



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AGENDA ITEM NUMBER: 2A

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: April 21, 2016 at 9:30AM
 Doubletree Hotel – Convention Center
 711 N.W. 72nd Avenue
 Miami, FL 33126

SFWIB MEMBERS IN ATTENDANCE	SFWIB MEMBERS NOT IN ATTENDANCE	SFW STAFF
<ol style="list-style-type: none"> 1. Piedra, Obdulio <i>Chairperson</i> 2. Brecheisen Bruce 3. Boilini, Gina 4. Clayton, Lovey 5. Datorre, Roberto 6. Davis-Raiford, Lucia 7. Gaber, Cynthia 8. Garza, Maria 9. Huston, Albert Jr. 10. Manrique, Carlos 11. Montoya, Rolando 12. Perez, Andre 13. Roth, Thomas 14. Russo, Monica 15. Scott, Kenneth 16. Socorro, Ivonne 17. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 18. Adrover, Bernardo 19. Bridges, Jeff, Vice-Chairman 20. Brown, Clarence 21. Chi, Joe 22. del Valle, Juan-Carlos 23. Diggs, Bill 24. Ferradaz, Gilda 25. Fils-Aime, Sr., Daniel 26. Gazitua, Luis 27. Gibson, Charles 28. Jordan, Barbara 29. Ludwig, Philipp 30. Regueiro, Maria C. 31. Rod, Denis 32. West, Alvin 	<p>Beasley, Rick Almonte, Ivan Alonso, Gus Butkowski, Dennis Garcia, Christine Gomez, Maria Graham, Tomara Jean-Baptiste, Antoinette Kavehersi, Cheri Mills, Diane</p> <p>Assistant County Attorney (s)</p> <p>Shanika Graves - Miami-Dade County Attorney's office – SFWIB's Legal Counsel</p>

OTHER ATTENDEES

<p>Banks, Theron – <i>Greater Miami Service Corps.</i></p> <p>Benavides, Vanessa – <i>United Way of Miami-Dade</i></p> <p>Butraga, Jessica – <i>Cuban National Council, Inc. (CNC)</i></p> <p>Cooper, Jamie – <i>New Horizons, Inc.</i></p> <p>Costas, Jorge – <i>Youth Co-Op, Inc.</i></p> <p>F., Maria – <i>New Professionals</i></p> <p>Farinas, Irene – <i>Adults Mankind Organization (AMO)</i></p> <p>Flores, Oscar – <i>Compu-Med</i></p> <p>Gavira, Beatriz – <i>SER Jobs for Progress, Inc.</i></p> <p>Gonzalez, Teresa – <i>Miami Dade College</i></p> <p>Kyriakakis, Jessica – <i>United Way of Miami-Dade</i></p> <p>Mitchel, Carlana – <i>Miami-Dade County Public Schools (M-DCPS)</i></p>	<p>Perez- Boroto – <i>Connie – Youth Co-Op, Inc.</i></p> <p>Pichardo, Jorge – <i>Youth Co-Op., Inc.</i></p> <p>Quiros, Vivian – <i>Sullivan & Cogliano</i></p> <p>Rodanes, Carlos – <i>New Horizons of South Florida</i></p> <p>Rodriguez, Maria – <i>Youth Co-op, Inc.</i></p> <p>Sante , Alicia – <i>Youth Co-Op., Inc.</i></p> <p>Someillian, Ana – <i>Adults Mankind Organization (AMO)</i></p> <p>Stall, Rey – <i>Cuban National Council Inc.</i></p> <p>Torres, Cathy – <i>Florida Keys Community College</i></p>	

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

1. Call to Order and Introductions

SFWIB Chairman, Obdulio Piedra called the meeting to order at 9:40a.m., began with introductions and noted that a quorum of members had not been achieved. All informational items were first discussed until a quorum of members present had been established.

4. **Executive Director's Report**

Executive Director Rick Beasley reviewed with the Board his report and each member received a copy. The report contained information regarding: (1) FEDERAL – Notice of Proposed Rulemaking: WIOA Equal Opportunity Regulations; (2) FEDERAL – Obama Administration Proposes \$2 Billion More in College Aid; and (3) LOCAL – Career Center Performance.

