Report – December 2023
9. Global Talent and Competitiveness Council Update
10. Performance Council Update
  - A. Information – WIOA Performance Update

## 11. Action Items

- A. Recommendation as to Approval of the Amended and Restated Bylaws
- B. Recommendation as to Approval to Act as the One-Stop Operator
- C. Recommendation as to Approval of a New Conflict of Interest Policy
- D. Recommendation as to Approval of a New Mandatory Disclosure Policy
- E. Recommendation as to Approval of a New Whistleblower Policy
- F. Recommendation as to Approval of a New Lobbying Policy
- G. Recommendation as to Approval of a New Demand Occupation List Addition
- H. Recommendation as to Approval of Revisions to the Individual Training Account Policy
- I. Recommendation as to Approval of a Temporary Assistance to Needy Families Work & Pre-Penalty Policy
- J. Recommendation as to Approval of Modifications to the Support Services Matrix
- K. Recommendation as to Approval to Accept the 2023 Fiscal Audit

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

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

SFWIB Attendance Roster

PY 2022 - 2024

**Quorum Standard: 15**

#	Member First Name	Member Last Name	08/18/2022	10/20/2022	12/15/2022	02/16/2023	04/20/2023	06/15/2023	08/17/2023	10/19/2023	12/21/2023	Total Absences	Total Present
1	Bernardo	Adrover	A	A	A	A	A	P	A	A	A	8	1
2	Bruce	Brecheisen	A	P	P	P	P	P	P	P	P	1	8
3	Jeff	Bridges	P	A	P	P	P	A	P	E	E	2	5
4	Clarence	Brown	A	P	P	P	A	P	E	P	P	2	6
5	Dequasia	Canales	P	A	P	P	A	P	P	P	E	2	6
6	Joe	Chi	P	A	P	E	A	P	P	E	P	2	5
7	Lovey	Clayton	P	P	P	P	P	A	A	A	P	3	6
8	Michelle	Lincoln (Formerly known as Coldiron)	P	A	P	A	A	A	A	P	P	5	4
9	Roberto	Datorre	P	P	P	A	P	P	A	P	P	2	7
10	Juan-Carlos	del Valle	P	P	P	A	P	P	E	P	E	1	6
11	Bill	Diggs	A	A	A	A	A	A	A	A	A	9	0
12	Gilda	Ferradaz	A	P	P	P	P	P	P	P	P	1	8
13	Maria	Garza*	A	A	A							3	0
14	Edward "Eddie"	Garza**					P	P	P	P	P	0	5
15	Luis	Gazitua	P	P	A	A	A	A	A	P	A	6	3
16	Charles	Gibson	P	P	P	P	P	A	P	P	P	1	8
17	Camela	Glean-Jones	P	P	P	P	P	P	P	P	E	0	8
18	Sonia	Grice**					P	A	P	A	P	2	3
19	Albert "Al"	Huston, Jr.*	A	A	A							3	0
20	Brenda	Lampon	P	P	A	P	P	P	A	A	A	4	5
21	Oscar	Loynaz		A	P	P	P	P	E	E	P	1	5
22	Rene'	Mantilla**				P	P	P	P	P	E	0	5
23	Michelle	Maxwell	A	P	A	A	A	A	A	A	A	8	1
24	Andres "Andy"	Perez	P	P	P	P	P	P	P	P	P	0	9
25	Obdulio	Piedra	A	P	P	A	P	P	P	P	E	2	6
26	Maria	Regueiro*	P	E	E							0	1
27	Denis	Rod	P	P	P	P	P	A	A	P	P	2	7
28	Andrei	Rolle**					P	P	A	P	P	1	4
29	Thomas	Roth	P	P	P	P	P	P	P	E	P	0	8
30	Kenneth	Scott	P	A	P	P	P	P	P	P	P	1	8
31	Alvin	West*	P	P	P							0	3
32	David	Whitaker***								P	P	0	2
<b>Total Present (P)</b>			<b>17</b>	<b>16</b>	<b>19</b>	<b>15</b>	<b>19</b>	<b>18</b>	<b>14</b>	<b>18</b>	<b>17</b>		
<b>Total Absent (A)</b>			<b>9</b>	<b>10</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>6</b>	<b>5</b>		
<b>Total Excused</b>			<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>5</b>		

\* Member removed from the Board December 2023

\*\* Members approved by the Board December 2023

\*\*\* Member approved by the Board August 2023



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 2

**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:** 10/17/2023

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** SFWIB CHAIRMAN'S REPORT

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 4A

**AGENDA ITEM SUBJECT:** SFWIB EXECUTIVE DIRECTOR'S REPORT

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 5A

**AGENDA ITEM SUBJECT:** AME POWER PRESENTATION

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

**RECOMMENDATION:** N/A`

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

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

**BACKGROUND:**

With over 20 years of specialized expertise, AME Power delivers the best-in-class technology of power electronics solutions to improve the efficiency and reliability of Rail, Wind Turbines, Solar, and Energy Storage and Electric Vehicles. AmePower's converter solutions and contract manufacturing services span across a variety of industries and are a central piece to the assurance of resilience of critical energy infrastructure and transportation. In 2023, President Biden recognized AME Power as Florida's Small Business Person of the Year. SFWIB Staff is currently working with AME Power to assist them with the talent needs.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** CONSENT AGENDA ITEMS

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM:** 6A

**AGENDA TOPIC:** MEETING MINUTES

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES**

**DATE/TIME:** December 21, 2023, 9:30am

**LOCATION:** ARPEC School/UA Local 725 Pipefitters  
 Large Conference Room  
 13201 N.W. 45th Avenue  
 Opa Locka, FL 33054

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

- CALL TO ORDER:** Chairman Gibson called to order the regular meeting of the South Florida Workforce Investment Board at 9:34AM on December 21, 2023.

**ROLL CALL:** 28 members; 15 required; 17 present: Quorum established

<b>SFWIB Members Present</b>	<b>SFWIB Members Absent</b>	<b>SFWIB Staff</b>
1. Brecheisen, Bruce 2. Brown, Clarence 3. Chi, Joe(Zoom) 4. Clayton, Lovey 5. Datorre, Roberto 6. Ferradaz, Gilda 7. Garza, Eddie (Zoom) 8. Gibson, Charles, Chair 9. Grice, Sonia 10. Lincoln, Michelle Commissioner (Zoom) 11. Loynaz, Oscar, MD 12. Perez, Andy (Zoom) 13. Rod, Denis 14. Rolle, Andrei 15. Roth, Tom 16. Scott, Kenneth 17. Whitaker, David	18. Androver, Bernado 19. Diggs, Bill 20. Lampon, Brenda 21. Maxwell, Michelle 22. Gazitua, Luis  <b>SFWIB Members Excused</b> 23. Bridges, Jeff 24. Canales, Dequasia 25. Glean-Jones, Camela 26. Mantilla, Rene' 27. Piedra, Obdulio 28. del Valle, Juan- Carlos, Vice Chair	1. Beasley, Rick 2. Bennett, Renee 3. Morgan, Ebony 4. Parson, Robert 5. Perrin, Yian 6. Petro, Basil 7. Smith, Robert 8. Vice, Karlisha 9. Washington, Jarvis  <b>SFWIB Administration</b> 10. Almonte, Ivan 11. Cubillo, Jorge 12. McFarland, Casandra  <b>Miami-Dade County            Attorney's Office</b>



		Greaves, Shanika, MDC Attorney's Office
<b>Guest Attendees</b>		
<ol style="list-style-type: none"> <li>1. Acosta, Eragmo, Florida State Minority Supplier</li> <li>2. Buford, Earl, CAEL</li> <li>3. Garcia, Joe, CAMACOL</li> <li>4. Heckman, Doug, CAEL</li> <li>5. Pigett, Matthew, Miami-Dade Chamber of Commerce</li> <li>6. Rios, Marilu, Greater Miami Chamber of Commerce</li> <li>7. Ryland, Violet, Department of Children and Families</li> <li>8. Sanchez, Alfred, Greater Miami Chamber of Commerce</li> <li>9. Wilhelm, Ashley, CAEL</li> <li>10. Washington, Nicole, Opportunity Miami</li> </ol>		

Agenda items are displayed in the order they are discussed.

## 2. Public Comments

*Public comments should be two minutes or less.*

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

## 4A. Executive Directors Report

Mr. Beasley began his report by introducing the newest employees of CareerSource South Florida: Ms. Karlisha Vice, Adult Programs Manager, and Mr. Robert Parson, Assistant Director, Programs.

The Executive Director's Report, which was presented after the introductions, provided a concise overview of federal, state, and local matters:

- Federal
  - The House of Education and Workforce Committee has introduced H.R. 6655, the Stronger Workforce for America Act, which would reauthorize and substantially significantly modify the Workforce Innovation and Opportunity Act (WIOA).
  - U.S. Department of Labor – Youth Systems Build Academy (YSB Academy) This six-month Academy provides support to workforce systems and key partners as they create plans to explore, design, test, implement, or scale system improvements. CSSF has been accepted into the second cohort of the YSB Academy.



- State – CareerSource Florida – One Stop Operator

The full report is available for review via the December 21, 2023 SFWIB agenda packet.

No further questions or comments were presented. Item closed.

#### **4B. Approval – 2024 SFWIB Meeting Calendar**

Chairman Gibson introduced the item; Mr. Beasley further presented the 2024 SFWIB Meeting Calendar.

**Motion:** Dr. Rod presented a motion to approve.  
Seconded by: Mr. Chi and **passed without dissent.**

No further questions or comments were presented. Item closed.

#### **5. Community Presentations**

Chairman Gibson introduced the item; Mr. Beasley welcomed Mr. Buford and his team from Council for Adult and Experiential Learning (CAEL) for a presentation to Board.

Mr. Buford introduced the organization's mission, which is to align workforce practitioners, systems educators, and employers to facilitate adult learners' navigation of career pathways. The organization is a membership-based entity with over 5,000 members, including universities, employers, chambers of commerce, and workforce practitioners. The organization has a national scope but emphasizes regional efforts. Mr. Buford also mentioned an upcoming initiative, the National Financial Services Advisory Council, which aims to engage employers in talent strategy efforts. Ms. Wilhelm then discussed the organization's current work in South Florida, emphasizing its partnership with mission-aligned funders like Truist Foundation. The organization's program, Build Better Careers, seeks to define career pathways in the financial services sector, develop education opportunities, and engage employers to retain and advance diverse populations. The organization is also committed to effecting policy changes to ensure long-term sustainability.

Mr. Heckman expounded on and outlined the approach for a regional credit for prior learning initiative, which seeks to inspire students and promote the completion of two- and four-year degrees. Additionally, the program will strengthen the partnership within the ecosystem and improve the capacity of institutions of higher education to grant credit for prior learning. Additionally, Mr. Heckman unveiled Credit Predictor Pro, a software application designed to aid caseworkers and counselors in gathering data about promising possibilities for incoming



students. Local institutions will be invited to a kickoff event, which is currently in the planning phases, to discuss the regional plan in greater detail and solicit additional support for the program.

Mr. Beasley introduced the second presenter, Ms. Nicole Washington, Founder and Principal of Washington Education Strategies, LLC, who has recently partnered with Opportunity Miami & the Academic Leadership Council to address the talent and education needs of the community.

The discussion revolved around education and training data in the region, with a particular focus on improving the education level of the workforce. Strategies discussed included targeted interventions and support for specific demographics and geographical areas. Ms. Washington also mentioned the need to increase the annual credential production and the potential for recognizing prior learning to encourage more people to return to education.

No further questions or comments were presented. Item closed.

## 6. Consent Agenda Items

Chairman Gibson introduced the three consent agenda items and asked whether any should be pulled for further discussion and review.

Chairman Gibson asked for a motion for 6A and 6E.

[Mr. Whitaker and Dr. Loynaz were removed from the room throughout the discussion and voting process due to a possible conflict of interest. For any contract of monetary value, a completed Related Party Form for each item will be submitted to Florida Commerce following the meeting.]

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

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

No further questions or comments were presented. Item closed.

[Mr. Whitaker returned to the meeting.]

To prevent the loss of quorum, action items have been promoted in the agenda.



### **11B. Approval – Add Occupations to the WDA 23 Targeted Occupations List**

The item, which was introduced and reviewed by Mr. Beasley, was recommended for approval during today's meeting of the Global Talent & Competitiveness Council. He expounded on the rationale and function of the SOC codes as well as the significance of revising the TOL for the region.

**Motion:** Dr. Rod presented a motion to approve.  
Seconded by: Mr. Chi and **passed without dissent.**

No further questions or comments were presented. Item closed.

### **11C. Approval – New Training Provider and Programs and New Programs for an Existing Training Provider**

The item, which was introduced and reviewed by Mr. Beasley, was recommended for approval during today's meeting of the Global Talent & Competitiveness Council.

**Motion:** Ms. Ferradez presented a motion to approve.  
Seconded by: Mr. Brecheisen and **passed without dissent.**

No further questions or comments were presented. Item closed

[Dr. Loynaz returned to the meeting.]

### **11A. Approval - Rapid Response and Layoff Aversion Contractors**

The item, which was recommended for approval at the Executive Committee meeting on November 16, 2023, was introduced and reviewed by Mr. Beasley.

**Motion:** Dr. Rod presented a motion to approve.  
Seconded by: Mr. Rolle and **passed without dissent.**

No further questions or comments were presented. Item closed



#### 11D. Approval – Revisions to the On-the-Job Training Policy

The item, which was introduced and reviewed by Mr. Beasley, was recommended for approval during today's meeting of the Global Talent & Competitiveness Council. Moreover, he presented a comprehensive summary of the modified sections along with the rationale for the change.

**Motion:** Mr. Brown presented a motion to approve.  
Seconded by: Mr. Rolle and **passed without dissent.**

No further questions or comments were presented. Item closed

#### 11E. Approval – Support Services Policy

The Global Talent & Competitiveness Council recommended the item, which Mr. Beasley introduced and reviewed, for approval during today's meeting, with an amendment requesting the inclusion of the Support Services Matrix.

**Motion:** Ms. Ferradaz presented a motion to approve.  
Seconded by: Mr. Roth and **passed without dissent.**

No further questions or comments were presented. Item closed

#### 7. Executive Committee Update

Chairman Gibson provided an overview of the items discussed during the November 16, 2023 Executive Committee meeting which included the REACH Act Performance update and new requirements from S.B. 240. The Committee was also provided updates on the Mayor's job fairs and the One-Stop Operator RFQ process.

#### 8. SFWIB Finance and Efficiency Council Update

Finance and Efficiency (FEC) Chairman, Mr. Tom Roth, reviewed the FEC Summary, which provided an overview of items discussed during today's Finance & Efficiency Council Meeting.

No questions or comments were presented. Item closed.



## 9. Global Talent and Competiveness Council Update

Chairwoman Ferradaz reviewed the Global Talent and Competiveness Council Summary, which provided an overview of items discussed during this morning's meeting.

No questions or comments were presented. Item closed.

## 10. Performance Council Update

In the absence of Chairwoman Canales, Mr. Andrei Rolle reviewed the Performance Council Summary, which provided an overview of items discussed during this morning's meeting.

No questions or comments were presented. Item closed.

## Next Meeting

The next SFWIB meeting is scheduled to take place on February 15, 2023. Location TBD. Notifications will be forwarded to all members in advance of the session.

Being as there were no further questions or concerns, the SFWIB Meeting adjourned at 11:14am.



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 6B

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

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept an additional \$1,957 in Workforce System Funding, as set forth below.

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

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

**BACKGROUND:**

The South Florida Workforce Investment Board (SFWIB) received several Notice of Fund Availability (NFA) from the Florida Department of Commerce. (formerly Department of Economic Opportunity)

A detailed list of all of the funding notices provided to Workforce Development Area 23 to operate various employment and training services programs is attached for the review of the Council.

<b>Date Received</b>	<b>NFA#</b>	<b>Funding / Program</b>	<b>Initial Award</b>	<b>Award Increase</b>	<b>Total Award Amount</b>	<b>Award Purpose</b>
01/12/24	043331	Disabled Veteran	\$2,909	\$1,957	\$4,866	The purpose of the funds is to hire FL DOC DVOP staff to provide employment and training services to Veterans and Disable Veterans.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** SFWIB EXECUTIVE BOARD UPDATE

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 7A

**AGENDA ITEM SUBJECT:** SOUTH FLORIDA WORKFORCE INVESTMENT BOARD GOVERNANCE AGREEMENT

**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 and CareerSource Florida Policy requires a workforce Development Area to have a Interlocal, Consortium, and/or other agreement that establishes governance of the workforce board and outlines the roles of responsibilities of the board and Chief Elected Official.

In 2006, the SFWIB entered into an Interlocal Agreement between Monroe and Miami-Dade County with the Maimi-Dade County Mayor being designated as the Chief Elected Official for said agreement. Since that time the SFWIB has operated under this Interlocal Agreement providing workforce services to both MIami-Dade and Monroe County.

In 2023, CareerSource Florida approved the realignment of the current workforce system and consolidated the number of boards from 24 to 21. In that consolidation and realignment, Monroe County was moved from regiona 23 and aligned with region 24. As a result of which, the SFWIB must terminate it's current Interlocal Agreement and establish a new governance agreement. This agreement will be solely between Miami-Dade County and the SFWIB.

In accordance with WIOA and CareerSource Florida policies 91 & 110, SFWIB staff and legal counsel have drafted an new Governance Agreement to ensure compliance. This agreement removes Monroe County yet maintains consistency with the roles and responsibilities of the board and Chief Elected Official as it did in the previous agreement. Specific highlights include but are not limited to:

### **II. Grant Recipient and Administrative Entity**

The board's authority as the sub-recipient and administrative entity for all WIOA programs operating in Miami-Dade County is described in this section of the Governance Agreement. Furthermore, it discusses the powers that have been granted to the board, including the ability to enter into and enforce contracts, engage independent

auditors, accept grants, gifts, and other resources, establish and modify an official seal, and engage in legal activities (including suing, being sued, pleading, and incurring tort liabilities, among others).

Furthermore, this section outlines the comprehensive duties of the board, which includes the appointment of an Executive Director, the classification of SFWIB staff as Miami-Dade County employees, the designation of legal counsel, interactions between the board and SFWIB employees, board remuneration, and term restrictions.

### **III. Development of the Workforce Regional Plan**

In adherence to WIOA and the directives of the Governor of the State of Florida, the development, modification, and approval process of the Workforce Regional Plan (i.e., the four-year plan).

### **IV. Authorities and Responsibility of the County**

This section addresses the jurisdiction and obligations of Miami-Dade County and the Chief Local Elected Official (CLEO). These include, but are not limited to the following: the designation of the county as the administrative body for all workforce programs (e.g., WIOA, TANF), and other programs that the board may implement within Region 23 of the State of Florida; and any financial obligations associated with the misapplication of grant funds.

Additionally, the CLEO is entrusted with a comprehensive set of responsibilities, which encompass the appointment of board members, imposition of term limits, annual review and approval of the budget, and oversight of financial obligations of tort liability, disallowed expenses by the state and federal government concerning contracts between the board and Miami-Dade County, as well as the Miami-Dade County and service providers.

### **V. Authority and Responsibilities held jointly between the Board and the County**

This section emphasizes the collaborative responsibility of the board and Miami-Dade County to ensure effective administration of services that are beneficial to Region 23 employers and residents. Furthermore, it emphasizes the importance of effective communication and dispute resolution particularly with regard to any concerns that may arise around disallowed costs and the possible reimbursement of funds.

### **Sections VI, VII, and VIII (Term, Merger, and Modifications)**

The aforementioned sections pertain to the duration of the agreement and assures that the document comprises the complete agreement between the involved parties, and takes precedence over any verbal agreements or discussions concerning its content. Section VIII grants the parties to this Governing Agreement the authority to make periodic modifications to it throughout its term or any subsequent renewals, provided that CLEO signs the amended written agreement.

### **X. Independence of Terms**

Any terms or provisions of this Agreement that are invalid or unenforceable to any party shall not affect the rest of this Agreement or their application to the parties.

### **XI. Termination**

The final section of the agreement addresses the termination, liquidation, or expiration of the board, which includes protocols to be followed, mandatory notifications, and the handling of any outstanding financial responsibilities.

Once reviewed by the Miami-Dade County Attorney's office and approved by the board, the agreement will be brought before the Board of County Commissioners for approval. The executed agreement must then be submitted to Florida Commerce for review and approval.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

**GOVERNANCE AGREEMENT BETWEEN  
MIAMI DADE COUNTY, A POLITICAL SUBDIVISION  
OF THE STATE OF FLORIDA AND THE SOUTH  
FLORIDA WORKFORCE INVESTMENT (SFWIB)  
BOARD FOR REGION 23 OF THE STATE OF  
FLORIDA**

This Governance Agreement is made and entered into by and between the Chief Local Elected Official (“CLEO”) of Miami-Dade County (“COUNTY”), a political subdivision of the State of Florida, and the South Florida Workforce Investment Board, Inc. d/b/a CareerSource South Florida for Region 23 of the State of Florida (“the BOARD”).

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) of 2014 authorizes expenditures of federal funds for workforce development programs in areas of the state designated by the Governor of the State of Florida as a Local Workforce Development Area; and

WHEREAS, the Workforce Innovation Act (WIOA) of 2000, as amended by Chapter 2012- 29, Laws of Florida further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such areas and imposes additional responsibilities and duties on the COUNTY; and

WHEREAS, Miami-Dade County, Florida has been designated by the Governor of the State of Florida as a Workforce Development Area; and

WHEREAS, the CLEO for Miami-Dade County, Florida, has established a process by which members are appointed to the BOARD; and

WHEREAS, the BOARD serves as the Local Workforce Development Board for Miami-Dade County, Florida, designated grant sub-recipient, and administrative entity for all Workforce Innovation and Opportunity Act and Workforce Innovation Act programs operating within the Miami-Dade County Workforce Area; and

WHEREAS, the BOARD and its members have requested certification as the Local Workforce Development Board by CareerSource Florida, Inc.; and

WHEREAS, the COUNTY and the BOARD previously entered into an Interlocal Agreement to comply with requirements imposed by the Acts and applicable law which terminated on June 30, 2024; and

WHEREAS, the COUNTY and the BOARD wish to enter into a new Governance Agreement in order to continue compliance with the requirements imposed by applicable law.

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT:

**I. PURPOSE.**

The purpose of this Agreement is to establish and maintain a collaboration to jointly and severally carry out the requirements of the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128), the Workforce Innovation Act of 2000 (Chapter 445, Florida Statutes (2000)), as amended by Chapter 2012-29 and 2013-36, Laws of Florida, and any future state and federal workforce initiatives and laws (hereinafter the "Acts").