[Mr. Kenneth Scott arrived]

Mr. Beasley presented the balanced scorecard report then read into record the Florida Department of Economic Opportunity (DEO) Monthly Report (MMR) for the state's 24 Regional Workforce Boards, which revealed the following 2015-16 Program Year (PY) performance statistics for the Region during the period of July 1, 2015 through December 30, 2015:

- 26,717 job seekers placed into jobs exited the system as compared to 24, 224 for the same period during the previous PY. This is a 10.3 percent increase.
- The Wagner-Peyser Entered Employment Rate (EER) is 68.2 percent is ranked 4th.
- The Veterans Program EER is 70.9 percent and is ranked 4th
- The Career Advancement Program (CAP)/Welfare Transition (WT) Program All Family Participation Rate is 43.4 percent and is ranked 9th
- The CAP / WT Program EER is 38 percent is ranked 8th.

[Mr. Thomas Roth stepped out of the meeting room]

He additionally noted that the monthly Job Placement Report, developed by the Florida DEO and CareerSource Florida, shows the Region placed 40,995 job seekers into jobs for PY 2015-2016 from July through December as compared to 38,562 for the same period in PY 2014-2015. This is a 6.3 percent increase. Region 23 makes up 18.8 percent of the State's total number of placements.

[Mr. Thomas Roth returned to the meeting room]

No further questions or discussions.

[Mr. Carlos Manrique arrived; **Quorum Achieved**]

[Chairman Piedra announced into record that a quorum had been achieved]

Chairman Piedra requested item 5f first be presented in honor of our veteran population.

5. **SFWIB December Board Agenda Items**

5.f. **Recommendation as to Approval to Allocate WIOA Adult Funds to United Way of Miami-Dade**

Mr. Beasley presented the item and noted that the December Board meeting did have a quorum. As such, all deferred items were brought back before the Board. He furthermore read the item into record noting the Global Talent and Competitiveness Council's recommendation for the Board's approval to ALLOCATE \$125,000 Workforce Innovation and Opportunity Act (WIOA) funding to United Way of Miami-Dade to establish a Mission United Program in Miami-Dade County.

Mr. Andy Perez moved the approval to allocate WIOA Adult Funds to United Way of Miami- Dade. Motion seconded by Mr. Bruce Brecheisen; **Motion Passed Unanimously**

Chairman Piedra congratulated United Way on their new contract award to serve the veteran population and he advised them that he hopes to see a report reflecting great program outcome.

5a. Recommendation as to Approval to Accept \$16,665 in TANF Funds

Mr. Beasley introduced the item and read into record the Finance and Efficiency Council recommendation to the Board the approval to accept \$166,665 in TANF Program funds.

[Mr. Manrique questioned whether there would be a quorum if he stepped out of the meeting room and Mr. Beasley explained that although a quorum would potentially be lost if he steps out, he is not required to as the item doesn't impact the entity he represents.]

Mr. Roberto Datorre moved the approval to accept \$166,665 in TANF funds. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

5.b. Recommendation as to Approval to Adjust 2015-16 Budget Adjustments for the Actual Carry Forward Amounts

Chairman Piedra introduced the item and Mr. Beasley further discussed the Finance and Efficiency Council's recommendation for the Board's approval to adjust the FY 2015-16 budget for the actual FY 2014-15 Carry-forward amounts.

Dr. Rolando Montoya moved the approval to adjust 2015-16 Budget for the Actual Carry Forward Amounts. Motion seconded by Ms. Edith Zewadski-Bricker; **Motion Passed Unanimously**

5.c. Recommendation as to Approval Recommendation as to Approval to Update the Accounting Policies and Procedures

Chairman Piedra introduced the item and Mr. Beasley further discussed the Finance and Efficiency Council's recommendation for the Board's approval to update the Accounting Policies and Procedures.

Dr. Rolando Montoya moved the approval to update the Accounting Policies and Procedures. Motion seconded by Mr. Bruce Brecheisen; **Motion Passed Unanimously**

5.d. Recommendation as to Approval to Allocate Funds to City Year Miami Program

Mr. Beasley introduced the item. However, Manrique suggested the item be skipped.

Mr. Beasley clarified into record that "once a quorum has been established, there's no need to mention that you're going to lose it. Once you do that, then a quorum is lost, so there is a parliament procedures component that keep in mind, that once a quorum has been established under the Roberts Rules of Order, that if you leave and there's no notification of it, a quorum is still established. But once you make a notification in a public meeting loud then there is no quorum, under Robert Rules of Order."

[Mr. Beasley noted into record that he would skip over item numbers 5d and 5e.]

[Dr. Montoya jokingly noted into record that he didn't scream and that he was going to leave quietly to get some water]

8. Global Talent Competitiveness Council

8a. Recommendation as to Approval to Allocate Funds to A Career Pathways Reentry Training Program

Mr. Beasley briefly introduced the item. However, he skipped this item and proceeded to item number 5e.

5.e. Recommendation as to Approval of TRANCON Training

Mr. Beasley presented the item.

Ms. Garza moved the approval to allocate funds to City Year Miami Program. Motion had been seconded and **Passed by Unanimous Consent.**

[Dr. Rolando Montoya returned to the meeting room]

[Ms. Maria Garza stepped out of the meeting room]

6. Executive Committee

6a. Recommendation as to Approval to Allocate TANF Funds to Purchase Take Stock in Children (TSIC) Scholarship

Mr. Beasley introduced the item and noted the Executive Committee's recommendation for the Board's approval to allocate TANF funds to purchase Take Stock in Children (TSIC) Scholarship.

Dr. Rolando Montoya moved the approval to allocate TANF funds to purchase Take Stock in Children (TSIC) Scholarship. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

[Ms. Maria Garza returned to the meeting room]

[Ms. Lucia Davis-Raiford stepped out of the meeting room]

7. Finance and Efficiency Council

7.d. Recommendation as to Approval to Accept \$2 million in Miami Dade County Funds for the Summer Youth Employment Program

Mr. Beasley presented the item and noted the Finance and Efficiency Council's recommendation for the Board's approval to accept \$2 million in Miami-Dade County funds for the Summer Youth Employment Program.

Dr. Rolando Montoya moved the approval to accept \$2 million in Miami Dade County Funds for the Summer Youth Employment Program. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

Chairman Piedra noted that he is pleased to have the summer program already "in line, in the works, executed and ready to roll before the summer starts." He asked everyone to give new SFWIB Youth Programs Manager a round of applause.

Mr. Beasley added that Youth Programs Manager Tomara Graham and IT unit are in the process of finalizing the youth programs related updates on CareerSource South Florida's (CSSF's) webpage, as

well as marketing materials for outreach through podcasting. He further noted that letters would be sent to local employers. He additionally noted that the goal is to have all qualified youth candidates selected by end of April.

Chairman Piedra once again congratulated Ms. Graham for her outstanding work.

Mr. Perez inquired about the social media aspect. He recommended starting a competition on who can recruit the most youth candidates via Facebook.

[Ms. Lucia Davis-Raiford returned to the meeting room]

7.e. Recommendation as to Approval to Negotiate an Agreement with Crowe Horwath, LLP for the Performance of IT Penetration Audit Services

Mr. Beasley introduced the item and read into record the approval to negotiate an agreement with Crowe Horwath, LLP for the Performance of IT Penetration Audit Services.

Dr. Rolando Montoya moved the approval to negotiate an agreement with Crowe Horwath, LLP for the performance of IT penetration audit services. Motion seconded by Mr. Roberto Datorre for further discussion:

Mr. Datorre had inquired about the amount that was allocated. Mr. Beasley responded.

Mr. Roth inquired about the scope and Mr. Beasley responded that the scope was the same. Dr. Montoya chimed in and stated that Crowe Horwath, LLP is dedicated to this type of work, unlike other firms that would provide IT penetration services through a third party contractor.

Motion Passed by Unanimous Consent

8.a. Recommendation as to Approval to Allocate Funds to a Career Pathways Reentry Training Program

Mr. Beasley introduced and read the item into record noting the consensus of the Global Talent Competitiveness (GTC) Council members present recommended to the Board the approval to allocate up to \$250,000 in WIOA Adult Training funds to Florida Keys Community College for a Career Pathways Reentry Training.

Mr. Roberto Datorre moved the approval to allocate funds to a Career Pathways Reentry Training Program. Motion seconded by Dr. Rolando Montoya; Motion Passed Unanimously

8b. Recommendation as to Approval to Allocate funds to the City of Key West for the Key West Fire Academy Training

Mr. Beasley introduced the item and read the item into record noting the consensus of the GTC Council members present recommended the approval to allocate an amount not exceed \$35,000 in WIOA Youth funds for the period covering Program Year July 1, 2015 to June 30, 2016 to support the City of Key West Fire Academy Training.