**II. GRANT RECIPIENT AND ADMINISTRATIVE ENTITY.**

The BOARD shall be the designated grant sub-recipient and administrative entity for all Workforce Innovation and Opportunity Act and Workforce Innovation Act programs operating within the Miami-Dade County Workforce Area. The BOARD shall be a separate public body, corporate and politic, a governmental agency and governmental instrumentality of the COUNTY. As the administrative entity, the BOARD shall carry out all activities as required by law. The BOARD shall be 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.

The BOARD shall have the power to sue and be sued, to plead and to be impleaded, to contract and be contracted with, to enforce contracts and agreements, to accept grants, gifts or other resources, to engage an independent auditor, to have an official seal and alter same, and to incur tort liability to the extent permitted by Section 768.28, Fla. Stat. The BOARD may exercise all of the powers specifically granted herein. Except as limited in this Governance Agreement, the BOARD shall exercise all of the powers granted to Local Workforce Investment Boards by the Workforce Investment Act of 1998, as amended from time to time, and Chapter 445, Florida Statutes, as amended from time to time. Nothing herein shall be construed to limit or affect, in any way, the laws relating to sovereign immunity, Section 768.28, Florida Statutes, with respect to the BOARD.

As the administrative entity, the BOARD shall carry out all activities as required by law.

To do so, the BOARD shall have the following responsibilities and authority:

- a. The Executive Director of the SFWIB shall be selected by the BOARD. The Executive Director shall be an employee of the COUNTY within the administrative service of the COUNTY and may be removed from the position of Executive Director of the SFWIB at the discretion of the BOARD. The Executive Director shall be the Chief Operating Officer of the BOARD and, as such, shall implement the policies, decisions, actions and directives of the BOARD.
- b. The staff of the SFWIB shall all be employees of the COUNTY and who shall serve the BOARD under the supervision and control of the Executive Director of the SFWIB. The staff of the SFWIB shall implement the policies, decisions, actions and directives of the BOARD under the supervision and control of the Executive Director of the SFWIB.
- c. The members of the BOARD and the members of any committees of the BOARD shall deal with the employees of the administrative entity and SFWIB staff solely through the Executive Director and no such member shall give orders to any employees of the administrative entity or SFWIB staff either publicly or privately. No employee of the administrative entity or SFWIB staff shall respond to or undertake any action to comply with any request by any such member, which violates the provisions of the preceding sentence.

The Executive Director shall not knowingly allow any such member to deal with any employee of the administrative entity or SFWIB staff in violation of the provisions of the first sentence of this Paragraph #4. No member of the BOARD or any member of any committee of the BOARD shall direct or request the appointment of any person to, or his or her removal from office or employment by the Executive Director or by the MIAMI-DADE COUNTY Mayor or by any subordinate of the Executive Director or by any subordinate of the MIAMI-DADE COUNTY Mayor or participate in the appointment or removal of officers and employees of the administrative entity or of BOARD staff nor shall the Executive Director or the MIAMI-DADE COUNTY Mayor or any member of the administrative entity or of SFWIB staff or any subordinate of any of the foregoing accede to such direction or request. Any violation of any of the provisions of this paragraph by any of the members of the BOARD or members of any BOARD committee shall cause the removal forthwith of such member from the BOARD or the BOARD committee or both, as applicable, by operation of this Governance Agreement.

- d. Legal counsel for the BOARD shall be the Miami-Dade County Attorney's Office. With the approval of the CLEO, the BOARD may from time to time engage special legal counsel for specific legal matters.
- e. The members of the BOARD shall elect a chairperson of the BOARD, as required by the Workforce Investment Act of 1998, as amended from time to time, and such other officers as may be deemed necessary and appropriate by the BOARD. All such officers shall serve in office for a term not to exceed two years. No such officer shall serve more than two terms in office or four years, whichever is less. The chairperson shall serve as the presiding officer at all meetings of the BOARD.
- f. The organization, operating procedures, and by-laws of the BOARD shall be determined by the BOARD and shall become effective upon approval by the CLEO. The organization, operating procedures, and by-laws of the BOARD shall comply with the applicable federal, state, and local laws, ordinances, and regulations.
- g. The BOARD and its members, the Executive Director of the BOARD, the staff of the BOARD and members of any and all committees of the BOARD shall be subject to the jurisdiction of the Miami-Dade County Commission on Ethics and Public Trust and the Office of the Miami-Dade County Inspector General. BOARD members, the Executive Director of the BOARD, the staff of the BOARD and members of any and all committees of the BOARD shall comply with the COUNTY Code of Ethics Ordinance, Conflict of Interest Ordinances, Lobbyist Registration and Reporting Ordinances, and the Citizens' Bill of Rights. The BOARD and its members, the Executive Director of the BOARD, the staff of the BOARD and members of any and all committees of the BOARD, shall be subject to and shall comply with Florida's Public Records and Open Meetings Laws, Section 286.01 1 et seq., Fla. Stat., and Section 119.01 et seq., Fla. Stat.
- h. The BOARD shall not engage in any form of legislative or lobby activity before or in the presence of any body or individual. Any member of the BOARD acting as such or any staff member of the BOARD acting as such except by making legislative requests as a board to the COUNTY Office of Intergovernmental Affairs as required by COUNTY Ordinance #04-219 or as may be authorized in writing by said Office from time to time.



- i. Notwithstanding any provision of State or federal law, a majority of the appointed members of the BOARD or a majority of the appointed members of any committees of the BOARD, who are physically present in the public meeting room or other place of the public meeting, shall constitute a quorum necessary for taking any action at the public meeting. Notwithstanding any provision of State or federal law, only appointed members of the BOARD or appointed members of a committee of the BOARD who are physically or virtually present in the public meeting room or other place of the public meeting shall constitute a quorum necessary for taking any action at the public meeting. Notwithstanding any provision of State or federal law, only appointed members of the BOARD or appointed members of a committee of the BOARD who are physically or virtually present in the public meeting room, or other place of the public meeting, shall be permitted to participate in such meeting, take any action at such meeting, or vote at such public meeting. Any such appointed member of the BOARD or any such appointed member of a committee of the BOARD who is not physically or virtually present in the public meeting room or other place of the public meeting and who, nevertheless, participates in such public meeting, or takes any action at such public meeting or votes at such public meeting, while not being physically or virtually present in the public meeting room or other place of the public meeting, shall automatically, by operation of this Governance Agreement, be deemed to have thereupon resigned forthwith from membership on the BOARD, if a member of the BOARD and from membership on any and all committees of the BOARD.
  
- j. BOARD members shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of their official duties upon approval in writing by the MIAMI-DADE COUNTY Mayor, or the MIAMI-DADE COUNTY Mayor's designee. All of the aforesaid expenses shall be reimbursed in accordance with federal and state laws and regulations and COUNTY ordinances and policies.

All travel expenses for BOARD members or any other person traveling for and on behalf of or at the request of the BOARD shall be in conformance with state law relating to travel expenses of public officers and public employees and COUNTY ordinances and policies relating to travel expenses and shall be submitted in writing to the MIAMI-DADE COUNTY Mayor or the MIAMI-DADE COUNTY Mayor's designee for approval or denial by the MIAMI-DADE COUNTY Mayor or the MIAMI-DADE COUNTY Mayor's designee.

- k. The BOARD shall consist of a sufficient number of members and shall be composed of members in such a manner as to meet the requirements of state and federal law. The number of members and the composition of the BOARD shall be determined by the CLEO in accordance with the criteria set forth in State and federal law. Members of the BOARD shall serve at the pleasure of the CLEO and for such term as determined by the CLEO. However, no member of the BOARD shall be appointed to serve a term greater than three years. BOARD members may be reappointed by the CLEO; however, the maximum term for members not representative of governmental entities shall be six consecutive years.

Members that represent governmental entities are exempt from term limits. Any BOARD member, regardless of whether or not the BOARD member is chairperson or other officer of the BOARD, may be removed for cause or without cause, at any time, in the sole discretion of the CLEO. The CLEO shall appoint all other members of the BOARD. Representatives of businesses appointed to the BOARD by the CLEO shall not include representatives of businesses that are providers of public workforce services with funds provided through or from Florida Commerce. Furthermore, representatives of businesses appointed to the BOARD by the CLEO shall automatically forfeit membership on the BOARD if the business, so represented, provides public workforce services with funds provided through or from Florida Commerce during the representative's period of membership on the BOARD.

- l. The BOARD shall comply with the procurement and expenditure procedures required by federal law for the expenditure of federal funds. To the extent not in conflict with federal law and regulations, the BOARD shall comply with the procurement laws and regulations of the State of Florida, which may be applicable to the COUNTY and with the applicable procurement ordinances, administrative orders, and policies of the COUNTY.
- m. The BOARD shall pursue legal action against any sub-recipient or vendor who engages in program abuse to safeguard public funds and maintain the integrity of the program they administer. This action is subject to approval or ratification by the BOARD and final authorization from the CLEO.
- n. The BOARD shall develop strategies to encourage private sector participation in the Statewide Workforce System through effective brokering, connecting, and coaching activities utilizing intermediaries in the local area to assist employers in fulfilling hiring requirements.

- o. Identify, apply for, and obtain additional funding sources that align with its objectives and for any other purposes deemed necessary and suitable by the BOARD.
- p. The BOARD shall, subject to COUNTY approval, devise and administer a system to hear and resolve all grievances or complaints presented by participants, subcontractors, or other interested parties, as required by the Acts or other applicable laws.

### **III. DEVELOPMENT OF THE WORKFORCE REGIONAL PLAN**

Pursuant to the Workforce Innovation and Opportunity Act and in accordance with the requirements established by the Governor of the State of Florida and in collaboration with the COUNTY, the BOARD shall develop the Workforce Regional Plan. Upon approval of the BOARD, said plan will be presented to the CLEO, for review and authorization. Once fully executed, the BOARD shall submit the plan to the appropriate funding authorities.

### **IV. AUTHORITY AND RESPONSIBILITY OF THE COUNTY**

The COUNTY shall have the following responsibilities and authority:

- a. The administrative entity for all Workforce Investment Act, Temporary Assistance for Needy Families (TANF), and other workforce programs implemented by the BOARD, within Region 23 of the State of Florida, shall be the administrative service of the COUNTY. The administrative service, acting as the administrative entity for the BOARD, shall serve the BOARD under the supervision and control of the Executive Director of the BOARD and shall implement the policies, decisions, actions and directives of the BOARD under the supervision and control of the Executive Director of the BOARD.
- b. The CLEO for, and on behalf of, Miami-Dade County, shall be the local grant recipient for Region 23 of the State of Florida. The CLEO shall bear responsibility for any potential misuse of the grant funds allocated to Region 23 of the State of Florida pursuant to Sections 128 and 133 of the Workforce Investment Act of 1998, as periodically amended.
- c. The MIAMI-DADE COUNTY Mayor of the COUNTY and the administrative service of the COUNTY is hereby designated as the local fiscal agent for Region 23 of the State of Florida.

- d. Pursuant to the requirements of Florida Statutes, Section 445.007(1) (2012) and applicable Federal Law, the CLEO shall appoint and reappoint members to the BOARD in a timely manner so as to maintain the minimum number of members required, in accordance to BOARD adopted bylaws, to constitute a quorum necessary to carry out its responsibilities. Prospective BOARD members will be submitted to the CLEO in accordance with the BOARD's adopted by-laws and pursuant to Florida Statutes, Section 445.007(2)(b) (2012). The Governor of the State of Florida may remove members of the BOARD for cause.
- e. Approve and/or initiate debarment procedures against any subcontractor or vendor for violations of the Acts, Regulations, or administrative policies of the BOARD or the COUNTY;
- f. Exert every necessary and reasonable effort to resolve disagreements between the BOARD and the COUNTY.
- g. To exercise independent oversight, the COUNTY shall not be a direct provider of public workforce services with funds provided through or from Department of Commerce.
- h. As CLEO, review and approve the BOARD's annual budget prior to submittal to CareerSource Florida, Inc.
- i. The COUNTY hereby agrees to assume financial liability for any misuse of grant funds in accordance with State and federal law.
- j. The CLEO, on behalf of his or her jurisdiction agrees hereby to promptly contribute to any BOARD financial liability or any other financial liability incurred under this Governance Agreement as follows:
  - 1. The BOARD, BOARD staff, or the administrative entity of this Governance Agreement shall pay no liability of any kind arising out of this Governance Agreement unless ordered by a court of competent jurisdiction or other superior State or federal governmental entity acting within the scope of its powers and jurisdiction or unless otherwise approved by both parties hereto. Nothing herein shall be construed to waive any rights of the BOARD or the parties hereto to seek legal or administrative relief from any such liability.

2. Tort liability incurred by the BOARD, any member of the BOARD, a member of any committee of the BOARD, the Executive Director, a member of the staff of the BOARD, or of the administrative entity, through or on account of the performance of the lawful acts authorized or required by this Governance Agreement shall, to the extent permitted by Section 768.28, Fla. Stat, solely be the responsibility of the BOARD and does not and shall not constitute the tort liability of the parties hereto or their respective jurisdictions. In the event such tort liability is so incurred by any of the foregoing entities or persons, then and only then, shall the COUNTY contribute a sum to the BOARD for the satisfaction of such tort liability. No contributions for a single tort liability claim when aggregated together shall exceed the limit for a single tort liability claim as set forth in Sec. 768.28, Fla. Stat.
3. Costs and other expenses disallowed by the State or federal government or by the BOARD with respect to contracts between the BOARD and the COUNTY for the provision of workforce services shall be paid by and shall be the financial liability solely of the COUNTY. Nothing herein shall be construed to authorize the BOARD to be a direct provider of intake, assessment, eligibility determinations, or other direct provider services without prior approval of the State.
4. Costs and other expenses disallowed by the State or the United States or any other grantor of grant funds with respect to any contracts or agreements between the COUNTY and any service providers or other entities or caused by errors of the COUNTY or of the administrative entity or caused by misuse of grant funds shall be paid by and shall be the financial liability of the COUNTY.
1. Notwithstanding any provision of this Governance Agreement, the BOARD shall:
  - a. Not engage in activities of any kind unless permitted to be carried on by 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; and,
  - b. Is authorized and empowered to pay reasonable compensation for services rendered and to make payments to advance the BOARD's activities for the benefit of the residents of Region 23 of the State of Florida.

- c. Ensure no part of the net earnings of the BOARD shall inure to the benefit of or be distributable to the officers or members of the BOARD or any other private person.
- d. Only exercise essential governmental functions on behalf of and accruing to the State of Florida or any political subdivision thereof.
- e. The CLEO and their respective jurisdictions who are parties to this Governance Agreement shall have the powers and interests of an owner of the SFWIB.
- f. Ensure no private interest shall materially participate in any of the functions, duties, or responsibilities of the BOARD.
- g. Be sure that all assets and income of the BOARD accrue the CLEO in their official capacity and their respective jurisdictions who are parties to this Governance Agreement.
- h. Provide an annual report, including annual financial audit by an independent auditor, to the CLEO who governs this Governance Agreement.

**V. AUTHORITY AND RESPONSIBILITIES HELD JOINTLY BETWEEN THE BOARD AND THE COUNTY.**

- a. It is the joint responsibility of both parties to ensure the effective delivery of services which provide the most benefit to residents and employers of the COUNTY. It is further the shared responsibility of both parties to stimulate the active and effective participation of all sectors of the community in the provision of workforce development services.
- b. The BOARD and the COUNTY may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedules and either party may take whatever additional steps as deemed necessary to assure effective communication between the two bodies.
- c. The BOARD and the COUNTY agree to solve any disputes between the parties through mutually satisfactory negotiations.

- d. In the event the BOARD is found responsible for any disallowed costs, through whatever means, the BOARD and the COUNTY will mutually work to resolve all such disallowed costs. In the event that repayment of grant funds provided under sections 128 and 133 of the Workforce Innovation and Opportunity Act of 2014 is demanded by the funding source, the BOARD will have responsibility for repayment, through its insurance or non-grant funds. The COUNTY shall be liable for repayment of any shortfall for repayment only after all available insurance and non-grant funds have been exhausted.

## **VI. TERM.**

This Governance Agreement shall become effective on July 1, 2024, after its execution by the CLEO and shall expire on June 30, 2028. The Board of County Commissioners of Miami-Dade County and the Governor of the State of Florida have duly authorized the CLEO to execute this Governance Agreement on behalf of and in the name of the COUNTY, respectively.

## **VII. MERGER.**

It is understood and agreed that this document contains the entirety of the agreement between the parties and that it shall take precedence over any verbal agreements and/or negotiations that the parties may have had regarding the subject matter of this agreement. By being referenced in this Agreement, all such items are deemed to be incorporated into it.

## **VIII. MODIFICATION.**

This Governing Agreement may be amended by the parties hereto, from time to time, during the term of this Governing Agreement or any renewals thereof, upon the execution of the written amendment by CLEO.

## **IX. RESOLUTION OF DISAGREEMENT.**

- a. Whereas a collaboration exists between the BOARD and the COUNTY, any disagreement or disputes between the parties to this Agreement shall only be resolved locally through mutually satisfactory negotiations. The Chairperson and Chairperson-Elect of the BOARD and the Chairperson and Vice-Chairperson of the Board of County Commissioners shall serve as negotiating parties on behalf of their respective entities for the purpose of resolving disputes.
- b. It is understood that failure to resolve any dispute at the local level could result in the COUNTY revoking the BOARD's designation as administrative entity and fiscal agent for funds covered hereunder and designating an alternative entity to serve in that capacity.

- c. It is further agreed and understood that, to the extent possible, the staff of the BOARD shall not be required to support either party should a disagreement between the BOARD and the COUNTY develop. Both parties hereby agree that staff's role, in the event of disagreement, shall be to provide administrative and technical assistance to both parties in furnishing, processing, or preparing information requested, or making other required arrangements necessary to facilitate and expedite the resolution of the matter or any part or issue thereof.

## **X. INDEPENDENCE OF TERMS.**

In the event that any terms or provisions of this Agreement are deemed invalid or unenforceable to any of the parties hereto, the application of those terms or provisions to the parties hereto shall not affect the remainder of this Agreement or the application of those provisions or terms to the parties hereto. Furthermore, all other terms and provisions of this Agreement shall remain valid and enforceable to the maximum extent permitted by the Acts, regulations, federal, state, or local law.

## **XI. TERMINATION OF AGREEMENT**

In the event of the dissolution, liquidation, termination or expiration of the existence of the BOARD - after promptly paying or adequately providing for the debts and obligations of the BOARD - all monies, properties assets, and rights, of any kind whatsoever, shall be forthwith transferred, delivered and conveyed to the COUNTY exclusively for public purposes.

The CLEO is authorized hereby by his or her governing bodies to exercise the right to terminate this Governance Agreement at any time but in accordance with the conditions set forth below:

- a. The notice of termination shall be forwarded to the BOARD not later than sixty (60) days before the end of the current Workforce Investment Act fiscal year.
- b. The terminating party shall not be deemed released from any current or past financial obligations or any other current or past obligations of any kind whatsoever incurred or agreed to by the terminating party which arise out of this Governance Agreement.
- c. Upon the effective date of termination set forth in the termination notice described in as above, the SFWIB shall be deemed dissolved and no longer in existence.



**THIS GOVERNANCE AGREEMENT IS ENTERED INTO ON BEHALF OF:**

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Governance Agreement on the respective dates under each signature: the South Florida Workforce Investment Board, Inc., through its Chairman, authorized to execute same by Board action on the \_\_\_ day of \_\_\_, 2024 and by Miami-Dade County, through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board action on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** FINANCE AND EFFICIENCY COUNCIL UPDATE

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 8A

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

The six months of the new fiscal year appears to be outpacing the same period last year overall by approximately seven percent. The projected expenditure rate for six month period is 50 percent. The actual expenditure rate is 36.5 percent.

### **Budget Variance Explanations**

- The expenditure rate for Headquarters costs is 45.6 percent. The actual expenditure rate is 4.4 percent lower than the projected expenditure rate.
- The expenditure rate for Adult Services costs is 39.4 percent. The actual expenditure rate is 10.6 percent lower than the projected expenditure rate.
- The expenditure rate for Youth Services costs is 32.0 percent. The actual expenditure rate is 18.0 percent lower than the projected expenditure rate.
- The expenditure rate for Other Programs and Project costs is 73.2 percent. The actual expenditure rate exceeds the projected expenditure rate by 23.2 percent. This variance is attributed to the completion of several programs/projects prior to the fiscal year-end.

- The expenditure rate for Facilities costs is 34.7 percent. The actual expenditure rate is 15.3 percent lower than the projected expenditure rate.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# FINANCIAL REPORT

FOR THE PERIOD OF:

JULY 1, 2023 THRU DECEMBER 31, 2023  
(UNAUDITED)

**Accompanying Notes to the Financial Report (unaudited)  
For the Period of July 1, 2023 through December 31, 2023**

The six months of the new fiscal year appears to be outpacing the same period last year overall by approximately seven percent. The projected expenditure rate for four month period is 50 percent. The actual expenditure rate is 36.5 percent.

**Budget Variance Explanations**

- The expenditure rate for Headquarters costs is 45.6 percent. The actual expenditure rate is 4.4 percent lower than the projected expenditure rate.
- The expenditure rate for Adult Services costs is 39.4 percent. The actual expenditure rate is 10.6 percent lower than the projected expenditure rate.
- The expenditure rate for Youth Services costs is 32.0 percent. The actual expenditure rate is 18.0 percent lower than the projected expenditure rate.
- The expenditure rate for Other Programs and Project costs is 73.2 percent. The actual expenditure rate exceeds the projected expenditure rate by 23.2 percent. This variance is attributed to the completion of several programs/projects prior to the fiscal year-end.
- The expenditure rate for Facilities costs is 34.7 percent. The actual expenditure rate is 15.3 percent lower than the projected expenditure rate.