Mr. Kenneth Scott moved the approval to allocate funds to the City of Key West for the Key West Fire Academy Training. Motion seconded by Ms. Edith Zewadski-Bricker; Motion Passed Unanimously

8c. Recommendation as to Approval to Allocate funds to Miami-Dade County Parks Recreation and open Spaces for the Fit2Lead Internship Program

Mr. Beasley introduced the item and presented the GTC Council's recommendation for the Board's approval to allocate an amount not to exceed \$100,000 in WIOA Youth Funds to Miami-Dade County Parkes, Recreation and Open Spaces for the Fit2Lead internship program.

Ms. Monica Russo moved the approval to allocate funds to Miami-Dade County Parks Recreation and Open Spaces for the Fit2Lead Internship Program. Motion seconded by Ms. Gina Boilini; **further Discussion(s)**

Chairman Piedra shared this program had been imitated by Miami-Dade County Mayor's office in partnership with the Parks Recreation and Open Spaces to target at risk youths in high crime areas in our community. He noted that he's very impressed with the program and announced that two (2) of our board members have volunteered to be mentors. He also noted that we're going to work with staff to develop measurements for the implementation of this program.

2.a. Approval of SFWIB Meeting Minutes of October 15, 2015 and December 17, 2015

Mr. Lovey Clayton moved the approval of meeting minutes for October 15, 2015 and December 17, 2015. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously.**

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

5.d. Recommendation as to Approval to Allocate Funds to City Year Miami Program

Mr. Beasley presented the item and noted the approval to allocate funds to City Year Miami Program.

Mr. Andy Perez moved the approval to allocate funds to City Year Miami Program. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

[Mr. Carlos Manrique returned to the meeting room]

7.a. Information – December 2015 Financial Report

Chairman Piedra introduced the item and Mr. Beasley further discussed the following accompanying notes to the financials:

Budget Adjustments:

- ✓ There were no revenue adjustments
- ✓ Expense adjustments were the following:
 - Adults Services Increased by \$1,305,323
 - Youth Services increased by \$2,246
 - Unallocated funds decreased by (\$1,305,323)
 - Training and support services decreased by (\$2,246)

Explanation of significant Variances

- ✓ Training and Support Services are low (14.6% vs. 50%)
- ✓ Other Contracts and Services are at (63.1% vs 50%)

No further questions or discussions.

Dr. Rolando Montoya moved to accept the report. Motion had been seconded and **Passed by Unanimous Consent**

7.c. Information – DEO Information Security Audit

Mr. Beasley presented the item. Both he and Finance and Efficiency Council Chairman Andy Perez shared with the Board that all employees must undergo a level II background check and renewal process every two years.

9. Performance Council

9.a. Information – Refugee Employment and Training Program Performance Overview

9.b. Information – Refugee Employment and Training Program Balanced Scorecard Update

9.c. Information – Workforce Services Balanced Scorecard and Job Placements Update

9.d. Information – Workforce Service Regional Performance Overview

9.e. Information – Youth Partners Regional Performance

9.f. Information – Consumer Report Card Update

Performance Council Chairwoman Cynthia Gaber presented the above items.

No further questions or discussions.

3. Chairman’s Report

Chairman Piedra briefly shared his report by providing the following updates:

- ✓ State Board meeting in Tallahassee
- ✓ Implementation Phase of WIOA
- ✓ Strategic Planning meeting next month (March)
- ✓ Gearing towards becoming an Exponential organization (embracing technology and thinking outside the box)
- ✓ eMerge Americas 2-day Conference and Job Fair

Mr. Beasley gave an update on LaunchCode.

Mr. Roth requested clarification on future meeting locations. Mr. Beasley explained the issue with CSSF’s e-mail system that was currently down and apologized on behalf of staff for the inconvenience.

Chairman Piedra recommended a database of board members telephone numbers to send a text blast in a case where e-mail communication is currently down.

Deferred Items:

7.b. Information – December 2015 Bank Reconciliation

There being no further business to come before the Board, the meeting adjourned at 10:36am.