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 REVENUE AND EXPENDITURES COMPARED TO BUDGET  
 AGENCY SUMMARY  
 FISCAL YEAR 2023/2024  
 YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA	\$ 14,496,990	\$ -	\$ 300,000	\$ 14,796,990	\$ 180,939	\$ 14,616,051	1.2%
TANF	\$ 11,519,447	\$ -	\$ -	\$ 11,519,447	\$ 6,730,247	\$ 4,789,200	58.4%
DEO	\$ 1,839,444	\$ -	\$ 321,521	\$ 2,160,965	\$ 499,625	\$ 1,661,340	23.1%
Second Year Allocation from FY 22-23	\$ 18,363,466	\$ -	\$ (168,985)	\$ 18,194,481	\$ 9,472,532	\$ 8,721,949	52.1%
Other	\$ 171,778	\$ -	\$ 442,528	\$ 614,306	\$ 375,244	\$ 239,062	61.1%
<b>Total Revenue</b>	<b>\$ 46,391,124</b>	<b>\$ -</b>	<b>\$ 895,064</b>	<b>\$ 47,286,188</b>	<b>\$ 17,258,586</b>	<b>\$ 30,027,602</b>	<b>36.5%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 8,696,869	\$ -	\$ 376,644	\$ 9,073,513	\$ 4,140,511	\$ 4,933,002	45.6%
<b>Adult Services</b>	\$ 13,863,658	\$ -	\$ (2,395,115)	\$ 11,468,543	\$ 4,521,783	\$ 6,946,759	39.4%
<b>Youth Services</b>	\$ 6,673,662	\$ (2,570,333)	\$ -	\$ 4,103,329	\$ 1,313,382	\$ 2,789,947	32.0%
<i>Set Aside</i>	\$ 750,000	\$ (210,100)	\$ -	\$ 539,900	\$ -	\$ 539,900	0.0%
<b>Facilities Costs</b>	\$ 5,725,315	\$ -	\$ 51,346	\$ 5,776,661	\$ 2,005,622	\$ 3,771,039	34.7%
<b>Training &amp; Support Services</b>	\$ 10,681,620	\$ 5,117,402	\$ (2,238,704)	\$ 13,560,319	\$ 3,254,104	\$ 10,306,215	
<i>Allocated Funds</i>	\$ 6,861,620	\$ 5,117,402	\$ 141,296	\$ 12,120,319	\$ 3,254,104	\$ 8,866,215	47.4%
<i>Set Asides</i>	\$ 3,820,000	\$ -	\$ (2,380,000)	\$ 1,440,000	\$ -	\$ 1,440,000	
<b>Other Programs &amp; Projects</b>	\$ -	\$ (2,336,970)	\$ 5,100,893	\$ 2,763,923	\$ 2,023,183	\$ 740,741	73.2%
<i>Big Brothers Big Sisters</i>	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 132,003	\$ 167,997	44.0%
<i>Summer Youth Employment (City of Homestead)</i>	\$ -	\$ (79,490)	\$ 100,000	\$ 20,510	\$ 15,134	\$ 5,376	73.8%
<i>Take Stock in Children (Scholarship Program)</i>	\$ -	\$ -	\$ 1,400,699	\$ 1,400,699	\$ 1,400,699	\$ (0)	100.0%
<i>Summer Youth Employment (City of Opa-Locka)</i>	\$ -	\$ (77,398)	\$ 100,000	\$ 22,602	\$ 7,199	\$ 15,403	31.9%
<i>MDC WORKS Training</i>	\$ -	\$ (525,000)	\$ 525,000	\$ -	\$ -	\$ -	
<i>YWCA, FMU, St. Thomas</i>	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 45,500	\$ 29,500	60.7%
<i>Summer Youth Employment (City of Miami Gardens)</i>	\$ -	\$ (134,081)	\$ 300,000	\$ 165,919	\$ 57,650	\$ 108,269	34.7%
<i>MiDCPS Summer Youth Internship - 2023</i>	\$ -	\$ (1,521,000)	\$ 1,880,000	\$ 359,000	\$ 358,746	\$ 254	99.9%
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	0.0%
<i>Apprenticeship Navigators (MDC)</i>	\$ -	\$ -	\$ 170,194	\$ 170,194	\$ 6,252	\$ 163,942	3.7%
<b>Total Expenditures</b>	<b>\$ 46,391,124</b>	<b>\$ (0)</b>	<b>\$ 895,064</b>	<b>\$ 47,286,188</b>	<b>\$ 17,258,586</b>	<b>\$ 30,027,602</b>	<b>36.5%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA ADULT  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA	\$ 5,425,427			\$ 5,425,427		\$ 5,425,427	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 4,698,531			\$ 4,698,531	\$ 2,939,466	\$ 1,759,066	62.6%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 10,123,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,123,959</b>	<b>\$ 2,939,466</b>	<b>\$ 7,184,493</b>	<b>29.0%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,898,242</b>			<b>\$ 1,898,242</b>	<b>\$ 805,331</b>	<b>\$ 1,092,912</b>	<b>42.4%</b>
<b>Adult Services</b>	<b>\$ 3,085,225</b>	<b>\$ -</b>	<b>\$ (156,609)</b>	<b>\$ 2,928,616</b>	<b>\$ 1,069,428</b>	<b>\$ 1,859,188</b>	<b>36.5%</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>\$ 890,908</b>			<b>\$ 890,908</b>	<b>\$ 409,651</b>	<b>\$ 481,257</b>	<b>46.0%</b>
<b>Training &amp; Support Services</b>	<b>\$ 4,249,583</b>	<b>\$ 99,371</b>	<b>\$ -</b>	<b>\$ 4,348,954</b>	<b>\$ 644,665</b>	<b>\$ 3,704,289</b>	<b>14.8%</b>
<i>Allocated Funds</i>	\$ 3,520,317	\$ 99,371		\$ 3,619,688	\$ 644,665	\$ 2,975,023	17.8%
<i>Set Asides</i>	\$ 729,267			\$ 729,267		\$ 729,267	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ (99,371)</b>	<b>\$ 156,609</b>	<b>\$ 57,238</b>	<b>\$ 10,391</b>	<b>\$ 46,847</b>	<b>18.2%</b>
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>		\$ (99,371)	\$ 99,372	\$ 1		\$ 1	<b>0.0%</b>
<i>YWCA, FMU, St. Thomas</i>			\$ 17,508	\$ 17,508	\$ 10,391	\$ 7,117	<b>59.3%</b>
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>			\$ 39,729	\$ 39,729		\$ 39,729	<b>0.0%</b>
<b>Total Expenditures</b>	<b>\$ 10,123,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,123,959</b>	<b>\$ 2,939,466</b>	<b>\$ 7,184,493</b>	<b>29.0%</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 DISLOCATED WORKER  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA	\$ 3,473,536			\$ 3,473,536		\$ 3,473,536	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 4,078,824			\$ 4,078,824	\$ 1,937,240	\$ 2,141,584	47.5%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 7,552,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,552,361</b>	<b>\$ 1,937,240</b>	<b>\$ 5,615,120</b>	<b>25.7%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,416,068</b>			<b>\$ 1,416,068</b>	<b>\$ 524,370</b>	<b>\$ 891,697</b>	<b>37.0%</b>
<b>Adult Services</b>	<b>\$ 2,300,741</b>	<b>\$ -</b>	<b>\$ (116,843)</b>	<b>\$ 2,183,898</b>	<b>\$ 788,613</b>	<b>\$ 1,395,285</b>	<b>36.1%</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>\$ 664,608</b>			<b>\$ 664,608</b>	<b>\$ 322,476</b>	<b>\$ 342,132</b>	<b>48.5%</b>
<b>Training &amp; Support Services</b>	<b>\$ 3,170,944</b>	<b>\$ 74,141</b>	<b>\$ -</b>	<b>\$ 3,245,085</b>	<b>\$ 287,252</b>	<b>\$ 2,957,833</b>	<b>8.9%</b>
<i>Allocated Funds</i>	\$ 2,626,813	\$ 74,141		\$ 2,700,954	\$ 287,252	\$ 2,413,702	10.6%
<i>Set Asides</i>	\$ 544,131		\$ -	\$ 544,131		\$ 544,131	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ (74,141)</b>	<b>\$ 116,843</b>	<b>\$ 42,702</b>	<b>\$ 14,529</b>	<b>\$ 28,173</b>	<b>34.0%</b>
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>		\$ (74,141)	\$ 74,140	\$ (1)		\$ (1)	
<i>YWCA, FMU, St. Thomas</i>			\$ 13,062	\$ 13,062	\$ 8,277	\$ 4,785	<b>63.4%</b>
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MiDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>			\$ 29,641	\$ 29,641	\$ 6,252	\$ 23,389	<b>21.1%</b>
<b>Total Expenditures</b>	<b>\$ 7,552,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,552,361</b>	<b>\$ 1,937,240</b>	<b>\$ 5,615,120</b>	<b>25.7%</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 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA	\$ 742,630			\$ 742,630		\$ 742,630	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 1,285,102			\$ 1,285,102	\$ 376,460	\$ 908,642	29.3%
Other				\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 2,027,732</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,027,732</b>	<b>\$ 376,460</b>	<b>\$ 1,651,272</b>	<b>18.6%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 380,200			\$ 380,200	\$ 107,661	\$ 272,539	28.3%
Adult Services	\$ 607,999	\$ -	\$ (31,377)	\$ 576,622	\$ 201,316	\$ 375,306	34.9%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 178,440			\$ 178,440	\$ 65,247	\$ 113,193	36.6%
Training & Support Services	\$ 861,093	\$ 19,910	\$ -	\$ 881,003	\$ -	\$ 881,003	0.0%
Allocated Funds	\$ 714,491	\$ 19,910		\$ 734,401		\$ 734,401	0.0%
Set Asides	\$ 146,602			\$ 146,602		\$ 146,602	0.0%
Other Programs & Projects	\$ -	\$ (19,910)	\$ 31,377	\$ 11,467	\$ 2,236	\$ 9,231	19.5%
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training		\$ (19,910)	\$ 19,909	\$ (1)		\$ (1)	
YWCA, FMU, St. Thomas			\$ 3,508	\$ 3,508	\$ 2,236	\$ 1,272	63.7%
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MiDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)			\$ 7,960	\$ 7,960		\$ 7,960	0.0%
<b>Total Expenditures</b>	<b>\$ 2,027,732</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,027,732</b>	<b>\$ 376,460</b>	<b>\$ 1,651,272</b>	<b>18.6%</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  
 WIOA YOUTH  
 FISCAL YEAR 2023/2024  
 YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA	\$ 4,855,396			\$ 4,855,396		\$ 4,855,396	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 5,391,204			\$ 5,391,204	\$ 2,367,169	\$ 3,024,035	43.9%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 10,246,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,246,600</b>	<b>\$ 2,367,169</b>	<b>\$ 7,879,431</b>	<b>23.1%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,921,238</b>			<b>\$ 1,921,238</b>	<b>\$ 478,976</b>	<b>\$ 1,442,262</b>	<b>24.9%</b>
<b>Adult Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Youth Services</b>	<b>\$ 6,673,662</b>	<b>\$ (2,570,333)</b>	<b>\$ -</b>	<b>\$ 4,103,329</b>	<b>\$ 1,313,382</b>	<b>\$ 2,789,947</b>	<b>32.0%</b>
<i>Set Aside</i>	\$ 750,000	\$ (210,100)	\$ -	\$ 539,900		\$ 539,900	0.0%
<b>Facilities Costs</b>	<b>\$ 901,701</b>			<b>\$ 901,701</b>	<b>\$ 107,521</b>	<b>\$ 794,179</b>	<b>11.9%</b>
<b>Training &amp; Support Services</b>	<b>\$ -</b>	<b>\$ 2,780,433</b>	<b>\$ -</b>	<b>\$ 2,780,433</b>	<b>\$ 467,290</b>	<b>\$ 2,313,143</b>	<b>16.8%</b>
<i>Allocated Funds</i>		\$ 2,780,433		\$ 2,780,433	\$ 467,290	\$ 2,313,143	16.8%
<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>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 10,246,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,246,600</b>	<b>\$ 2,367,169</b>	<b>\$ 7,879,431</b>	<b>23.1%</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  
TANE  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF	\$ 11,519,447			\$ 11,519,447	\$ 6,730,247	\$ 4,789,200	58.4%
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 1,297,018			\$ 1,297,018	\$ 1,297,018		100.0%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 12,816,465</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,816,465</b>	<b>\$ 8,027,265</b>	<b>\$ 4,789,200</b>	<b>62.6%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 2,403,087</b>			<b>\$ 2,403,087</b>	<b>\$ 1,533,422</b>	<b>\$ 869,665</b>	<b>63.8%</b>
<b>Adult Services</b>	<b>\$ 6,885,529</b>	<b>\$ -</b>	<b>\$ (2,151,362)</b>	<b>\$ 4,734,167</b>	<b>\$ 2,187,933</b>	<b>\$ 2,546,234</b>	<b>46.2%</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>\$ 1,127,849</b>			<b>\$ 1,127,849</b>	<b>\$ 750,945</b>	<b>\$ 376,904</b>	<b>66.6%</b>
<b>Training &amp; Support Services</b>	<b>\$ 2,400,000</b>	<b>\$ 1,987,884</b>	<b>\$ (2,380,000)</b>	<b>\$ 2,007,884</b>	<b>\$ 1,602,300</b>	<b>\$ 405,584</b>	<b>79.8%</b>
<i>Allocated Funds</i>	\$ -	\$ 1,987,884		\$ 1,987,884	\$ 1,602,300	\$ 385,584	80.6%
<i>Set Asides</i>	\$ 2,400,000		\$ (2,380,000)	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ (1,987,884)</b>	<b>\$ 4,531,362</b>	<b>\$ 2,543,478</b>	<b>\$ 1,952,665</b>	<b>\$ 590,813</b>	<b>76.8%</b>
<i>Big Brothers Big Sisters</i>			\$ 300,000	\$ 300,000	\$ 132,003	\$ 167,997	44.0%
<i>Summer Youth Employment (City of Homestead)</i>		\$ (29,491)	\$ 50,000	\$ 20,509	\$ 7,567	\$ 12,942	36.9%
<i>Take Stock in Children (Scholarship Program)</i>			\$ 1,400,699	\$ 1,400,699	\$ 1,400,699	\$ (0)	100.0%
<i>Summer Youth Employment (City of Opa-Locka)</i>		\$ (38,849)	\$ 50,000	\$ 11,151	\$ 3,599	\$ 7,552	32.3%
<i>MDC WORKS Training</i>		\$ (331,578)	\$ 331,579	\$ 1		\$ 1	0.0%
<i>YWCA, FMU, St. Thomas</i>			\$ 36,425	\$ 36,425	\$ 21,226	\$ 15,199	58.3%
<i>Summer Youth Employment (City of Miami Gardens)</i>		\$ (66,966)	\$ 150,000	\$ 83,034	\$ 28,824	\$ 54,210	34.7%
<i>MiDCPS Summer Youth Internship - 2023</i>		\$ (1,521,000)	\$ 1,880,000	\$ 359,000	\$ 358,746	\$ 254	99.9%
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>			\$ 250,000	\$ 250,000		\$ 250,000	0.0%
<i>Apprenticeship Navigators (MDC)</i>			\$ 82,659	\$ 82,659		\$ 82,659	0.0%
<b>Total Expenditures</b>	<b>\$ 12,816,465</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 12,816,466</b>	<b>\$ 8,027,265</b>	<b>\$ 4,789,201</b>	<b>62.6%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (0)</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
 REVENUE AND EXPENDITURES COMPARED TO BUDGET  
 Layoff Aversion  
 FISCAL YEAR 2023/2024  
 YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA	\$ -		\$ 300,000	\$ 300,000	\$ 180,939	\$ 119,061	60.3%
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other				\$ -			
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 180,939</b>	<b>\$ 119,061</b>	<b>60.3%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ -		\$ 300,000	\$ 300,000	\$ 180,939	\$ 119,061	60.3%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside				\$ -			
Facilities Costs				\$ -		\$ -	
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MiDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 180,939</b>	<b>\$ 119,061</b>	<b>60.3%</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  
SUMMER YOUTH EMPLOYMENT PROGRAM**

FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)  
(City of Miami Gardens/City of Opa-Locka/City of Homestead)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other			\$ 250,000	\$ 250,000	\$ 160,371	\$ 89,629	64.1%
<b>Total Revenue</b>	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 160,371	\$ 89,629	64.1%
<b>Expenditures:</b>							
<b>Headquarter Costs</b>				\$ -	\$ 25,035	\$ (25,035)	
<b>Adult Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>				\$ -		\$ -	
<b>Training &amp; Support Services</b>	\$ -	\$ 155,663	\$ -	\$ 155,663	\$ 95,344	\$ 60,320	61.2%
<i>Allocated Funds</i>		\$ 155,663		\$ 155,663	\$ 95,344	\$ 60,320	61.2%
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ (155,664)	\$ 250,000	\$ 94,336	\$ 39,992	\$ 54,345	42.4%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>		\$ (49,999)	\$ 50,000	\$ 1	\$ 7,567	\$ (7,566)	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>		\$ (38,549)	\$ 50,000	\$ 11,451	\$ 3,599	\$ 7,851	31.4%
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>		\$ (67,115)	\$ 150,000	\$ 82,885	\$ 28,825	\$ 54,059	34.8%
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	\$ -	\$ (0)	\$ 250,000	\$ 250,000	\$ 160,371	\$ 89,629	64.1%
<b>Balance of Funds Available</b>	\$ -	\$ 0	\$ -	\$ 0	\$ -	\$ 0	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA - Get There Faster At-Risk Floridians  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other	\$ 171,778			\$ 364,306	\$ 214,873	\$ 149,433	
<b>Total Revenue</b>	<b>\$ 171,778</b>	<b>\$ -</b>	<b>\$ 192,528</b>	<b>\$ 364,306</b>	<b>\$ 214,873</b>	<b>\$ 149,433</b>	<b>59.0%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 32,208		\$ 51,232	\$ 83,440	\$ 57,619	\$ 25,821	69.1%
<b>Adult Services</b>	\$ 139,570	\$ -	\$ -	\$ 139,570	\$ -	\$ 139,570	0.0%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -			
<b>Facilities Costs</b>				\$ -		\$ -	
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ 141,296	\$ 141,296	\$ 157,254	\$ (15,958)	
<i>Allocated Funds</i>			\$ 141,296	\$ 141,296	\$ 157,254	\$ (15,958)	111.3%
<i>Set Asides</i>				\$ -		\$ -	111.3%
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 171,778</b>	<b>\$ -</b>	<b>\$ 192,528</b>	<b>\$ 364,306</b>	<b>\$ 214,873</b>	<b>\$ 149,433</b>	<b>59.0%</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

FSET  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 782,000			\$ 782,000	\$ 333,118	\$ 448,882	42.6%
Second Year Allocation from FY 22-23	\$ 198,738			\$ 198,738	\$ 198,738	\$ -	100.0%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 980,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 980,738</b>	<b>\$ 531,855</b>	<b>\$ 448,882</b>	<b>54.2%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 183,888			\$ 183,888	\$ 224,622	\$ (40,733)	122.2%
Adult Services	\$ 710,544	\$ -	\$ (12,442)	\$ 698,102	\$ 229,300	\$ 468,802	32.8%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 86,305			\$ 86,305	\$ 75,230	\$ 11,075	87.2%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects	\$ -	\$ -	\$ 12,442	\$ 12,442	\$ 2,703	\$ 9,739	21.7%
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas			\$ 3,806	\$ 3,806	\$ 2,703	\$ 1,103	71.0%
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MIDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)			\$ 8,636	\$ 8,636		\$ 8,636	0.0%
<b>Total Expenditures</b>	<b>\$ 980,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 980,738</b>	<b>\$ 531,855</b>	<b>\$ 448,882</b>	<b>54.2%</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 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO			\$ 282,867	\$ 282,867	\$ 150,385	\$ 132,482	53.2%
Second Year Allocation from FY 22-23	\$ 178,274		\$ (178,274)	\$ -		\$ -	
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 178,274</b>	<b>\$ -</b>	<b>\$ 104,593</b>	<b>\$ 282,867</b>	<b>\$ 150,385</b>	<b>\$ 132,482</b>	<b>53.2%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 33,426		\$ 19,611	\$ 53,038	\$ 79,668	\$ (26,631)	150.2%
Adult Services	\$ 129,159	\$ -	\$ 73,518	\$ 202,677	\$ 45,192	\$ 157,485	22.3%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 15,688		\$ 9,204	\$ 24,892	\$ 24,857	\$ 35	99.9%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects	\$ -	\$ -	\$ 2,260	\$ 2,260	\$ 667	\$ 1,593	29.5%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>			\$ 691	\$ 691	\$ 667	\$ 24	96.5%
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>			\$ 1,569	\$ 1,569		\$ 1,569	0.0%
<b>Total Expenditures</b>	<b>\$ 178,274</b>	<b>\$ -</b>	<b>\$ 104,593</b>	<b>\$ 282,867</b>	<b>\$ 150,385</b>	<b>\$ 132,482</b>	<b>53.2%</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

LOCAL VETERANS  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -		\$ -	
TANF				\$ -		\$ -	
DEO			\$ 38,654	\$ 38,654	\$ 16,123	\$ 22,532	41.7%
Second Year Allocation from FY 22-23	\$ 6,398			\$ 6,398	\$ 6,398	\$ -	100.0%
Other				\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 6,398</b>	<b>\$ -</b>	<b>\$ 38,654</b>	<b>\$ 45,052</b>	<b>\$ 22,520</b>	<b>\$ 22,532</b>	<b>50.0%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 774		\$ 4,677	\$ 5,451	\$ 2,752	\$ 2,699	50.5%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 5,623		\$ 33,977	\$ 39,600	\$ 19,768	\$ 19,832	49.9%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects Big Brothers Big Sisters Summer Youth Employment (City of Homestead) Take Stock in Children (Scholarship Program) Summer Youth Employment (City of Opa-Locka) MDC WORKS Training YWCA, FMU, St. Thomas Summer Youth Employment (City of Miami Gardens) MIDCPS Summer Youth Internship - 2023 Miami-Dade Charter Schools Summer Youth Employment Program Apprenticeship Navigators (MDC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 6,398</b>	<b>\$ -</b>	<b>\$ 38,654</b>	<b>\$ 45,052</b>	<b>\$ 22,520</b>	<b>\$ 22,532</b>	<b>50.0%</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

DISABLED VETERANS  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 15,658		\$ 9,289	\$ 24,947	\$ -	\$ -	
Other				\$ -	\$ 20,210	\$ 4,738	81.0%
<b>Total Revenue</b>	<b>\$ 15,658</b>	<b>\$ -</b>	<b>\$ 9,289</b>	<b>\$ 24,947</b>	<b>\$ 20,210</b>	<b>\$ 4,738</b>	<b>81.0%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 1,895		\$ 1,124	\$ 3,019	\$ 6,918	\$ (3,899)	229.2%
<b>Adult Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -			
<b>Facilities Costs</b>	\$ 13,764		\$ 8,165	\$ 21,929	\$ 13,292	\$ 8,637	60.6%
<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>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 15,658</b>	<b>\$ -</b>	<b>\$ 9,289</b>	<b>\$ 24,947</b>	<b>\$ 20,210</b>	<b>\$ 4,738</b>	<b>81.0%</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

WAGNER PEYSER  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 1,057,444			\$ 1,057,444		\$ 1,057,444	0.0%
Second Year Allocation from FY 22-23	\$ 1,206,968			\$ 1,206,968	\$ 326,813	\$ 880,155	27.1%
Other				\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 2,264,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,264,412</b>	<b>\$ 326,813</b>	<b>\$ 1,937,599</b>	<b>14.4%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 424,577			\$ 424,577	\$ 113,199	\$ 311,378	26.7%
<b>Adult Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	\$ 1,839,835			\$ 1,839,835	\$ 213,614	\$ 1,626,221	11.6%
<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>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 2,264,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,264,412</b>	<b>\$ 326,813</b>	<b>\$ 1,937,599</b>	<b>14.4%</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 2023/2024  
YTD Operations (07/01/23-12/31/23)**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
<b>Std 50.00%</b>							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 6,750			\$ 6,750	\$ 3,020	\$ 3,730	44.7%
Other				\$ -	\$ -		
<b>Total Revenue</b>	<b>\$ 6,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,750</b>	<b>\$ 3,020</b>	<b>\$ 3,730</b>	<b>44.7%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 1,266			\$ 1,266		\$ 1,266	0.0%
<b>Adult Services</b>	\$ 4,890	\$ -	\$ -	\$ 4,890	\$ -	\$ 4,890	0.0%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	\$ 594			\$ 594	\$ 3,020	\$ (2,426)	508.4%
<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>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MidCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 6,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,750</b>	<b>\$ 3,020</b>	<b>\$ 3,730</b>	<b>44.7%</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

DEO\*\*

FISCAL YEAR 2023/2024

YTD Operations (07/01/23-12/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 12/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50%		
<b>Revenues:</b>							
WIOA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TANF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DEO	\$ 1,057,444	\$ -	\$ 321,521	\$ 1,378,965	\$ 166,507	\$ 1,212,458	12.1%
Second Year Allocation from FY 22-23	\$ 1,414,048	\$ -	\$ (168,985)	\$ 1,245,063	\$ 356,440	\$ 888,623	28.6%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 2,471,492</b>	<b>\$ -</b>	<b>\$ 152,536</b>	<b>\$ 2,624,028</b>	<b>\$ 522,947</b>	<b>\$ 2,101,080</b>	<b>19.9%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 461,938	\$ -	\$ 25,412	\$ 487,350	\$ 202,537	\$ 284,813	41.6%
<b>Adult Services</b>	\$ 134,050	\$ -	\$ 73,518	\$ 207,568	\$ 45,192	\$ 162,375	21.8%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Facilities Costs</b>	\$ 1,875,504	\$ -	\$ 51,346	\$ 1,926,850	\$ 274,551	\$ 1,652,299	14.2%
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ 2,260	\$ 2,260	\$ 667	\$ 1,593	29.5%
<i>Big Brothers Big Sisters</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Summer Youth Employment (City of Homestead)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Take Stock in Children (Scholarship Program)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>MDC WORKS Training</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>YWCA, FMU, St. Thomas</i>	\$ -	\$ -	\$ 691	\$ 691	\$ 667	\$ 24	96.5%
<i>Summer Youth Employment (City of Miami Gardens)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Apprenticeship Navigators (MDC)</i>	\$ -	\$ -	\$ 1,569	\$ 1,569	\$ -	\$ 1,569	0.0%
<b>Total Expenditures</b>	<b>\$ 2,471,492</b>	<b>\$ -</b>	<b>\$ 152,536</b>	<b>\$ 2,624,028</b>	<b>\$ 522,947</b>	<b>\$ 2,101,080</b>	<b>19.9%</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**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 9

**AGENDA ITEM SUBJECT:** GLOBAL TALENT AND COMPETITIVENESS COUNCIL UPDATE

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 10

**AGENDA ITEM SUBJECT:** PERFORMANCE COUNCIL UPDATE

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 10A

**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:**

South Florida Workforce Investment Board (SFWIB) staff created a Common Measures Tool (CMT) that monitors the negotiated Workforce Innovation and Opportunity Act (WIOA) performance indicators established by the Department of Florida Commerce in real time. The tool provides American Job Center (AJC) staff with the ability to see which cases have exited the system with or without employment using information generated from various employment data sources including the New Hire Report, the Work Number, and the Wage Credit Report. The tool will also allow AJC staff to ensure all follow ups required by federal law have been conducted as the tool identifies cases with incomplete employment data per quarter.

As of January 31, 2024, SFWIB staff has provided an overview of the SFWIB's performance per quarter:

- Quarter 1 (Q1) – SFWIB is meeting or exceeding all performance measures.
- Quarter 2 (Q2) – SFWIB is meeting or exceeding all measures with the exception of the Youth Education and Employment Rate measure as it is below the negotiated performance standard. AJC staff need to engage at a minimum 2 individuals regarding the Youth Education and Employment Rate to ensure the SFWIB meets the negotiated performance measure.
- Quarter 3 (Q3) - SFWIB is exceeding all performance measures with the exception of the Youth Education and Employment Rate and Youth Credential Attainment measures. AJC staff need to engage at a minimum 16 individuals regarding the Youth Education and Employment Rate and a minimum of 20 individuals regarding the Youth Credential Attainment measure to ensure the SFWIB meets the negotiated performance measures.
- Quarter 4 (Q4) – SFWIB is meeting or exceeding all performance measures.

Based on the information derived from the CMT, AJC staff has begun following up with individuals in Q2 and Q3 performance areas to ensure data is entered properly in order that the SFWIB meets or exceeds the established performance standards. SFWIB staff has identified several strategies to improve performance to ensure all 18 WIOA Indicators of Performance are met, beginning with the implementation of strict follow-up guidelines to ensure each case is properly documented in the Employ Miami-Dade and Employ Monroe systems. The guidelines include:

- The requirement for AJC staff to provide monthly updates regarding the status of follow-up cases;
- Required participation in the hands-on technical assistance SFWIB staff provides regarding the proper documentation of those cases; and
- The implementation of the Work Number verification updates in the CMT to assist with any outstanding employment information which has not been documented.

In addition, SFWIB staff incorporated an overview of the CMT for all Performance Improvement Team (PIT) meetings as well as common measures discussions in monthly focus group meetings.

**FUNDING:** N/A

**PERFORMANCE:** Workforce Innovation Opportunity Act and Wagner Peyser

*ATTACHMENT*

**Common Measures Tool Summary**

Number of Employed Participants not Exited:									357	
Total Number of Cases:									1,506	
Common Measures	Performance ( Quarters )								PY Year Performance Goals	% of PY Year Performance Goal Met
	Quarter 1	% of Quarter 1 Performance Goal Met	Quarter 2	% of Quarter 2 Performance Goal Met	Quarter 3	% of Quarter 3 Performance Goal Met	Quarter 4	% of Quarter 4 Performance Goal Met		
<b>Adults</b>										
Entered Employment Rate	94.20%	146.05%	87.88%	136.25%	95.28%	147.73%	100.00%	155.04%	64.50%	142.62%
Median Earnings	\$8,840.00	175.60%	\$8,840.00	175.60%	\$10,400.00	206.59%	\$8,528.00	169.40%	\$5,034.00	206.59%
Credential Attainment	58.97%	116.55%	51.16%	101.11%	65.79%	130.02%	100.00%	197.63%	50.60%	129.19%
Measurable Skills Gain	107.69%	432.50%	100.00%	401.61%	101.32%	406.89%	100.00%	401.61%	24.90%	408.56%
<b>Dislocated Workers</b>										
Entered Employment Rate	90.00%	112.92%	84.21%	105.66%	100.00%	125.47%	100.00%	125.47%	79.70%	115.43%
Median Earnings	\$13,780.00	168.87%	\$11,856.00	145.29%	\$13,520.00	165.68%	\$7,800.00	95.58%	\$8,160.00	168.87%
Credential Attainment	100.00%	125.79%	92.31%	116.11%	93.33%	117.40%	100.00%	125.79%	79.50%	121.04%
Measurable Skills Gain	100.00%	250.00%	100.00%	250.00%	100.00%	250.00%	100.00%	250.00%	40.00%	254.72%
<b>Wagner-Peyser</b>										
Entered Employment Rate	66.78%	108.23%	65.05%	105.44%	59.97%	97.20%	71.32%	115.59%	61.70%	105.56%
Median Earnings	\$7,800.00	150.78%	\$7,779.20	150.38%	\$7,800.00	150.78%	\$6,760.00	130.67%	\$5,173.00	150.78%
<b>Youth</b>										
Education and Employment Rate	70.59%	93.12%	67.65%	89.24%	54.46%	71.85%	83.64%	110.34%	75.80%	87.21%
Median Earnings	\$7,280.00	197.18%	\$7,800.00	211.26%	\$7,800.00	211.26%	\$7,709.00	208.80%	\$3,692.00	211.26%
Credential Attainment	88.33%	151.00%	63.35%	108.28%	23.53%	40.22%	83.78%	143.22%	58.50%	110.61%
Measurable Skills Gain	105.00%	208.75%	102.79%	204.35%	91.18%	181.27%	113.51%	225.67%	50.30%	197.86%

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11

**AGENDA ITEM SUBJECT:** ACTION ITEMS

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11A

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

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

### **RECOMMENDATION:**

SFWIB staff recommends to the Executive Committee to recommend to the board the approval of the amended and restated SFWIB Bylaws.

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

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

### **BACKGROUND:**

During the August 2023 SFWIB meeting, staff presented the amended and restated by-laws to the board for approval. Members were informed that the proposed by-laws must undergo final review by the Miami-Dade County Attorney's Office before being presented to Mayor Cava for signature.

SFWIB staff has concluded the review process with the Miami-Dade County Attorney's Office. The following modifications were in accordance with the Workforce Innovation and Opportunity Act ("WIOA"), the Interlocal Agreement, and state law:

- Page 1 - Section 1.4: SFWIB Mission – updated language to correspond with the current content on the SFWIB website.
- Page 2 – Section 2.2: Other Offices – Language referring to the additional office locations has been removed.
- Page 2 – Section 4.1: Representation – Clarified the area in which SFWIB services (LWDB 23).
- Page 6 – Section 4.4: Appointment of Members – Added language that advises members against lobbying the CLEO, or his/her designate, regarding the appointment or removal of Board members. In the event that a member undermines this guideline, an overview of the potential repercussions is also included.
- Page 7 – Section 4.5: Terms/Term Limits – Existing terminology regarding term limits and the establishment of staggered terms has been clarified.

- Page 8 – Section 4.7A. For Cause – The "Removal For Cause" language has been updated to provide greater clarity regarding SFWIB members, the Executive Director, and/or the designated individual responsible for the Board's operational and administrative functions.
- Page 10 – Section 5.3 Executive Director – Additional language was provided regarding the Board's authority when recommending the appointment or termination of the Executive Director.
- Page 11 – Section 6.4 Notice of Meeting – In the event of an emergency meeting, the timeframe within which meeting notifications will be made available to the general public has been clarified.

With the aforementioned changes, SFWIB staff recommends to the Executive Committee to recommend to the board the approval of the revised SFWIB Amended and Restated 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 (“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.

**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 (“LWDA” or “Area 23”) of the State of Florida as may be amended or renewed from time to time (“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 eligible to exclude income under Section 115 of the Internal Revenue Code of the United States and contributions which are deductible under Section 170(c)(1) of the Internal Revenue Code of the United States.

**Section 1.4** *Mission* – The dual mission of CareerSource South Florida is to facilitate the connection between competent and capable individuals and local employers, while also offering career advancement opportunities to residents of South Florida that contribute to their overall economic well-being. 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 Workforce Innovation and Opportunity Act (“WIOA”) and the Interlocal Agreement, in accordance with federal and state law. In collaboration with required and additional stakeholders, the SFWIB shall provide strategic and operational oversight to develop a comprehensive and high-quality workforce development system in Miami-Dade and Monroe County and public policy guidance of WIOA programs. The SFWIB shall work toward achieving the state’s strategic and operational visions and goals, and shall exercise all powers provided by or under the authority of the Board including, but not limited to, Chapter 445 Florida Statutes. An emphasis shall be placed on services to individuals with barriers as well as other individuals 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, section 445.007(5), Florida Statutes, these Bylaws, the Interlocal Agreement, and as permitted by the laws of 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.

## **ARTICLE III LIMITATIONS ON BOARD MEMBERS**

**Section 3.1 Limitation on Board Members** - 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 shall be prohibited from lobbying entities or persons, 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 the Miami-Dade Board of County Commissioners.

## **ARTICLE IV MEMBERSHIP AND DUTIES**

**Section 4.1 Representation** - The SFWIB members shall be representative of the population of the Local Workforce Development Board (LWDB) 23. The membership shall be based on the diversity of the economic and demographic composition of the LWDB 23 to assure equitable representation.

**Section 4.2 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 be comprised of 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 in accordance with the Interlocal Agreement.

### **A. Business**

A majority of the Board members shall represent businesses in the 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;



- 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.

At least two 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 and:

- a. Include at least two representatives of labor organizations nominated by local labor federations. If no employees are represented by such organizations, at least two other representatives of employees shall be on the Board.
- 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**

Members must include representatives of entities administering education and training activities in the LWDA and:

- 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. This requirement may be waived by the CareerSource Florida Board of Directors 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.

If there is more than one institution in each of the types of educational entities listed above, nominations will be solicited from representatives of each of these entities. 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 does not exist in the LWDA, the Board shall submit a request to waive the requirement as outlined in CareerSource Florida Administrative Policy 91.

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

Members must include representatives of economic and community development, as well as governmental entities serving the local area with:

- 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; (2) philanthropic organizations serving the LWDA; and (3) other appropriate individuals as determined by the CLEO of Miami-Dade County.

**Section 4.3 *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 within the LWDA. Pursuant to Section 445.007, Florida Statutes, 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, within three days of the vacancy, a written notice of the vacancy to the Board as well as to the appropriate CLEO. 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 the Executive Director a document identifying potential candidates to fill the vacancy within 15 days of receipt of the notice of the vacancy. 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 Executive Director's 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 applicable processes below 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 or Executive Committee shall solicit nominations from both public and private local economic development agencies.

**Section 4.4 Appointment of Members** - 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 CLEOs may not delegate the responsibility of appointing members to the SFWIB to the Executive Director. A SFWIB member may not assign or designate their Board position on the SFWIB or Council. Upon appointment, SFWIB members must be trained on federal, state and local conflict-of-interest laws and policies.

Members are prohibited from instructing or requesting that the CLEO, or their subordinates, appoint or remove any member from the Board. Any member who engages in the aforementioned conduct shall be subject to a recommendation for removal by the Board. A removal recommendation will be submitted to the CLEO for review and consideration if a consensus is reached by a two-thirds vote. It is essential to note that written authorization from the CLEO is required for any action pertaining to the removal of a member.



## **Appointment Process Instructions:**

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

1. The nominee completes a Membership Nomination and Reappointment Form, including a career biography/resume.
2. The nominee submits the Membership Nomination and Reappointment Form and career biography/resume to the Executive Director.
3. The Executive Director forwards submitted documents to his 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 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 transmit documents to the Executive Director for submission to the Executive Committee for review and recommendation to the Board for approval. If the nominee is not approved, the Executive Director shall notify the nominee, in writing, of such decision.
  - b. If the Executive Committee approves the nomination, the nomination shall be included on the next SFWIB Agenda for the Board to consider. If the nominee is not approved the Executive Director shall notify the nominee, in writing, of such decision.
  - c. If the SFWIB approves the nominee, the Executive Assistant shall prepare a memo to the appropriate CLEO recommending the individual for appointment to the Board. The Membership Nomination and Reappointment Form, including the career biography/resume shall be included with the memo.
6. If the CLEO appoints the Board's approved nominee, the following procedures shall 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 all necessary documents, 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 4.5 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 two-year term, with reappointment occurring after the second year. Members may serve two additional terms. A member's service shall not exceed a total of three (3) consecutive terms or six (6) consecutive years. Notwithstanding the above, members who represent governmental entities are exempt from term limits. Service, which commenced before July 1, 2021, does not count toward the 6-year limitation.

To establish staggered terms, members shall be divided into three (3) groups, the first of which will be new SFWIB members, which will serve an initial term of two (2) years. The second group will consist of those who begin their term the year following the term of the first group. The third group will consist of those who begin their term the following term of the second group.

**Section 4.6 Vacancies** – A SFWIB member who becomes ineligible to serve on the Board must resign or be removed by the CLEO that appointed him or her. Vacancies should be filled within twelve (12) months from the original vacancy occurrence. All appointments to fill vacancies should follow the same process provided in this Section 4. 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 departing members. If a member resigns or removed before their term has expired, the newly appointed member shall begin a new two-year term.

**Section 4.7 New Member Orientation and Annual Training** - SFWIB members must participate in orientation and annual training. The purpose of orientation and training is to provide SFWIB members with information that empowers them to effectively serve. All new members shall complete a new member orientation within six months of their appointment to the Board. The Executive Director is responsible for and shall develop Member Orientation.

- A. SFWIB members must complete annual refresher training regarding their duties and responsibilities as a member of the Board. Such training will be on topics provided by CareerSource Florida Administrative Policy 110.
- B. New member and refresher training may be offered in-person and/or virtually. Using the Board Engagement Matrix, the Board will monitor member participation in convening stakeholders, brokering relationships with employers, and leveraging support. Upon request, attendance records and course completion dates will be provided.

**Section 4.7 Removal** – A SFWIB member, the Executive Director, or the designated person responsible for operational and administrative functions, may be removed from the Board as follows:

- A. For Cause – The Governor may remove from office, for cause, SFWIB members, the Executive Director, or the designated individual accountable for operational and administrative functions, in accordance with Section 445.007 of the Florida Statutes. In addition, members may be removed by a vote of 2/3 of the Board or by the CLEO who appointed them.

B. 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 or CLEO.

C. Resignations

1. Voluntary resignations shall be those occurring when a member, for his or her own reasons, elects to leave the Board and gives due notice of such intent.
2. Involuntary resignations (de-facto resignations) shall occur when a member fails to attend one-half of either the regularly scheduled Board or Board Committee/Council meetings in a 12-month period. An involuntary resignation may be set aside at the request of the member and upon approval by a majority vote of the Board.
  - i) The Executive Director shall send a letter to any member who fails to attend two consecutive meetings, including committee or task force meetings, in any 12-month period without adequate explanation and/or communication.
  - ii) Following the notification, the Executive Director shall notify the CLEO who appointed the member and recommend that the member be removed from the SFWIB if said member misses a third meeting, including a committee or task force meeting, in any 12-month period without an acceptable excuse. The SFWIB defines “acceptable excuse” as medical, business travel, or other reason that the SFWIB, by majority vote, deems appropriate.

**Section 4.8 *Financial Disclosure*** – Financial disclosures pursuant to section 112.3145, Florida Statutes, are required of appointed members as follows, unless otherwise exempt under Florida law:

- 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 accrue until the disclosure is filed or the fine reaches \$1,500.
- e. Failure to submit Financial Disclosure Form 1 by the July 1st deadline could result in a finding of non-compliance with the Grantee-Subgrantee Agreement for the SFWIB.

## ARTICLE V OFFICERS

**Section 5.1** Appointed Officers - The officers shall consist of a Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) who are approved by majority vote of the Board.

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

A. Chair. The Chair shall be the chief appointed officer of the Board and shall preside at all Board and Executive Committee meetings. The Chair shall appoint council Chairs and council Vice-Chairs, subject to the approval of the SFWIB. The Chair may be removed from office 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.

All such council and task force chairs and members shall serve at the pleasure of the Chair. The Chair 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 Chair shall serve as an ex-officio member of all standing committees and shall perform such other duties as set forth in these Bylaws or as determined by the Board. The Chair shall be a “Business” representative and preside at all meetings of the SFWIB

B. Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair or in the event of the Chair’s inability to perform his or her duties. The Vice-Chair shall serve as the chair of the Board’s membership committee and shall perform such other duties as are assigned by the Chair.

The Vice-Chair may be removed from office 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 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 is no longer vacant. The Vice-Chair 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 year prior to being appointed to office.

D. Appointment. The Chair and Vice-Chair shall be elected by the Board and shall serve one two-year term commencing the January 1<sup>st</sup> following their appointment. The Chair's and the Vice-Chair's terms shall be limited to two consecutive two-year terms. There are no limitations on the number of nonconsecutive terms members may serve or offices they may hold.

**Section 5.3 *Executive Director*** - The Board shall have the authority to recommend an Executive Director to 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, 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 and task forces. The Executive Director shall serve as advisor to the Chair and all council Chairs and task forces 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 include, but are not limited to:

- A. Coordinating with the appropriate CLEO regarding the identification and nomination of members to the Board and ensuring membership is compliant with state and federal laws.
- B. Organizing Board meetings and ensuring meetings are held according to the Bylaws and applicable laws, including Florida's Sunshine Law.
- 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 executing agreements on local performance metrics.
- F. Negotiating with the appropriate CLEO and required partners for the Memorandum of Understanding (as prescribed in CareerSource Florida Administrative Policy 106).
- G. In compliance with the Board's procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts to 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 SFWIB each program year to be submitted to the Florida Department of Commerce 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 SFWIB staff 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. Notwithstanding the prior sentence, the number of meetings may be amended at the discretion of the Chair. 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 Chair or by a majority of the members of the Board.

**Section 6.3** Place of Meeting - The Chair, in coordination with the Executive Director, shall designate the location of meetings to ensure compliance with accessibility and other legal requirements, 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 of chapter 445, Florida Statutes, and the Grantee/Sub-grantee Agreement. Notice of the date, time, and place of all SFWIB meetings shall be emailed to all members at least seven days in advance of such meetings, together with an agenda of the business to be conducted. If a special or emergency meeting is called pursuant to the provisions of section 6.2 above, a minimum of 24-hour notification will be provided.

**Section 6.5** Communication Media Technology - Members may attend a maximum of three Board meetings per calendar year via 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. Notwithstanding the above, physical attendance at all Board and committee meetings is preferred. 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 at least six in-person meetings throughout the course of the calendar year. Members may attend via communications media technology a maximum of two times in a succession, after which, in-person attendance is required before remote participation is further permitted. As specified in Section 4.9B (2), any member who is absent from three 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 Board 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 may take official action on items of a Board agenda, which actions may be ratified by the Board 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 at the meeting after a quorum has been established. 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 leaves 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 regarding the provision of services by said member, their relatives, any organization that the member directly represents, or any matter that would provide any direct financial benefit to the member or, where the member has a relationship with the contracting vendor. All members shall 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 Department of Commerce's Grantee/Sub-grantee Agreement.

Such contracts may only be approved with a two-thirds vote of the Board members present 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 Chair or Vice-Chair 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 the provisions of these Bylaws.
- B. All business shall be conducted in accordance with a written agenda published in accordance with the provisions of these Bylaws.
- C. Participation in meetings shall be limited to SFWIB members, Board staff and other invited guests and speakers.
- D. The Board shall comply with Section 286.0114, Florida Statutes and provide members of the public with a reasonable opportunity to be heard.
- E. All business of the Board shall be conducted in accordance with the Florida Government in the Sunshine Law.
- F. SFWIB members may attend meetings in-person or virtually except for the annual meeting where in-person attendance is required.
- G. The Secretary of the Board shall record and transcribe all proceedings. At the next routinely scheduled meeting where a quorum has been established, meeting minutes 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 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 Chair and subject to Board ratification. SFWIB staff may not serve on committees. As specified in Section 6.1, the Committees/Councils shall meet on the same days as the SFWIB regular Board meetings, as provided in Section 6.1. . The Committee/Council Chairs may call special and emergency meetings as deemed necessary.

**Section 6.12** Executive Committee – The Executive Committee shall be comprised of the Chair, Vice-Chair, Council Chairs and Vice-Chairs. 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 the annual budget and ensures accurate tracking, monitoring and accountability for funds. The FEC 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’s One Community One Goal, identified seven targeted sectors.

**Section 6.15 Performance Council**- The Performance Council is responsible for ensuring compliance with the U.S. Department of Labor’s federal common measures, the REACH Act Letter Grades and SFWIB performance goals, including 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 specific issues. Ad Hoc Committees shall be chaired by a SFWIB member. Membership of Ad Hoc Committee(s) may include other SFWIB members, but must include individuals, appointed by SFWIB, who are not on the Board and have demonstrated experience and expertise in accordance with state and federal laws.

## **ARTICLE VII INDEMFICATION AND COMPENSATION**

**Section 7.1 Indemnification** - The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law. 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 7.2 Compensation** – Board members shall serve without compensation; however, 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 his or her designee, in accordance with the Interlocal Agreement. Expenses shall be reimbursed in accordance with federal and state laws and regulations, Miami-Dade County ordinances and policies, and the Interlocal Agreement.



## ARTICLE VIII ENACTMENT/AMENDMENT

**Section 8.1 Enactment** - These Bylaws shall become effective upon approval of the Board. Approval for enactment shall require a two-thirds vote of the full membership of the Board, after notice to the membership. Said notice shall be made no later than 10 days prior to the meeting at which the Bylaws 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.

**Section 8.2 Amendments** - The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a two-thirds of the membership of the Board in attendance at any meeting.

## ARTICLE XI STAFF SUPPORT AND PROFESSIONAL ASSISTANCE

**Section 9 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, any such requests or directives by members of the Board shall be made solely to the Executive Director and shall not be made to any other employees of the SFWIB either publicly or privately. If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.



## **SFWIB EXECUTIVE COMMITTEE**

**DATE:** 2/15/2023

**AGENDA ITEM NUMBER:** 11B

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

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

**RECOMMENDATION:** SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of CSSF to serve as the One-Stop Operator for Local Workforce Development Area 23, as set forth below

**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 (LWDB) to use a competitive procurement process to select a one-stop operator(s) at least once every four years. In 2023, the SFWIB released multiple Request for Proposals (RFP) to solicit agencies capable of providing One-Stop Operator services. The first RFP did not yield any respondents and the second yielded one failed response.

In accordance with CareerSource Florida Administrative Policy 097, staff requested CareerSource Research Coast conduct a competitive procurement process on behalf of the SFWIB. SFWIB staff prepared and submitted a bid on January 16, 2024. The RFP closed on January 19, 2024. On January 31<sup>st</sup>, SFWIB was notified of its selection as the successful respondent.

SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of CSSF as the One-Stop Operator. This One-Stop Operator staff will directly report to the Executive Director. In accordance with CareerSource Florida Administrative Policy 097, the One-Stop Operator will function independently from SFWIB staff.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



careersourcerc.com

January 31, 2024

Dear Proposer:

The Workforce Development Board of Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC) has reviewed your proposal for a One-Stop Operator (OSO) in accordance with the Workforce Innovation and Opportunity Act (WIOA) sec. 121 (d) (2) (a), and CareerSource Florida - Administrative Policy #097 which requires the Local Workforce Development Board (LWDB) to competitively select a "one-stop operator" to support the implementation of services with the career center system locally. The One-Stop Operator may be a single entity or multiple entities working together to form a consortium operator.

Your proposal passed technical review and was the only proposal received. Based on this review, CSRC completed the rating as was a requirement of the Request For Proposal (RFP) and is making the recommendation to the South Florida Workforce Investment Board d/b/a CareerSource South Florida (CSSFL) Board of Directors to have CSSFL serve as the OSO for the Local Workforce Development Area and LWDB. Enclosed are the copies of the CSRC Composite Rating Sheet for RFP SFWIB-23-OSO-01 and the CSRC Rating Team Compilation for RFP SFWIB-23-OSO-01.

This recommendation does not oblige CSSFL or its Board of Directors to award a contract, or contracts, nor will the CSRC pay any costs incurred in the preparation of proposals. All required backup documentation is available upon request.

Respectfully,

A handwritten signature in blue ink, appearing to read "BK Bauer".

Brian K. Bauer  
President/CEO

Administrative Office  
584 NW University Boulevard, Suite 100 | Port Saint Lucie, FL 34986  
p: 866.482.4473 | f: 866.314.6580





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/8/2024

**AGENDA ITEM NUMBER:** 11C

**AGENDA ITEM SUBJECT:** CONFLICT OF INTEREST & CODE OF ETHICS POLICY

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

**RECOMMENDATION:** SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of a new Conflict of Interest & Code of Ethics Policy, as set forth below

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

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

### **BACKGROUND:**

SFWIB staff are Miami-Dade County employees and adhere to all Miami-Dade County policies and regulations. During a 2023 monitoring by Florida Commerce it was noted that the SFWIB needed to have their own separate policies from Miami-Dade County. While the two policies are similar in content, SFWIB is required to have a policy dedicated to workforce staff that is in accordance with the Workforce Innovation and Opportunity Act, the Code of Federal Regulations and the Re-imagining Education and Career Help (REACH) Act. The policy is applicable to all SFWIB staff, American Job Center Staff, Service Providers, Youth Service Providers, Training Providers, and partners to ensure the highest standards of ethics and transparency.

The highlights are included in the policy:

- **STATEMENT OF POLICY:** All whom this policy is applicable to, shall adhere to and is governed by federal and state laws, regulations and policies and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.
- **CODE OF CONDUCT:** SFWIB business shall be conducted utilizing the highest standards and in compliance with all applicable federal, state and local laws and regulations.
- **CONFLICT OF INTEREST:** SFWIB members who may have a conflict of interest related to a SFWIB/CareerSource South Florida contact or agreement shall be compelled to disclose the conflict and abstain from voting on decisions impacting the contract or agreement.
- **RELATED PARTY:** The SFWIB shall ensure transparency and accountability, to prevent impropriety or the appearance of impropriety in public business, and to limit the possibility of the improper expenditure of state or federal funds.



**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

**POLICY  
NUMBER  
POL 200-1**

<b>Title:</b>	Conflict of Interest and Code of Ethics		
<b>Effective:</b>	Feb 15, 2024	<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	01

## I. OF INTEREST TO

This policy is applicable to the South Florida Workforce Investment Board (SFWIB) dba CareerSource South Florida (CSSF), SFWIB staff, American Job Centers (AJC), Service Providers, Youth Service Providers, Training Providers, and partners.

## II. PURPOSE AND SCOPE

The purpose of the Conflict of Interest and Code of Ethics and Transparency Policy is to provide the SFWIB and its stakeholders with uniform guidelines and to ensure full compliance with all duties and federal, state, and local laws, regulations, and policies. This policy is put forth for all partners at all levels of participation in the workforce system funded by the Workforce Innovation and Opportunity Act (WIOA) with the expectation that each will read, understand and apply this policy to ensure system integrity and effective oversight of the funds with which they are entrusted.

## III. BACKGROUND

In order to ensure the highest standards of ethics and transparency, the SFWIB shall abide by all federal, state, and local laws, regulations and policies. In order to accomplish its purpose, the SFWIB requires its staff, partners, contractors, vendors, and individuals or representatives of organizations entrusted with public funds, to adopt and abide by all applicable federal, state and local laws, regulations, and policies and to conduct themselves in the manner described herein. Reasonable modifications to this policy may be made as needed or requested by the Department of Economic Opportunity (DEO) or Chief Local Elected Official (CLEO).

## IV. STATUTORY AUTHORITIES

- Workforce Innovation and Opportunity Act, Sections 101(f); 107(e); 107(h);
- Workforce Innovation and Opportunity Act Final Rule, 20 CFR [679.410\(a\)\(3\) and \(c\); 679.430; 683.200\(c\)\(5\)\(i-iii\)](#);
- The Code of Federal Regulations (CFR) at [2 CFR 200.112](#);
- [Article I, Section 24](#), Florida Constitution

Approved By:  
Rick Beasley, Executive Director

- Chapters [112](#); [119](#); [286](#); [445](#) of the Florida Statutes
- Chapter [14.36](#), Florida Statutes, the Reimagining Education and Career Help (REACH) Act
- CareerSource Florida Strategic Policy [2018.09.26.A.1](#) - Ethics and Transparency Policy
- CareerSource Florida Strategic Policy [2012.05.24.A.2](#) – State and Local Workforce Development Board Contracting Conflict of Interest Policy
- CareerSource Florida Administrative Policy [110](#) - Local Workforce Development Area and Board Governance
- DEO Memorandum – [REACH ACT and Related Party Contracts](#) -7.1.2021
- CareerSource Florida and the Florida Department of Economic Opportunity, Grantee Subgrantee Agreement, [Section 15. Related Parties](#)
- Miami Dade County, Florida Code of Ordinances, Chapter 2-Administration, Article I- In General, [Section 2-11.1](#) (Conflict of Interest and Code of Ethics Ordinance)

## V. DEFINITIONS

- Board or SFWIB** – means the South Florida Workforce Investment Board.
- Full Board** - means the complete membership of the board at the time a contract is submitted to a vote. It includes board members who have a relationship with the contracting vendor and who therefore must abstain on the vote on the contract. Membership of the board includes non-voting members.
- Gratuity** - means any payment of more than a nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.
- Immediate Family Member** - means parents, stepparents, spouses or domestic partners, children, stepchildren, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-great-grandparents, aunts, uncles, nieces, nephews, and grandchildren.
- Quorum** - means that minimum number of members of the board required to be present for the board to transact business as established by the board’s bylaws (or, in the absence of bylaws, as has otherwise been established by the board.).
- Related Party** – means Board members; Board employee or staff; relative of any Board member or employee or staff; any organization represented by or employing a Board member or employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.
- Related Party Contract** - means any relationship, transaction, or expenditure, contractual in nature, which results in or could result in an expenditure of state or federal funds by the Board with a Related Party. The term “Related Party Contract” does not include retail purchases made in the ordinary course of business or payments for utility services.

- H. Related Party Required Forms – means the Contract Information Form and the Disclosure and Certification of Conflict of Interest in a Contract Form to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees.
- I. Relative – means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law as defined under 112.3143(1)(c), Florida Statutes.

**VI. STATEMENT OF POLICY**

The SFWIB, as a public body, corporate and politic, and a governmental agency and governmental instrumentality of both Miami-Dade County and Monroe County, shall adhere to and is governed by federal and state laws, regulations and policies and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance. The SFWIB shall ensure adequate firewalls are in place to prevent actual or perceived conflicts of interest, poor internal controls, or the appearance of impropriety.

The SFWIB shall ensure all contracts or written agreements include clauses that clarify how the entity will carry out its responsibilities while demonstrating compliance with all applicable federal, state and local laws, regulations and policies. The written clauses in a contract or agreement shall function to limit conflicts of interest and/or the appearance of conflicts of interest, minimize fiscal risk, and develop appropriate firewalls within a single entity performing multiple functions.

**VII. CODE OF CONDUCT**

The SFWIB and its staff, contractors, sub-recipients, and vendors shall, during the performance of duties, conduct themselves in a manner that is professional, courteous, impartiality, and with integrity when interacting with the public, customers, partners, and officials. SFWIB business shall be conducted utilizing the highest standards and in compliance with all applicable federal, state and local laws and regulations.

**VIII. CONFLICT OF INTEREST**

Members of the SFWIB shall safeguards its ability to make objective, fair and impartial decisions and shall not accept benefits that may or give the appearance of interfering or influencing a future, pending or reward for a past decision. The SFWIB recognizes that due to the nature of its composition, conflicts of interest and issues concerning the appearance of fairness may arise. As such, members of the SFWIB shall be vigilant and err on the side of caution when a potential, perceived, or real conflict of interest or matter of fairness arises.

Members of the SFWIB shall not use their powers and/or the resources of the Board to benefit themselves, the organization/business a board member represents or that employs the member, affiliates, immediate family members or individual or entity defined as a related party under Definitions, section III (g) and (h) of this policy.

SFWIB members who may have a conflict of interest related to a SFWIB/CareerSource South Florida contact or agreement shall be compelled to disclose the conflict and abstain from voting on decisions impacting the contract or agreement.

A conflict of interest may be real, potential, or perceived; therefore, the same duty to disclose the conflict of interest applies to each instance. Full disclosure does not remove a conflict of interest. If a SFWIB member is not certain whether he or she is in a conflict-

of-interest position, the member may consult the SFWIB ethics officer, who serves as the ethics and public records officer for the board.

## **IX. CODE OF ETHICS AND TRANSPARENCY**

Pursuant to sections 11.062 and 216.347, Florida Statutes, the SFWIB shall not, in connection with this or any other agreement with the state, directly or indirectly:

- A. Offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any state officer or employee's decision, opinion, recommendation, vote, or other exercise of discretion, or violation of a known legal duty; or
- B. Offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any state officer or employee.

The SFWIB shall direct any questions regarding its compliance to the Florida Commission on Ethics or the Miami Dade County – Commission on Ethics and Public Trust.

## **X. RELATED PARTY**

The Reimagining Education and Career Help (REACH) Act (House Bill 1507) serves as the authority for related party contract requirements.

The SFWIB shall ensure transparency and accountability, to prevent impropriety or the appearance of impropriety in public business, and to limit the possibility of the improper expenditure of state or federal funds.

### **A. Compliance**

The SFWIB shall comply with section 445.007(11), Florida Statutes. The SFWIB and its employees shall annually disclose to the DEO any conflict of interest that may arise during the program year or that did arise in the previous program year and was not previously disclosed.

- 1. Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the SFWIB for consideration and approval. The SFWIB shall ensure that the Board member with the conflict abstains from any vote regarding the Related Party Contract.
- 2. If the disclosure was not made prior to the SFWIB meeting because the conflict was unknown prior to the meeting, the Board shall ensure that the disclosure is made at the next scheduled SFWIB meeting after knowledge of the conflict becomes available.

Related party contracts and all applicable supporting documentation that demonstrates adherence to the REACH Act shall be submitted to and approved by the DEO prior to execution of said contracts.

Additionally, all related party contracts shall be approved by a two-thirds vote of the SFWIB as follows:

- 1. A quorum having been established;
- 2. All conflicts of interest must be disclosed before the vote in a manner that is consistent with the procedures outlined in s. 112.3143(4), Florida Statutes; and
- 3. Any member who may benefit from the contract, or whose organization or relative may benefit from the contract, must abstain from the vote.

Related party contracts shall not be included on a consent agenda.

The SFWIB shall ensure the required related party contract forms are completed, dated, executed, and certified prior to contract execution or incurring of expenditures for the fiscal year.

For related party contracts entered into prior to knowledge of a conflict, the SFWIB shall ensure the required forms are completed and filed with the person responsible for recording the SFWIB meeting minutes within 15 days after the disclosure. The disclosure shall be incorporated into the SFWIB meeting minutes at which the oral disclosure was made.

#### **B. Contracting Limits**

The SFWIB shall ensure all related party contract comply with the following contracting limits:

1. Related Party Contracts \$10,000 or Greater – the SFWIB shall approved and electronically submit documentation and copies of the completed required forms to the DEO for approval prior to execution. The DEO may, at its sole discretion, disapprove any contract for the SFWIB failure to submit any of the required documents or required forms.
2. Related Party Contracts Less than \$10,000 – prior DEO approval is not required for contracts under \$10,000 between the SFWIB and either a relative (as defined in s. 112.3143(1)(c)) of a SFWIB member or of an employee of the SFWIB, or an employee of the SFWIB; however, such contracts shall be reported to the DEO and CareerSource Florida within 30 days after execution. The SFWIB shall approve and electronically submit a certified board membership roster listing all members on the SFWIB at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting. For members of the SFWIB in attendance, the affirmative and negative votes and abstentions for each member, along with completed copies of the required forms must be submitted to the DEO.

All related party contracts approved on or after July 1, 2021, shall be published on the SFWIB website within 10 days after approval by the board or DEO, whichever is later. Such contracts shall remain published on the SFWIB website for at least one year after termination of the contract.

### **XI. PROHIBITIONS/LIMITATIONS**

A. The SFWIB shall not, directly or indirectly, expend either state or federal funds either:

1. For the purpose of lobbying any branch, unit, or instrumentality of the state or federal governments, or
2. For any otherwise allowable purpose which could result in unauthorized lobbying.

B. Related party contracts are prohibited from inclusion on a SFWIB consent agenda.

The SFWIB shall not use federal and state funds directly or indirectly to pay for meals, food, or beverages for members, staff, or employees of the SFWIB, CareerSource Flo

### **XII. EXCEPTIONS**

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

**XIII. REVISION HISTORY**

There are no revisions to this policy.

**XIV. RESCISSIONS/CANCELATIONS**

There are no rescissions or cancelations for this policy.

**XV. RESOURCES** (if applicable)

- A. [Miami Dade County Ethics Code Highlights](#)



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11D

**AGENDA ITEM SUBJECT:** MANDATORY DISCLOSURE OF VIOLATIONS OF CRIMINAL LAW

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

**RECOMMENDATION:** SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of a new Mandatory Disclosure of Violations of Criminal Law Policy, as set forth below

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

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

### **BACKGROUND:**

SFWIB staff are Miami-Dade County employees and adhere to all Miami-Dade County policies and regulations. During a 2023 monitoring by Florida Commerce it was noted that the SFWIB needed to have their own separate policies from Miami-Dade County. While the two policies are similar in content, SFWIB is required to have a policy dedicated to workforce staff that is in accordance with the Workforce Innovation and Opportunity Act, the Code of Federal Regulations and the Re-imagining Education and Career Help (REACH) Act. The policy is applicable to all SFWIB staff, American Job Center Staff, Service Providers, Youth Service Providers, Training Providers, and partners to ensure the highest standards of ethics and transparency.

The highlights are included in the policy:

- **PURPOSE AND SCOPE:** Provide uniform guidance regarding the governance of contractors and subcontractors regarding any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal awards
- **DISCLOSURES:** Within one business day of discovery, disclose in writing to the Federal awarding agency or pass-through entity all violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
- **NONCOMPLIANCE:** Failure to make required disclosures within one business day can result in the imposition of any of the sanctions described in 2 CFR § 200.339
- **TERMINATION PROVISIONS:** failure to comply with federal, state and local laws, regulations or terms and conditions of a Federal award, said failure may cause the Federal awarding agency or the FloridaCommerce to terminate the award in whole or in part.



**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

**POLICY  
NUMBER  
POL 200-2**

<b>Title:</b>	Mandatory Disclosures of Violations of Criminal Law		
<b>Effective:</b>	Feb 15, 2024	<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	01

## I. OF INTEREST TO

This policy is applicable to the South Florida Workforce Investment Board (SFWIB) dba CareerSource South Florida (CSSF), SFWIB staff, American Job Centers (AJC), Service Providers, Youth Service Providers, Training Providers, and partners.

## II. PURPOSE AND SCOPE

The purpose of the Mandatory Disclosures of Violations of Criminal Law Policy is to provide uniform guidance regarding the governance of contractors and subcontractors regarding any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal awards in accordance with 2 CFR § 200.113.

## III. BACKGROUND

All Workforce Innovation and Opportunity Act (WIOA) Title I and Wagner-Peyser Act recipients of Federal awards must disclose any criminal violations of law as required. The Federal Acquisition Regulation (FAR) provides policies and procedures for governing the acquisition process for federal agencies. The FAR provides provisions that require contractors and subcontractors to disclose any violations to the Office of the Inspector General (OIG).

## IV. STATUTORY AUTHORITIES

- Workforce Innovation and Opportunity Act (WIOA) of 2014, § 183; 184(a)(3)-(4); 184(b)(2)-(3)
- WIOA Final Rule, Code of Federal Regulations (CFR) 20 CFR 683.200(h)
- 2 CFR § [200.1](#); [200.113](#); [200.207](#); [200.338](#); [200.339](#); [200.340](#); [200.341](#)
- Federal Register (2022, January 20). Office of Management and Budget. <https://www.federalregister.gov/agencies/management-and-budget-office>

## V. DEFINITIONS

- A. Disclosure – means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information.

- B. Discovery - means when the Board has knowledge of or should reasonably know that there has been a violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
- C. Federal Acquisition Regulation (FAR) – means the primary regulation for use by all executive agencies in their acquisition of supplies and services with appropriated funds. The FAR also contains standard solicitation provisions and contract clauses and the various agency FAR supplements.
- D. Federal Award - means an award of Federal financial assistance that a non-Federal entity or Federal agency received from a Federal awarding agency.
- E. Federal Awardee Performance and Integrity Information System (FAPIIS) - means a database that contains information to support award decisions as required by the Federal Acquisition Regulation (FAR).
- F. Federal Awarding Agency - means the Federal agency (e.g., U.S. Department of Labor, Health and Human Services, Education, etc.) that provides a Federal award directly to a non-Federal entity.
- G. Mandatory Disclosure - means information disclosure which is provided in accordance with requirements of applicable federal, state and local laws, regulations and policies.
- H. Non-Federal Entity - means a state, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient. For purposes of this policy, state means the Florida Department of Commerce (FloridaCommerce).
- I. Office of Management and Budget (OMB) – is the largest office within the Executive Office of the President of the United States (EOP). The OMB evaluates, formulates, and coordinates management procedures and program objectives within and among Federal departments and agencies. It also controls the administration of the Federal budget, while routinely providing the President with recommendations regarding budget proposals and relevant legislative enactments.
- J. Pass-Through Entity (PTE) - means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program.
- K. Recipient – means an entity, usually but not limited to non-Federal entities that receives a Federal award directly from a Federal awarding agency. This term also includes a non-Federal entity who administers Federal financial assistance awards on behalf of a Federal agency. The term recipient does not include sub recipients or individuals that are beneficiaries of the award.
- L. Subaward - means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- M. Subrecipient - means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

N. System for Award Management (SAM or SAM.gov) – means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient.

## **VI. DISCLOSURES**

Pursuant to 2 CFR § 200.113, the SFWIB and its contractors shall, within one business day of discovery, disclose in writing to the Federal awarding agency or pass-through entity all violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Additionally, the SFWIB shall disclose any other on-going civil or criminal litigation, investigation, arbitration, or administrative proceedings to SAM (currently FAPIIS).

Failure to make the required disclosures can result in any of the remedies for non-compliance described in 2 CFR § 200.339. The Federal awarding agency or the Florida Department of Commerce (FloridaCommerce). FloridaCommerce may impose additional conditions, as described in 2 CFR § 200.208.

## **VII. SUBMISSIONS**

Upon being informed of or discovering a violation of criminal law, in accordance with 2 CFR § 200.113, the SFWIB shall disclose in writing the offense to the Office of the Inspector General.

## **VIII. NONCOMPLIANCE**

Failure to make required disclosures within one business day can result in the imposition of any of the sanctions described in 2 CFR § 200.339. Additional remedies for noncompliance can include specific conditions as described in 2 CFR § 200.208 and include provisions for requiring additional, more detailed financial reports, further project monitoring, and establishing additional prior approvals.

If the Federal awarding agency or the FloridaCommerce determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or the FloridaCommerce may take one or more of the following actions, as deemed appropriate for the circumstance:

1. Disallowance all or part of costs incurred.
2. Withholding all or part of payments.
3. Wholly or partly suspend or terminate the award or agreement.
4. Suspension or debarment as authorized under 2 CFR part 180 and Federal awarding agency regulations.
5. Withhold further Federal awards for the project or program.
6. Take other available legal remedies.

## **IX. TERMINATION PROVISIONS**

If the SFWIB fails to comply with federal, state and local laws, regulations or terms and conditions of a Federal award, said failure may cause the Federal awarding agency or the FloridaCommerce to terminate the award in whole or in part as described in 2 CR § 200.340.

The Federal awarding agency or the FloridaCommerce clearly and unambiguously specify termination provisions applicable to each Federal award, in applicable regulations or in the award, consistent with 2 CR § 200.340.

Should the federal award be terminated prior to the end of the period of performance due to the SFWIB's material failure to comply with the terms and conditions of the award, the Federal awarding agency or the FloridaCommerce shall report the termination to the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS), as described in Pursuant to 2 CFR 200.340(5)(c-d) and 200.341.

**X. EXCEPTIONS**

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

**XI. REVISION HISTORY**

There are no revisions to this policy.

**XII. RESCISSIONS/CANCELATIONS**

There are no rescissions or cancelations for this policy.



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11E

**AGENDA ITEM SUBJECT:** WHISTLEBLOWER POLICY

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

**RECOMMENDATION:** SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of a new Whistleblower Policy, as set forth below

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

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

### **BACKGROUND:**

SFWIB staff are Miami-Dade County employees and adhere to all Miami-Dade County policies and regulations. During a 2023 monitoring by Florida Commerce it was noted that the SFWIB needed to have their own separate policies from Miami-Dade County. While the two policies are similar in content, SFWIB is required to have a policy dedicated to workforce staff that is in accordance with the Workforce Innovation and Opportunity Act, the Code of Federal Regulations and the Re-imagining Education and Career Help (REACH) Act. The policy is applicable to all SFWIB staff, American Job Center Staff, Service Providers, Youth Service Providers, Training Providers, and partners to ensure the highest standards of ethics and transparency.

The highlights are included in the policy:

- **PURPOSE AND SCOPE:** To uphold the law and protect SFWIB members and staff, contractors, vendors, and other stakeholders who know of fraud, waste, abuse, misconduct, or illegal activity in County government.
- **WHISTLEBLOWER PROTECTION:** Seeks to ensure that local government employees who have knowledge of unlawful activity, misfeasance, malfeasance, waste, or fraud by the Agency, County, cities or independent contractors, report such knowledge to the appropriate authorities for investigation and corrective action.
- **CONFIDENTIALITY:** The identity of such individuals shall be confidential and exempt from the provisions of the public records laws to the fullest extent permitted by, and in accordance with the law including, but not limited to, the confidentiality requirements and exemptions set forth in sections 119.0713 and 112.3188 of the Florida Statutes.

- **EMPLOYEES AND PERSONS PROTECTED:** The SFWIB shall not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action(s).

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

**POLICY  
NUMBER  
POL 200-3**

<b>Title:</b>	Whistleblower (Employee Protection Complaints)		
<b>Effective:</b>	Feb 15, 2024	<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	01

## I. OF INTEREST TO

This policy is applicable to the South Florida Workforce Investment Board (SFWIB) dba CareerSource South Florida (CSSF), SFWIB staff, American Job Centers (AJC), Service Providers, Youth Service Providers, Training Providers, vendors, and partners.

## II. PURPOSE AND SCOPE

The purpose of the Whistleblower Policy is to uphold the law and protect SFWIB members and staff, contractors, vendors, and other stakeholders who know of fraud, waste, abuse, misconduct, or illegal activity in County government and have the courage to report it.

## III. BACKGROUND

In order to ensure the highest standards of ethics and protection, the SFWIB shall abide by all federal, state, and local laws, regulations, policies, and procedures. In order to accomplish its purpose, the SFWIB requires its staff, partners, contractors, vendors, and individuals or representatives of organizations entrusted with public funds, to adopt and abide by all applicable federal, state and local laws and regulations and to conduct themselves in the manner described herein. Reasonable modifications to this policy may be made as needed or requested by the Florida Department of Commerce (FloridaCommerce) or Chief Local Elected Official (CLEO).

## IV. STATUTORY AUTHORITIES

- Florida Statutes (FS) Sections [112.3187-112.31895](#)
- Miami Dade County, Florida Code of Ordinances, [07-63](#); [2-56.28.11- 2-56.28.24](#); [Article LXXI 2-967.1– 2-967.10.1](#)
- Federal Register

## V. DEFINITIONS

- A. Adverse Personnel Action – shall mean the discharge, suspension, transfer, or demotion of any employee or the withholding of bonuses, the reduction in salary or benefits, or any other adverse action taken against an employee within the terms and conditions of employment by the County.

Approved By:  
Rick Beasley, Executive Director



- B. Anonymity – means that the person making the complaint declines to give his or her name.
- C. Confidentiality – means that the name of the individual making the complaint will not be revealed during the course of the whistleblowing investigation.
- D. County – means all Miami-Dade County departments, and all political subdivisions and special districts under the County Commission's legislative authority.
- E. Employee – shall mean a person who performs services for, and under the control and direction of, the County for wages or other remuneration.
- F. Independent Contractor – shall mean a person, other than a federal, state, or local government entity, engaged in any business and who enters into a contract with the County.
- G. Retaliation – means any adverse action taken against an individual for engaging in a protected activity.
- H. Whistleblower – means an employee who:
  1. Discloses information on their own initiative in a signed and written complaint;
  2. Is requested to participate in an investigation or hearing conducted by a local, state or federal agency with authority to investigate or remedy the violation; or
  3. Refuses to participate in acts prohibited by the Whistleblower Act.
- I. Whistleblowing – means a disclosure that the individual reasonably believes is evidence of fraud, mismanagement, abuse, waste of federal funds, or a violation of law, rule, or regulation related to a contract or grant.

## **VI. WHISTLEBLOWER PROTECTION**

The SFWIB shall adopt, operate under, and abide by the Miami-Dade County, Florida Employee Protection Ordinance (2.56.11-2.56.18) also known as the “Whistleblower” ordinance as well as all applicable federal, state, and local laws, regulation, policies and procedures. The Ordinance protects County employees who know of fraud, waste, abuse, misconduct, or illegal activity in County government and have the courage to report it.

The Miami Dade County (County) Employee Protection (Whistleblower) Ordinance, seeks to ensure that local government employees who have knowledge of unlawful activity, misfeasance, malfeasance, waste, or fraud by the County, cities or independent contractors, report such knowledge to the appropriate authorities for investigation and corrective action.

In order to encourage County employees to report such information without fear of reprisal, the Whistleblower Ordinance seeks to prohibit adverse action against an employee for disclosing such information to an appropriate official or agency and to award such employees when the information they disclose leads to the County's recovery of public funds.

## **VII. REPORTING**

The SFWIB shall ensure that all reporting avenues are suitable and accessible for anyone who may need to use it to report unethical conduct and other forms of public corruption. An individual that suspects wrongdoing should be able to make a disclosure with as few

barriers as possible. The SFWIB shall offer both written and verbal means of reporting incidents, which is integral to the process.

**A. Type of Information Disclosed**

The information disclosed shall include, but may not be limited to:

1. Any violation or suspected violation of any federal, state or local law, rule or regulation committed by an employee or agent of the County or independent contractor which creates and presents a substantial and specific danger to the public's health, safety or welfare; or
2. Any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee or agent of the County or an independent contractor.

Individuals who would like to report an incident shall follow the steps outlined by the County Ethics Commission or the SFWIB Whistleblower Procedures.

**Methods of Disclosure**

The information must be disclosed to the Office of Inspector General, the County Mayor, or such official or officials as the Mayor may designate to receive such information on his or her behalf, or the County Commission on Ethics and Public Trust through its hotline or website, written and signed correspondence or in person.

Any information that complies with [section 2-56.28.14](#), that is disclosed to the Mayor, Mayor's designee, or to the County Commission on Ethics and Public Trust, may, at the discretion of the Mayor, the Mayor's designee or the County Commission on Ethics and Public Trust, be forwarded to the Office of the Inspector General for investigation. The Inspector General shall make a determination whether an investigation by the Inspector General is necessary.

**VIII. CONFIDENTIALITY**

The Board of County Commissioners intends for the protections of state law to be afforded to any individual who discloses information in compliance with this division to the local officials set forth in this division. The identity of such individuals shall be confidential and exempt from the provisions of the public records laws to the fullest extent permitted by, and in accordance with the law including, but not limited to, the confidentiality requirements and exemptions set forth in sections [119.0713](#) and [112.3188](#) of the Florida Statutes.

Once disclosed, the identity of the County employee will remain confidential even after the case is closed. If a County employee's identity is known and the employee feels he or she has been retaliated against through an adverse personnel action, the employee may:

- A. Appeal the adverse personnel action to a hearing examiner or Human Resources;
- B. After exhausting his or her administrative remedies, file a sworn complaint with the County Ethics Commission.

Whistleblower protection cannot be offered to anonymous accusers due to the need to ask follow-up questions during the investigation.

**IX. EMPLOYEES AND PERSONS PROTECTED**

The SFWIB shall not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action(s).

Adverse Personnel Actions

- A. Termination
- B. Suspension
- C. Transfer or demotion
- D. Reduction in salary or benefits
- E. Poor work assignments
- F. Threats of physical harm

Personnel Actions Not Considered Adverse

- A. Personnel grievances
- B. Issue involving an individual's employment rights
- C. Policy disagreements

The appropriate method for resolving complaints not covered under the whistle blower category (i.e., personnel grievances and issues involving employment rights) is through the County's grievances procedures and other employee complaint procedures.

The SFWIB shall ensure staff are trained on this policy and prohibitions against retaliation in accordance with this policy and all applicable federal, state, and local laws, regulations, policies, and procedures.

**X. DETERMINATIONS/FINDINGS**

If the County Ethics Commission determines that a County employee was retaliated against for blowing the whistle, the violator may be subject to:

- A. Public reprimand
- B. Fine
- C. Disciplinary action, including dismissal from employment

**XI. PROHIBITIONS/LIMITATIONS**

- A. The SFWIB shall not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by non-profit or any of its employees of a violation of any applicable law or regulation.
- B. The SFWIB shall not discharge, demote, or otherwise discriminate against any individual who files a compliant or makes a whistleblower claim.
- C. Whistleblowing is not a means for furthering personal vendettas, circulating malicious rumors to defame someone, or making other types of baseless complaints. Individuals who do not identify themselves to the appropriate public authority and whose complaints prove to be false, frivolous, or made in bad faith will be subject to

disciplinary actions. Any person found to have made a frivolous complaint may be liable for hearing costs and attorney's fees.

**XII. EXCEPTIONS**

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

**XIII. REVISION HISTORY**

There are no revisions to this policy.

**XIV. RESCISSIONS/CANCELATIONS**

There are no rescissions or cancelations for this policy.



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11F

**AGENDA ITEM SUBJECT:** LOBBYING PROTECTION POLICY

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

**RECOMMENDATION:** SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of a new Lobbying Protection Policy, as set forth below

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

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

### **BACKGROUND:**

SFWIB staff are Miami-Dade County employees and as such adhere to all county policies and regulations. During a 2023 monitoring by Florida Commerce it was noted that the SFWIB needed to have their own separate policies from Miami-Dade County. While the two policies are similar in content, SFWIB is required to have a policy dedicated to workforce staff that is in accordance with the Workforce Innovation and Opportunity Act, the Code of Federal Regulations and the Re-imagining Education and Career Help (REACH) Act. The policy is applicable to all SFWIB staff, American Job Center Staff, Service Providers, Youth Service Providers, Training Providers, and partners to ensure the highest standards of ethics and transparency.

The highlights are included in the policy:

- **LOBBYING:** The SFWIB shall ensure staff are trained on this policy and all applicable prohibitions in accordance with this policy and all applicable federal, state, and local laws, regulations, policies, and procedures.
- **REGISTRATION:** The SFWIB shall require all lobbyists to register with the Clerk of the Board of County Commissioners within five (5) business days of being retained as a lobbyist or before engaging in any lobbying activities, whichever shall come first.
- **CONFIDENTIAL INFORMATION:** Section 2-11.1(h) of the County Ethics Code provides that, “No person...shall disclose confidential information...gained through his or her official position with the County, nor shall he or she ever use such information, directly or indirectly, for his or her personal gain or benefit.”

- **PROHIBITIONS/LIMITATION:** A reporting individual or procurement employee is prohibited from soliciting an honorarium which is related to the reporting individual's or procurement employee's public office or duties.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

**POLICY  
NUMBER  
POL 200-4**

<b>Title:</b>	Lobbying Prohibition		
<b>Effective:</b>	Feb 15, 2025	<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	01

## I. OF INTEREST TO

This policy is applicable to the South Florida Workforce Investment Board (SFWIB) dba CareerSource South Florida (CSSF), SFWIB staff, American Job Centers (AJC), Service Providers, Youth Service Providers, Training Providers, vendors, and partners.

## II. PURPOSE AND SCOPE

The purpose of the Lobbying Prohibition Policy is to provide uniform guidance regarding any individual or entity who appears as a lobbyist on behalf of a corporation, partnership or other entity.

## III. BACKGROUND

In order to ensure the highest standards of ethics and protection, the SFWIB shall abide by all federal, state, and local laws, regulations, and policies. In order to accomplish its purpose, the SFWIB requires its staff, partners, contractors, vendors, and individuals or representatives of organizations entrusted with public funds, to adopt and abide by all applicable federal, state and local laws and regulations and to conduct themselves in the manner described herein. Reasonable modifications to this policy may be made as needed or requested by the Florida Department of Commerce (FloridaCommerce) or Chief Local Elected Official (CLEO).

## IV. STATUTORY AUTHORITIES

- Workforce Innovation and Opportunity Act (WIOA), § 195
- 20 Code of Federal Regulations (CFR) [683.200\(e\)](#); 29 CFR [Part 93](#); and [34 CFR Part 82](#)
- Florida Statutes (FS) Sections [11.045](#); [11.062](#); [112.3122](#); [112.3148](#); [112.3149](#); [112.3215](#)
- Miami Dade County, Florida Code of Ordinances, Chapter 2-Administration, Article I- In General, [Section 2-11.1](#) (Conflict of Interest and Code of Ethics Ordinance)
- Miami Dade County Commission on Ethics & Public Trust [Two-Year Rule \(Post Employment Restrictions\)](#)

## V. DEFINITIONS

Approved By: Rick Beasley, Executive Director	
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- A. Compensation – means a payment, distribution, loan, advance, reimbursement, deposit, salary, fee, retainer, or anything of value provided or owed to a lobbying firm, directly or indirectly, by a principal for any lobbying activity.
- B. Honorarium – means a payment of money or anything of value, directly or indirectly, to a reporting individual or procurement employee, or to any other person on his or her behalf, in consideration for:
  - 1. A speech, address, oration, or other oral presentation by the reporting individual or procurement employee, regardless of whether presented in person, recorded, or broadcast over the media;
  - 2. A writing by the reporting individual or procurement employee, other than a book, which has been or is intended to be published.
- C. Lobbyist – means all persons, firms, or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the Miami Dade County Commission; (2) any action, decision, recommendation of the County Manager or any County board or committee; or (3) any action, decision or recommendation of County personnel during the time period of the entire decision-making process on such action, decision or recommendation which foresee ably will be heard or reviewed by the state, county commission, or a county board or committee .
- D. Person – means individuals, firms, associations, joint ventures, partnerships, estates, trusts, business trusts, syndicates, fiduciaries, corporations, and all other groups or combinations.
- E. Principal – means the president of a corporation; owner, president or chief shareholder of a corporation, or an individual who has been designated or who has the apparent authority to make final decisions on behalf of the corporate entity who is engaged in lobbying activities; or a member of the corporate board engaged in lobbying who has been appointed by the corporation to serve as its representative during negotiations or lobbying activities.
- F. Procurement Employee – means any employee of an officer, department, board, commission, council, or agency of the executive branch or judicial branch of state government who has participated in the preceding 12 months through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or in any other advisory capacity in the procurement of contractual services or commodities as defined in F.S. [287.012](#), if the cost of such services or commodities exceeds \$10,000 in any fiscal year.
- G. Vendor – means a business entity doing business directly with an agency, such as renting, leasing, or selling any realty, goods, or services.

## VI. LOBBYING

The SFWIB shall adopt, operate under, and abide by the Miami-Dade County, Florida Lobbying Ordinance as well as all applicable state and federal laws, regulations, policies, and procedures.

The SFWIB shall ensure staff are trained on this policy and all applicable prohibitions in accordance with this policy and all applicable federal, state, and local laws, regulations, policies, and procedures.



#### A. Activities

Lobbying activities are applicable to the entire decision-making process and includes, but may not be limited to:

1. Face-to-face communications
2. In meetings (physical or electronic)
3. Telephone conversation(s)
4. Email exchanges

#### B. Two Year Rule

The County Ethics Code, section 2-11.1(q), provides that no person who has served as an elected County official, departmental personnel, or employee shall, for a period of two years after his or her County service has ceased, lobby any County officer, departmental personnel or employee, in connection with any judicial or other proceeding, application, Request For Proposal, Request For Quote, bid, request for ruling or other determination, contract, claim, controversy, charge or accusation in which Miami-Dade County or one of its agencies or instrumentalities is a party or has an interest whatever, direct or indirect.

After officially leaving Miami Dade County (County) employment, an employee, officer, department personnel may work for a County vendor and/or serve as principals of companies; however, the individual shall not lobby the County for a minimum of two years after leaving said employment.

Lobbying by former County officials or employees includes communications intended to influence a County decision even when that decision will not be reviewed by a County Commission, board, or committee.

Exceptions: The post-employment restriction shall not apply to former officials, personnel or employees who become employed by government entities, 501(c)(3) non-profit entities, or educational institutions or entities, and who lobby on behalf of these entities in an official capacity.

The two-year period begins when the County employee has officially separated from the County. The two-year period is calculated beginning on the day after the last day that the employee receives benefits or compensation from the County or municipality (e.g., payments for accrued vacation time, sick time, insurance, etc.).

A former employee who was stripped of decision-making authority and took leave before formally separating from the County is still considered an employee while on leave.

### **VII. REGISTRATION**

Individuals seeking information regarding lobbyist registration forms, information and to register as a County lobbyist should do so via the Miami Dade County Clerk of the Board's Lobbyist Online Registration and Information System (LORIS).

The SFWIB shall require all lobbyists to register with the Clerk of the Board of County Commissioners within five (5) business days of being retained as a lobbyist or before engaging in any lobbying activities, whichever shall come first.

An employee who lobbies shall be required to register as a lobbyist and pay the required registration and training fee.

Attorneys meeting with county personnel during the procurement process are required to register, unless the communication is strictly limited to legal matters and is not intended to influence the decision.

## **VIII. CONFIDENTIAL INFORMATION**

Section 2-11.1(h) of the County Ethics Code provides that, "No person...shall disclose confidential information...gained through his or her official position with the County, nor shall he or she ever use such information, directly or indirectly, for his or her personal gain or benefit." Therefore, former employees should be mindful that if the service they provide to their new employer is related to the work they performed for the County, the former employee should consider whether he or she has access to confidential information through his or her County service which may provide an advantage to the new employer's dealings with the County.

## **IX. PROHIBITIONS/LIMITATIONS**

- A. Lobbying is prohibited if the person is not properly registered.
- B. County officials, staff, or employees may inquire about post-employment status of any person and shall not meet with any former employee if they believe they will be lobbied.
- C. A reporting individual or procurement employee is prohibited from soliciting an honorarium which is related to the reporting individual's or procurement employee's public office or duties.
- D. A reporting individual or procurement employee is prohibited from knowingly accepting an honorarium from a political committee, as defined in F.S. [106.011](#), from a vendor doing business with the reporting individual's or procurement employee's agency, from a lobbyist who lobbies the reporting individual's or procurement employee's agency, or from the employer, principal, partner, or firm of such a lobbyist.

## **X. EXCEPTIONS**

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

## **XI. REVISION HISTORY**

There are no revisions to this policy.

## **XII. RESCISSIONS/CANCELATIONS**

There are no rescissions or cancelations for this policy.



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11G

**AGENDA ITEM SUBJECT:** 2023-2024 WDA 23 DEMAND OCCUPATIONS LIST (TOL) ADDITION

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

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval to add new occupations to the 2023-2024 Target Occupation, as set forth below.

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

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

### **BACKGROUND:**

The Department of Commerce released the 2023-2024 Demand Occupation List for the 24 Workforce Development Areas (WDA) in the State of Florida. In accordance with CareerSource Florida's Administrative Policy#82, local areas may revise the list, as needed, based on local demand in support the occupation's addition.

Below are the requests with supporting documentation to add Standard Occupational Classification (SOC) to the list for their program.

1. Hollywood Career Institute LLC:
  - SOC Code 29-2072, Medical Records Specialist
  - SOC Code 31-1121, Home Health Aides
  - SOC Code 31-1131, Nursing Assistants
  
2. Miami-Dade County Public Schools:
  - SOC Code 29-2072, Medical Records Specialist
  - SOC Code 29-9021, Health Information Technologist and Medical Registrars

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11H

**AGENDA ITEM SUBJECT:** INDIVIDUAL TRAINING ACCOUNT POLICY REVISIONS

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

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

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

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

### **BACKGROUND:**

On June 21, 2018, the SFWIB approved a revision to the Individual Training Account (ITA) Policy. The policy guides SFWIB Center Operators and training providers in the administration of an ITA. Federal and state law permit local workforce development boards to independently develop criteria for the selection and maintenance of training providers and programs.

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

1. Formatting for consistent with all SFWIB Policies.
2. Page 2 - Section IV -- Statutory Authorities - Additional statutory authorities were added to revised policy to include the following items:
  - a. 20 CFR Part 680 Subpart C 680.300-350
  - b. The Higher Education Act (HEA) of 1965, Public Law 89-329, as amended
  - c. Code of Federal Regulations (CFR), 20 CFR 663.410; 680.230; 680.300-340; 681.550 and 34 CFR 690
  - d. U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter (TEGL) 3-18, 8-19, 19-16, 21-16
  - e. Florida Statutes, Title XXXI, Chapter 445 and Title XLVIII, Chapter 1005
  - f. The Reimagining Education and Career Help (REACH) Act of 2014, and as amended through Senate Bill 240 – Chapter 2023-81
  - g. CareerSource Florida Administrative Policy 74 - Individual Training Account Expenditure Requirements

3. Page 2 - Section V -- Definitions – Nineteen definitions were removed from the existing policy. Definitions for Authorized Signatory and Consumer Report Card were added to the revised policy.
4. Page 3 - Section VII (A) -- Eligible Providers and Programs - Language was added to identify the difference between eligible and non-eligible training providers.
5. Page 3 - Section VII (B) – Training Delivery – Language was added to ensure all occupational training programs listed on the SFWIB-approved ETPL, including online training, shall be linked to occupational and program titles as listed on the LWDA 23 current Targeted Occupations List (TOL).
6. Pages 3-4 - Section VII -- Assessment - Language was revised to outline the responsibilities conducting assessments when issuing an ITA.
7. Page 4 – Section IX. (B) -- Individual Training Account Cap - Increased the maximum cap of the ITA to \$12,500. The increased ITA cap was based on an analysis of the current training program costs and the analysis of Occupational Employment Projections 2023-2031 for Region 23.
8. Pages 4-5 - Section IX.(D) -- ITA Amount for Occupational Training Areas - the maximum ITA amounts in the four/quadrant categories are as follows:

Quadrant	Previous ITA Cap (up to and including)	New ITA Cap (up to and including)
High Growth/High Wage	\$10,000	\$12,500
Low Growth/High Wage	\$7,500	\$9,375
High Growth/Low Wage	\$5,000	\$6,250
Low Growth/Low Wage	\$2,500	\$3,125

The increase in the ITA Cap per quadrant relies on the formula utilized to determine the annual quadrant category for an occupation, which is derived from the analysis of Occupational Employment Projections 2023-2031 for Region 23.

9. Page 5 - Section IX (F) -- ITA Voucher – Language was revised to reflect an initial voucher shall be issued covering up to and including 50 percent of the maximum approved tuition amount versus the total cost of the program as opposed to the maximum approved ITA amount. This change is suggested as the costs for books and other support fees for several programs could not be split 50-50.
10. Page 5 - Section IX (G) -- Required Waiver Action – Language was added to the policy to identify the waiver process if a career advisor, and/or a supervisor is unable to obtain a signature from the participant. A request would need to be submitted to the SFWIB Executive Director for approval.
11. Pages 5-6 – Section X -- Duration of Training for Individual Training Accounts –
  - a. Language was revised to change the funding limitations to ITA costs. Previous policy identified ITAs could only be used to cover the cost of up to and including one year of training. Revised language now states the length of training may be limited to “up to 24 months or up to \$12,500”. The recommended change is due to the length of some programs being greater than one year. This revision is also to be consistent with the revision to the max ITA Cap.
  - b. The approved maximum ITA amount may be issued to the participant via a voucher to offset the costs of books, certification examination/testing fees, tools, etc has been increased from \$2,000 to \$2,500 due to increases in program costs.

12. Pages 6-7 - Section XI.(A) -- Federal Pell Grants --This section was revised to clarify documentation required for participant’s file, training vendors responsibility to the SFWIB or its authorized representative and the timeframe for reimbursement to the SFWIB.
13. Page 7 - Section XI.(A) -- Coordination of WIOA Funds and Other Grant Funding --This was identified as Section X.(B) – Other Financial Aid/Students Loans in previous iteration of the ITA policy. The following language was added: If the participant withdraws/drops or does not complete up to and including 50 percent of the training program, the SFWIB Standardized Refund Policy shall apply and the training provider shall refund the resulting amount to the SFWIB within 10 days of the occurrence.
14. Pages 7-8 - Section XII. Prohibitions/Limitations – Language was revised to identify the one ITA per individual’s lifetime cap, the SFWIB will not cover the costs for failed examinations Language regarding Associate of Arts (A.A. Degree) and Bachelor Degree programs was removed from this section.
15. Page 8 - Section XIV. Performance Measures –
  - a. Increased the Completion Rate, Placement After Training, Training-Related Placements, and Postsecondary Credential Attainment Rate from 70 percent to 75 percent. The change is recommended to be in compliance with the State of Florida’s REACH Act.
  - b. The Quadrant Benchmarks, which measures the percentage of the return on investment per approved training program for each participant placed, were derived from the analysis of Occupational Employment Projections 2023-2031 for Region 23.

Quadrant	Previous Quadrant Benchmark	New Quadrant Benchmark
High Growth/High Wage	\$29,201	\$62,233
Low Growth/High Wage	\$31,542	\$61,886
High Growth/Low Wage	\$12,493	\$25,803
Low Growth/Low Wage	\$14,785	\$31,798

16. Pages 9-10 – Section XV – WFMS Workforce Management System – Language regarding the roles and responsibilities was revised to include training vendor compliance with WIOA section 116(d)(4)(a) and 20 CFR 677.230(a)(5). Language regarding registered apprenticeship reporting requirements was also added.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# BOARD POLICY

**POLICY  
NUMBER**  
**POL 800-1.1**

<b>Title:</b>	SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY		
<b>Effective:</b>	2-15-2024	<b>Revised:</b>	
<b>Supersedes:</b>	POL 800-1	<b>Version:</b>	

## **I. OF INTEREST TO**

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

## **II. PURPOSE AND SCOPE**

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

## **III. BACKGROUND**

An ITA is designed to provide training services to eligible individuals in need of training to prepare them for employment in in-demand occupation, increase income levels, close skills gaps, and create employment opportunities. WIOA allows eligible adults, dislocated workers, and youth to obtain training through educational entities listed on the eligible training providers list (ETPL).

## **IV. STATUTORY AUTHORITIES**

- A. Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 § 3(52); 122(g); 134(c)(3)(F)(iii) and (G)(i-iv)
- B. 20 CFR Part 680 Subpart C 680.300-350
- C. The Higher Education Act (HEA) of 1965, Public Law 89-329, as amended
- D. Code of Federal Regulations (CFR), 20 CFR 663.410; 680.230; 680.300-340; 681.550 and 34 CFR 690
- E. U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter (TEGL) 3-18, 8-19, 19-16, 21-16
- F. Florida Statutes, Title XXXI, Chapter 445 and Title XLVIII, Chapter 1005
- G. The Reimagining Education and Career Help (REACH) Act of 2014, and as amended through Senate Bill 240 – Chapter 2023-81

Approved By: Rick Beasley, Executive Director	
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- H. CareerSource Florida Administrative Policy 74 - Individual Training Account Expenditure Requirements

## V. DEFINITIONS

- A. Approved Training Program – means an occupational training program, including online training linked to occupational and program titles approved by the SFWIB and listed on the most current WDA 23 Targeted Occupations List.
- B. Authorized Signatory – means the person or persons duly authorized and has full legal authority to sign on behalf of a training vendor or contractor. Authorized signatories are documented on the organizational responsibility form submitted with a Training Vendor Agreement or Contract.
- C. Consumer Report Card – measures the performance of SFWIB/CSSF approved training vendors. The tool is an online report that updates Individual Training Account (ITA) performance.
- D. Individual Training Account (ITA) – is a mechanism via a payment to a training vendor used to pay for training costs (i.e., tuition, fees, books, required materials and supplies) for eligible adult, dislocated workers, and youth in need of training services in order to enter, and secure employment.
- E. ITA Maximum Amount – means the maximum dollar amount that may be paid for each SFWIB approved training program.
- F. Pell Grant – means the federal grant available to eligible participants for training program costs, in whole or part.
- G. Performance Measures/Standards – is a set of Federal, State and local standards for determining a training vendor's compliance with completion and placement requirements.
- H. Placements – means the number of participants that obtain unsubsidized employment following completion of a training program.
- I. Recognized Postsecondary Credential – means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.
- J. Stackable Credential – is a credential that is part of a sequence of credentials that can be accumulated over time to build an individual's qualifications and help them move along a career path or up a career ladder to different and potentially higher-paying jobs.
- K. Targeted Occupations List (TOL) – a State-compiled list of occupations that local workforce development boards may offer training.

## VI. POLICY

An ITA is the vehicle through which the SFWIB expends training dollars. An ITA may be used to pay for or help defray the cost of training by an approved SFWIB



Training Vendor. An ITA may also be used to provide training in an occupation clearly linked to a priority industry that is in local demand or appears on the WDA 23 Targeted Occupations List (TOL). Individual training accounts are available to eligible WIOA Adult, Dislocated Worker, Youth, and Welfare Transition programs; however, it should be noted that an ITA are based upon funding availability.

## **VII. APPROVED TRAINING**

### **A. Eligible Providers and Programs**

In accordance with the Workforce Innovation and Opportunity Act (WIOA), Sections 122, 133, WIOA Regulations, 20 CFR 680.400 et seq., Subpart D – Eligible Training Providers, and CareerSource Florida Policy 90, providers of training services are entities that are eligible to receive WIOA Title I funding for eligible adult, dislocated workers and youth who enroll in an eligible program of training services provided through an Individual Training Account (ITA). Training provided through entities that are not listed on the approved Eligible Training Provider List (ETPL) for Local Workforce Development Area (LWDA) 23 is not permitted.

Participants' who choose to enroll in a training program(s) with an entity not listed on the WDA 23 ETPL, shall be wholly responsible for all costs associated with said training. The participant and CareerSource center career advisors, case managers and/or supervisors must identify the non-ETPL provider of training services, program, and source of funding used to pay for any training not covered under an approved ITA. The training details must be documented in the participant's case notes and a Non-ITA Acknowledgement Form must be completed and placed in the participant's file.

### **B. Training Delivery**

All occupational training programs listed on the SFWIB-approved ETPL, including online training, shall be linked to occupational and program titles as listed on the LWDA 23 current Targeted Occupations List (TOL). The training options, in-person/on campus and online, shall first be approved by the Florida Department of Education, and when applicable the AdvancED/Southern Association of Colleges and Schools (SACS) accreditation for post-secondary public or private school districts.

Only the theory portion of a program's courses shall be delivered online. Clinical, practicum, and externship experiences must be provided in person, unless otherwise approved by the Florida Department of Education Commission for Independent Education (CIE), SACS or the SFWIB Executive Director.

Proof of CIE approved online offerings and any exceptions to the theory only requirement must be provided to the SFWIB in writing and approved by the SFWIB prior to being added to the training providers list of program offerings.

## **VIII. ASSESSMENT**

American Job Center/Youth Provider staff shall individually assess eligible participants for training prior to the issuance of an ITA voucher. Staff shall conduct

a comprehensive objective assessment and individual employment plan/individual service strategy when determining the most appropriate training for the participant. Only participants determined to be in need of training shall be referred to a training provider listed on the SFWIB Eligible Training Provider List (ETPL); and it must be necessary to obtain employment.

## **IX. FEE STRUCTURE**

### **A. ITA Cost**

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

Specifically, the ITA limit per public school training program is set at 100% of the public institutions' submitted cost information. Where there is no approved public education institution comparable program, the cost of the approved private training vendor's program will be based on the previous program year's maximum ITA amount, a Florida public education institution's comparable program, and within the applicable quadrant benchmark category.

*Supportive Services are not paid for using the ITA and will not be included in the expenditures reported under the ITA. ITAs must not be used to pay for supportive services.*

### **B. Individual Training Account Cap**

The maximum cap for an ITA is up to **\$12,500**.

### **C. ITA Funding Limits**

The total amount of funding allowable through an ITA shall be based on the full cost of the training program. The full cost of the training shall include: tuition, books, academic fees, educational testing and certification administered by the training provider, equipment, and tools required by the educational institution for the training program. Fines and penalties, i.e., late finance charges and interest fee payments, are not allowed.

### **D. ITA Amount for Occupational Training Areas**

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

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

1. Occupations identified as High Growth/High Wage **up to and including \$12,500**.

2. Occupations identified as Low Growth/High Wage **up to and including \$9,375.**
3. Occupations identified as High Growth/Low Wage **up to and including \$6,250.**
4. Occupations identified as Low Growth/Low Wage **up to and including \$3,125.**

The formula to determine an occupation's annual quadrant category is based on the State of Florida's labor market information data for the fastest growing occupations within LWDA 23 by the growth and salary rates.

#### **E. ITA Payment**

The payment amount for each ITA training program shall be paid a flat rate based on the total cost of the training program and the applicable quadrant category maximum. Each training program shall be paid based on the maximum of each quadrant category. A training program that is less than the maximum of the program's applicable quadrant category, shall not exceed the program's total cost. The amount paid for any ITA training program shall not exceed the maximum applicable quadrant category nor the ITA cap. Please refer to section IX. (B) of this policy and the SFWIB ITA Technical Assistance Manual for additional guidance.

#### **F. ITA Voucher**

An initial voucher shall be issued covering up to and including 50 percent of the maximum approved **tuition** amount. The actual start date shall be entered in the WFMS and the participant must attend class for 14 days after the actual start date of training before the voucher can be submitted for payment.

Upon the participant's successful completion of up to and including 50 percent of the training program, a second voucher will be issued for the remaining maximum ITA amount.

Payment of the remaining 50 percent shall be contingent upon the training provider's submission of documentation evidencing the participant's attendance records to the applicable service provider. Vouchers shall be issued within the same program year in which the service(s) was/were rendered.

#### **G. Required Waiver Action**

In the event a career advisor, and/or a supervisor is unable to obtain a signature from the participant; the program staff's manager or supervisor shall submit and obtain the approval of the SFWIB Executive Director for all waiver requests in writing.

### **X. DURATION OF TRAINING FOR INDIVIDUAL TRAINING ACCOUNTS**

Individual training accounts shall only be used to cover the cost of the training tuition and any fees for assessment or testing prior to enrollment of such training, (to include background screening, drug testing, physical exams, etc.) as required by the training institution. The length of training may be limited to "up to 24 months or up to \$12,500".

If the participant's training cost is fully covered by other funding sources (e.g., Pell Grants, scholarships, employer, etc.), up to \$2,500 of the approved maximum ITA amount may be issued to the participant via a voucher to offset the costs of books, certification examination/testing fees, tools, etc., The \$2,500 is included within the approved maximum ITA amount.

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

Associate of Arts (A.A.) and Bachelor degree programs are not covered by an ITA, except when the SFWIB determines that the training program demonstrates the effectiveness to serve targeted populations.

Participants enrolled in a registered apprenticeship program that is longer than one year in length shall not be responsible for related training instruction costs.

## **XI. FINANCIAL AID**

### **A. Federal Pell Grants**

All participants requesting an ITA are required to apply for the Federal Pell Grant and other forms of direct financial assistance prior to enrolling in training by completing the Free Application for Federal Student Aid (FAFSA). The Expected Family Contribution (EFC) number and the Pell Grant award amount may be provided at time of enrollment or within 30 days of the training start date. Documentation evidencing the participant applied for the Pell Grant award must be obtained by the career advisor and a copy shall be maintained in the participant's file

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

Training may be provided to a participant who otherwise meets eligibility for ITA funding while the individual has a pending Pell Grant application. Should the Pell Grant and/or other grant funding be approved before training begins and the award pays for the same and/or covers the full costs of the training program, the participant and the training provider shall have an arrangement in place to reimburse the SFWIB.

Participants that receive the Pell Grant and/or other grant funding after the training begins, the training provider shall reimburse the SFWIB the funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charges to attend the training. The reimbursement shall not include any portion of the Pell Grant award disbursed to the participant for education-related expenses (e.g., tuition and fees). Student loans are not included in the category of "other sources of training grants".

In the case where the Pell Grant award is in excess of the ITA voucher amount used when the SFWIB participant enrolled, the training provider shall reimburse the SFWIB the difference within 10 days of the occurrence. The

reimbursement amount shall include education fees the training provider charges to attend the training. Reimbursement is not required from the portion of the Pell Grant award disbursed to the participant for education-related expenses.

## **B. Coordination of WIOA Funds and Other Grant Funding**

Participants who are eligible for a Pell Grant award that elects to attend a training program, may be required to obtain grant assistance from other financial sources to cover the cost of the program in which they wish to enroll if the ITA amount and the Pell Grant do not cover the full cost of the training program. An acknowledgement form stating the same must be signed by the participant and maintained in their file.

If the participant is not eligible for a Pell Grant, or if the school or program is not Title IV eligible, the participant is required to obtain other grants assistance from other financial sources to cover the remaining cost of the program not covered by the maximum ITA amount. The SFWIB shall not be responsible, in whole or in part, for any debts incurred by a participant. Any outstanding balances for training not covered by the ITA shall be the sole responsibility of the participant.

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

If the participant withdraws/drops or does not complete up to and including 50 percent of the training program, the SFWIB Standardized Refund Policy shall apply and the training provider shall refund the resulting amount to the SFWIB within 10 days of the occurrence.

## **XII. DUPLICATION OF PAYMENT**

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

## **XIII. PROHIBITIONS/LIMITATIONS**

- A. A participant shall be limited to only one ITA in his or her lifetime using WIOA funds. The only exception to this statement, is when CSSF programs identified by the SFWIB as occupations that are a part of the targeted industries and registered apprenticeship programs.
- B. The SFWIB participant must enroll in at least half-time or full-time as defined by the Training Vendor and the SFWIB.
- C. An ITA shall only be used for courses that are specifically required for the program of study.

- D. The SFWIB will pay only once for each required class in an approved training program. Participants shall be responsible for the cost of any program course that has to be re-taken. The SFWIB **will not pay** for courses that need to be retaken. The one-time payment limitation is also applicable to remedial courses.
- E. The SFWIB will pay only once for the cost of each required certification or license examination. Any subsequent costs to retake an examination(s) will be the sole responsibility of the participant if the individual does not pass the initial exam.
- F. The training provider is required to conduct all training in the English language in those occupations/programs where licensing and certification examinations are only offered in the English language. This requirement seeks to ensure that eligible participants are trained in the same language in which they will be tested and able to comprehend the licensing and certification examinations.
- G. Individual training account funds may not be utilized to pay for Microsoft Office Suite (MOS) training; or other training programs that integrate 30 percent or more of MOS training as part of a program's course offerings.

**XIV. PERFORMANCE MEASURES**

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

<b>Performance Measure</b>	<b>Performance Standard</b>
Completion Rate	75%
Placement After Training	75%
Training-Related Placement	75%
Postsecondary Credential Attainment Rate	75%
<b>Economic Benefit Per Placement</b>	<b>Quadrant Benchmark</b>
Low Growth / Low Wage	\$31,798
High Growth / Low Wage	\$25,803
Low Growth / High Wage	\$61,886
High Growth / High Wage	\$63,233

**A. Completion Rate**

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

**B. Training-Related Placements**

This measure examines the number of participants who begin, complete training, and obtained unsubsidized employment in a training-related occupation within 180 days of the completion. All training related placements must have a wage rate at or above the training program's Quadrant Benchmark.

### **C. Postsecondary Credential Attainment Rate**

A measure that examines the number of participants who, during a program year, obtain a recognized postsecondary credential during participation in or within one year after exit from a training program; or who are in an education or training program that leads to a recognized postsecondary credential, or employment and are achieving measurable skill gains toward such a credential or employment within one year after exit from the program. The measurable skills gain for WDA 23 is a minimum 75 percent of those who begin and complete a training program. Additional guidance may be found in the SFWIB Measurable Skills Gains Requirement Policy.

### **D. Economic Benefit per Placement**

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

### **E. Subsequent Eligibility**

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

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

## **XV. WFMS WORKFORCE MANAGEMENT SYSTEM (WFMS)**

### **Roles and Responsibilities**

Training vendors and service providers are required to input data relevant to each of the above measures into the Training Reconciliation Module of the WFMS. Additionally, Service Providers are required to input wage data per placement into the WFMS. Supporting documentation for each system entry must be readily available to the SFWIB for review.

In accordance with WIOA section 116(d)(4)(a) and 20 CFR 677.230(a)(5), Training Vendors are required to provide annual performance data for all individuals in the approved training program, regardless of WIOA participation as detailed in TEGL 03-18 and 08-19.

Registered apprenticeship programs are not required to follow the abovementioned performance reporting requirements, unless submitted voluntarily. Outcomes for WIOA participants enrolled in a registered apprenticeship program shall be reported in the state and WDA 23 performance reports.

**XVI. EXCEPTIONS**

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

**XVII. REVISION HISTORY**

Date	Description
2/15/2024	Updates to policy

**XVIII. RESCISSIONS/CANCELATIONS**

There are no rescissions or cancelations for this policy.

DRAFT





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11I

**AGENDA ITEM SUBJECT:** PRE-PENALTY COUNSELING AND WORK PENALTIES POLICY

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

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of a new Temporary Assistance for Needy Families Program Pre-Penalty Counseling and Work Penalties 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 new policy to provide guidance to Local Workforce Development Area (LWDA) 23 regarding the work penalties and pre-penalty counseling requirements for non-compliant Welfare Transition (WT) participants in the Temporary Assistance for Needy Families (TANF) program.

Highlights from the policy are detailed below:

- Each mandatory adult participant in a family who does not meet an exception to participate in work activities or the Alternative Responsibility Plan (ARP) shall be required to engage in countable core and core plus work activities for up to 40 hours per week. There are 12 core and core plus activities to which a participant can be assigned.
- Failure of a participant to comply with work activities, without an exception or good cause, shall result in penalties being applied. The participant shall be notified both verbally and in writing in the event he or she is in non-compliance.
- Exceptions to non-compliance include: child care, domestic violence, treatment of remediation of past effects of domestic violence, medical incapacity, outpatient mental health or substance abuse treatment, application for, appeal, or denial of Supplemental Security Income (SSI) or Social Security Disability Income (SSDI), or other good cause exceptions for non-compliance.

- In accordance with section 414.065, Florida Statutes, an individual who fails to meet program requirements without good cause will have penalties imposed which will result in loss of TCA benefits and food assistance for the family.
- Penalties for non-compliance lasts from 10 days to three months or longer depending on the amount of time it takes an individual to comply with the work activities or ARP requirements.
- Participants whose cash assistance case has been closed due to a sanction and the participant reapplies for cash assistance, the Department of Children and Families (DCF) must refer the participant to AJC staff to comply with the program requirements. Once the participant has complied, the AJC staff shall send a request to the DCF to lift the sanction and approve benefits

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  
POL 100-22**

<b>Title:</b>	Temporary Assistance for Needy Families Program Pre-Penalty Counseling and Work Penalties		
<b>Effective:</b>	2/15/2024	<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	01

## I. OF INTEREST TO

This policy is applicable to the South Florida Workforce Investment Board (SFWIB) dba CareerSource South Florida (CSSF) American Job Centers (AJC), Service Providers, Youth Service Providers, and partners.

## II. PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to local workforce development area (LWDA) 23 regarding the work penalties and pre-penalty counseling requirements for non-compliant Welfare Transition (WT) participants in the Temporary Assistance for Needy Families (TANF) program.

## III. BACKGROUND

Florida Statutes section 445.024–Work Requirements, lists the work activities a WT participant must be engaged in, either individually or in combination, to satisfy the work requirements for a participant in the Temporary Cash Assistance (TCA) work program. Each participant who is not exempt from TANF is required to participate in work activities or other activities as identified in the Individual Responsibility Plan (IRP) or Alternative Responsibility Plan (ARP) as a condition of continued eligibility for TCA. Deferred participants are required to participate in other activities as identified in the ARP as a condition of continued eligibility for TCA.

## IV. STATUTORY AUTHORITIES

- [Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193](#), Section 408
- 45 Code of Federal Regulations (CFR) [261.16](#); [261-30](#)
- Florida Statute Chapters [414.065](#); [445.024](#)
- [Florida Administrative Code Chapter 65](#)
- CareerSource Florida [Administrative Policy 037](#), Pre-Penalty Counseling and Work Requirement Penalties

Approved By:  
Rick Beasley, Executive Director

## V. DEFINITIONS

- A. Alternative Requirement Plan (ARP) – means a written document, developed jointly by local American Job Center (AJC) staff and the participant, which details alternative activities that the participant will be engaged in to move towards program participation and/or employment. Said plan remains in effect until it is no longer needed.
- B. Deferral – means individuals whose barriers impede their ability to comply with work activities and are therefore deemed exempt from participating in the required activities.
- C. Exempt – means a participant is considered exempt when he or she is not required to comply with work activities.
- D. Good Cause – means a participant's inability to participate in work requirements due to circumstances beyond their control.
- E. Individual Responsibility Plan – means a mutually agreed upon contract between the AJC staff and participant that outlines specific employment goals, services to be provided to participant, training, work activities, expectations of AJC staff, and other specific information that the participant will be engaged to fulfill his/her work activity requirements
- F. Penalty – occurs when a participant fails to comply with program requirements..
- G. Protective Payee – means an individual assigned by the DCF to receive public assistance payments on behalf of another person.
- H. Sanction – means a temporary reduction or termination of cash benefits that is applied to a TANF case when a participant fails to meet the work participation requirements without establishing good cause or demonstrating compliance.

## VI. POLICY

Each mandatory adult participant in a family who does not meet an exception to participate in work activities or the ARP shall be required to engage in countable core and core plus work activities for up to 40 hours per week. Core activities can stand alone and do not require another activity to count towards participation. Core plus activities must be accompanied by a minimum number of hours of participation in a core activity to count towards participation. There are 12 core and core plus activities to which a participant can be assigned.

Failure of a participant to comply with work activities, without an exception or good cause, shall result in penalties being applied. Request for non-compliance work penalties shall be made to the Department of Children and Families (DCF) by the AJC staff when an individual in a family receiving TCA fails to engage in required work activities.

## VII. PRE-PENALTY COUNSELING

Prior to imposing a penalty, AJC staff shall notify the participant and counsel the individual regarding the consequences of non-compliance and that she or he is subject to a penalty for failing to comply with the work activities or ARP requirements. The participant shall be notified both verbally and in writing. When appropriate, the participant shall be referred for services that could assist the individual to fully comply with program requirements.

A participant who has good cause for non-compliance, demonstrates satisfactory compliance, or has obtained employment shall not be penalized. It is imperative that AJC staff ensures sanctions are not imposed when a participant has demonstrated good cause for failing to comply.

AJC staff shall follow all applicable laws, regulations, policies, and procedures when making a determination as to whether a participant has complied with work activities detailed in their plan.

## **VIII. NON-COMPLIANCE PENALTY EXCEPTIONS**

Penalties for non-compliance shall not apply to the state's 48-month time limit for receipt of TCA. AJC staff shall not request a sanction until a participant has been allowed an opportunity to determine whether the individual meets one of the following exceptions for non-compliance related to:

1. Child care
2. Domestic violence
3. Treatment or remediation of past effects of domestic violence
4. Medical incapacity
5. Outpatient mental health or substance abuse treatment
6. Application for, or appeal of denial for Supplemental Security Income (SSI) or Social Security Disability Income (SSDI)
7. Other good cause exceptions for non-compliance

The aforementioned situations do not constitute exceptions to the applicable time limit for receipt of temporary cash assistance.

The AJC staff shall determine exceptions to non-compliance penalties based on the information provided by the participant. Good cause or exceptions to non-compliance determinations must be documented in the participant's case file in the appropriate system and a copy of the supporting documentation must also be obtained and maintained in the file.

AJC staff and the participant shall jointly develop an ARP if the individual demonstrates limitations to assigned work activities and IRP requirements. The ARP must include activities that are within the participant's capacity to achieve. Penalties shall only be applied to individuals who do not comply with the IRP or ARP, does not meet an exception, or does not demonstrate good cause.

## **IX. PENALTY IMPLEMENTATION**

Failure or refusal of an individual to become fully engaged in work activities or alternative plan requirements may result in time limited benefits ending before the family becomes economically self-sufficient. In accordance with section 414.065, Florida Statutes, an individual who fails to meet program requirements without good cause will have penalties imposed which will result in loss of TCA benefits and food assistance for the family.

Penalties for non-compliance lasts from 10 days to three months or longer depending on the amount of time it takes an individual to comply with the work activities or ARP requirements. Prior to making a penalty request to DCF for a non-compliant participant, AJC shall document pre-penalty counseling and any additional steps taken to facilitate participant compliance. There are three levels of TCA penalties or sanctions that may be applied to families with individuals that are non-compliant. Sanctions shall be requested by entering the appropriate information in One Stop Service Tracking (OSST).

#### **A. Noncompliant Participants**

Participants shall be considered noncompliant due to failing to meet program requirements. Noncompliance shall include, but is not limited to, failure to:

1. Keep a scheduled appointment;
2. Participate in assigned work activities or other assigned activities;
3. Accept or the refusal of referrals to suitable employment;
4. Follow a treatment plan or alternative requirement plan; or
5. Provide requested documentation.

Participant's whose cash assistance case has been closed due to a sanction and the participant reapplies for cash assistance, the DCF must refer the participant to AJC staff to comply with the program requirements. Once the participant has complied, the AJC staff shall send a request to the DCF to lift the sanction and approve benefits.

#### **B. Protective Payee**

Individuals sanctioned under a level two or three penalty may request a protective payee to receive TCA on behalf of the children. The protective payee shall be designated by the DCF. Sanctioned participants with a protective payee who reports they have obtained employment is not eligible for transitional benefits or services.

However, the AJC shall advise the participant to comply with work requirements and serve the penalty period in order to have the sanction lifted and assist the individual by providing referrals to community agencies to further assist the participant in securing support for retaining employment.

#### **C. Good Cause Reasons for Noncompliance**

A participant with a legitimate, documented reason that prevents him or her from complying with an assigned work activity is considered good cause. If good cause is established, the participant shall be deemed exempt from participating in the required activities. The AJC staff shall be responsible for determining if good cause exists for noncompliance. A participant who reports good cause as a reason for noncompliance shall be required to submit verification to substantiate their claim only if requested by the AJC staff.

The AJC staff shall clearly communicate to a participant that although good cause for not participating has been established, the individual's family's time limits for TCA continue to apply. Consequently, it is counterproductive for the participant to engage in repeated episodes of "excused participation". Valid reasons for noncompliance are only intended to address very limited exceptions. As a result, AJC staff shall not allow a participant to use repeated excuses as a mechanism to circumvent the strong emphasis on employment and work opportunities in accordance with federal, state, and local laws, regulations, policies, procedures.

**X. PRIOR PENALTY FORGIVENESS**

A participant who have fully complied with work activity requirements for at least six months without new penalties being imposed, shall have all prior TCA penalties forgiven and the individual will begin with a "clean slate". Thereafter, if the participant becomes noncompliant after having been compliant for six months, it shall be considered as their first penalty and the penalties associated with the current offense will apply.

**XI. STATE AND LOCAL MONITORING**

The AJC staff shall enter data and case notes into the applicable state management information system accurately and timely. Services and activities provided through the Welfare Transition program shall be monitored annually for compliance with programmatic requirements by the Florida Department of Commerce (Florida Commerce). Florida Commerce will monitor the requirements outlined in the CareerSource Florida Administrative Policy 037 and local operating procedures.

Local monitoring shall be conducted by the SFWIB Office of Continuous Improvement.

**XII. 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:** 2/15/2024

**AGENDA ITEM NUMBER:** 11J

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

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

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to update the previously approved support services and incentives limits to assist individuals that are enrolled in Workforce Innovation and Opportunity Act career and training services, 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. Due to the increasing costs associated with the cost of living, 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 SFWIB approved a revised Support Services matrix on October 19, 2023. The SFWIB staff is presenting the following revisions to the Support Services and Incentive matrix:

- Drug Tests/Physical Exams -- Increasing from \$150 per year to \$300 per year. The increase in support services for Drug Tests/Physical Exams is necessary as this expense of drug testing and physical exams has increased and is necessary in order to support older youth in obtaining employment that requires a pre-screening Drug Tests and or Physical Exam. Older youth are often low-income and lack the resources necessary to gain employment..



- Occupational Licenses / Certifications -- Increasing from up to \$250 per year to up to \$2500 per WIOA application. The increase in support services for Occupational licenses / certifications is necessary as this expense is required in order to satisfy certain occupational licenses and certifications that lead to specific career pathway licensures which are considered a priority within Local Workforce Development Area (LWDA) 23 and is in direct support of the local “Opportunity Miami” initiative. Older youth are often low-income and lack the resources necessary to gain employment in career pathways that require mandatory licenses and certifications.

The revised matrix is attached for the review of the Council.

**FUNDING:** Workforce Innovation and Opportunity Act

**PERFORMANCE:** N/A

*ATTACHMENT*

## Support Services and Incentives Matrix

Support Services Provision		
Transportation	Current Limits - Approved August 2023	PROPOSED Limits (For February 2024)
Transit Bus Passes	\$56.25 monthly	\$56.25 monthly
Gas Cards	\$200/month calculated at .575 cents per mile	\$200/month calculated at .575 cents per mile
Auto Repair	\$500 in a lifetime	\$500 in a lifetime
Auto Insurance	\$500 one-time payment	\$500 one-time payment
Car Note	\$500 (2 months max)	\$500 (2 months max)
Driver License	\$48 in a lifetime	\$48 in a lifetime
Ancillary Expenses		
Tools	\$500 lifetime	\$500 lifetime
Business Attire (Clothing)	\$200 per year	\$200 per year
Uniforms	\$400 lifetime	\$400 lifetime
Background Checks	\$150 lifetime	\$150 lifetime
Drug Tests/Physical Exams	\$150 per year	\$300 per year
Expunge and Seal of Criminal Records	\$75 lifetime	\$75 lifetime
Education		
Books and School Supplies	\$500 Non-ITA (Individual Training Account) per year	\$500 Non-ITA (Individual Training Account) per year
Educational Testing (Youth)	Up to \$200 for initial test and one retake	Up to \$200 for initial test and one retake
Education/Training Related Fees	Individual Training Account (ITA)	Individual Training Account (ITA)
Occupational licenses / certifications	up to \$250 per year	up to \$2,500 per WIOA application
Prior Learning Assessment (PLA) Portfolio	Up to \$350 lifetime	Up to \$350 lifetime
Credential Validation and Translation	\$350 lifetime	\$350 lifetime
Housing		
Rental / Mortgage	\$2,500 max	\$2,500 max
Utilities	1 month utility payment and reconnection - not to exceed \$500	1 month utility payment and reconnection - not to exceed \$500
Childcare		
Child and Dependent Care	Up to \$1,000 monthly for six months (not included in the \$2,500 max)	Up to \$1,000 monthly for six months (not included in the \$2,500 max)
Work Authorization		
Work Permit	\$410 per year	\$410 per year
Other Support Services		
Notary Public	Up to \$350 lifetime	Up to \$350 lifetime
Youth Program Participation	\$50 weekly stipend for achieving 80% class attendance in an approved ITA training.	\$50 weekly stipend for achieving 80% class attendance in an approved ITA training.
Incentives Provision		
Employment	Current Limits - Approved August 2023	PROPOSED Limits (For February 2024)
180 Day Attainment	Full-time \$500 (not included in the \$2,500 max)	Full-time \$500 (not included in the \$2,500 max)
360 Day Attainment	Full-time \$500 (not included in the \$2,500 max)	Full-time \$500 (not included in the \$2,500 max)



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 2/15/2024

**AGENDA ITEM NUMBER:** 11K

**AGENDA ITEM SUBJECT:** FISCAL AUDIT APPROVAL

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

**RECOMMENDATION:** SFWIB staff recommends that the Finance and Efficiency Council recommend to the Board the Approval of the Fiscal Year 2022-2023 Agency-wide Audit Reports.

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

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

### **BACKGROUND:**

On June 22, 2023, the South Florida Workforce Investment Board (SFWIB) approved the negotiation of a contract with BCA Watson Rice, LLP for the performance of an external independent audit of the agency's financial records and reports for Fiscal Year 2022-2023.

The SFWIB Fiscal Year 2022-2023 audit was recently completed by BCA Watson Rice, LLP. The audit was performed pursuant to generally accepted auditing standards (GAAS), generally accepted government auditing standards (GAGAS), and the rules of Florida's Auditor General. It included a review of internal controls as well as compliance with applicable laws and regulations. Ms. Carshena T. Allison, a partner at BCA Watson Rice, LLP will present the audit results to the members of the committee.

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

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# Audit Presentation to the South Florida Workforce Investment Board

**For the Fiscal Year Ended June 30, 2023**

**February 15, 2024**

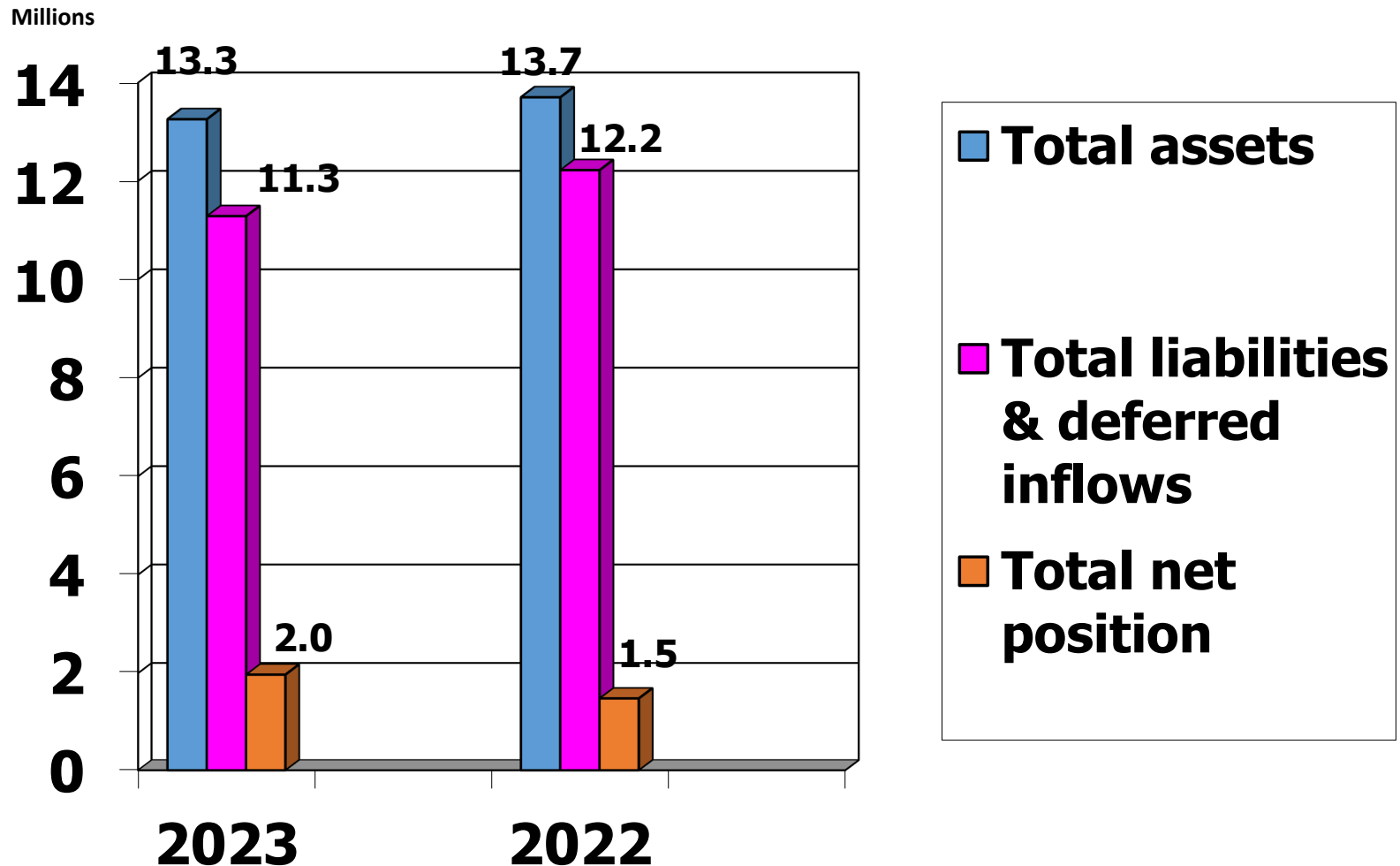


# Annual Audited Financial Statements

- Independent Auditor's Report
  - Unmodified Opinion
- Management's Discussion & Analysis
- Basic Financials
  - Prepared in Accordance with GAAP
- Notes to Financials
  - Provides explanation and basis for significant items within the financial statements
- Auditors' Report on Internal control over financial reporting and compliance
- Auditors' Management Letter as Required by the Auditor General of the State of Florida

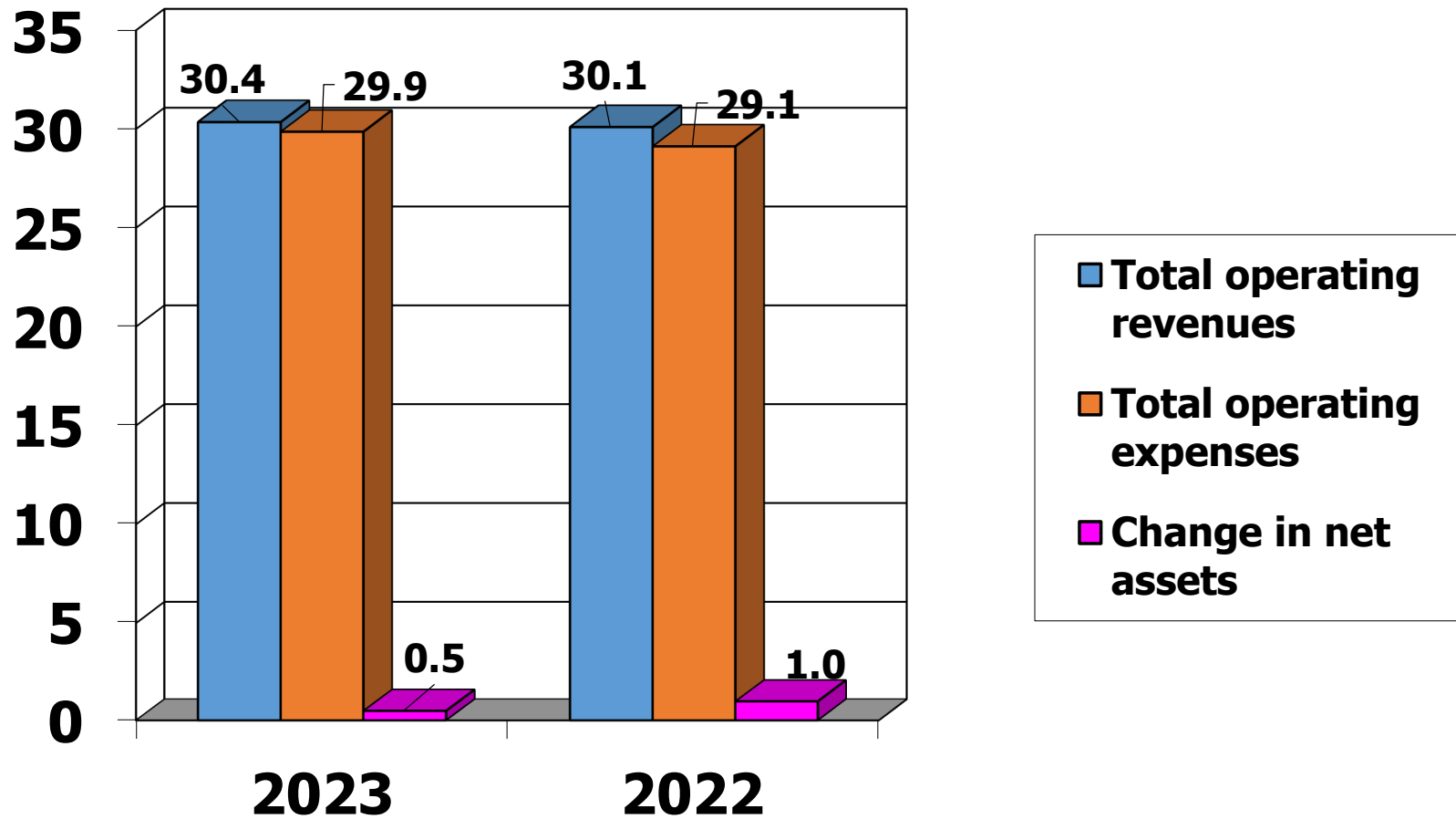


## Financial Highlights – Statement of Net Position



# Financial Highlights – Statement of Activities

Millions



## Compliance Report

- Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*
- Independent auditor's report on compliance for each major federal program and on internal control over compliance required by the Uniform Guidance
- Management letter in accordance with the rules of the Auditor General of the State of Florida

No reportable items noted





# New Accounting Pronouncements

Implemented in FY 2023:

- *GASB 96* – Subscription-Based Information Technology Arrangements



# Communication to Governing Board (As overseers of Audit)

- Our Responsibilities in Relation to the Financial Statements Audit
- Planned Scope and Timing of the Audit
- Compliance with All Ethics Requirements Regarding Independence
- Qualitative Aspects of the Entity's Significant Accounting Practices
- Identified or Suspected Fraud
- Significant Difficulties Encountered during the Audit
- Unrecorded and Corrected Misstatements
- Disagreements with Management
- Representations Requested from Management
- Management Consultation with Other Accountants
- Other Significant Findings or Issues
- Noncompliance with Laws and Regulations, Violations of Contracts Provision or Grant Agreements
- Other Information in Documents Containing Audited Financial Statements

***No adverse matters to report to the Finance Committee***



# Questions

## Contact Information

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Phone: (305) 947-1638

