



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
FINANCE AND EFFICIENCY  
COUNCIL MEETING  
THURSDAY, August 16, 2018  
8:00 A.M.**

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

**AGENDA**

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
  - A. February 15, 2018
  - B. April 19, 2018
  - C. June 21, 2018
3. Information - Financial Report – June 2018
4. Information - Bank Reconciliation – June 2018 and July 2018
5. Information - Fiscal Monitoring Activity Report
6. Recommendation as to Approval to Update the Accounting Policies and Procedures
7. Recommendation as to Approval to Accept Additional State of Florida Department of Economic Opportunity Workforce Funding
8. Recommendation as to Approval to Allocate Funds to Miami-Dade County Public Schools for Commercial Foods and Culinary Arts Training
9. Recommendation as to Approval to Allocate Funds to Miami Dade County Public Schools for Construction Technology and Private Security Officer Training
10. Recommendation as to Ratify and Allocation of Funding to the Early Learning Coalition (ELC) of Miami-Dade/Monroe, Inc.

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



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE: August 16, 2018 at 8:00AM**

**AGENDA ITEM SUBJECT: MEETING MINUTES**

February 15, 2018 at 8:00am  
 Doubletree by Hilton Miami Airport Hotel &  
 Convention Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Gibson, Charles A, <i>Chairman</i></li> <li>2. Perez, Andy, <i>Vice-Chairman</i></li> <li>3. Bridges, Jeff</li> <li>4. Datorre, Robert</li> <li>5. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>6. Adrover, Bernardo</li> <li>7. Davis-Raiford, Lucia</li> <li>8. Maxwell, Michelle</li> </ol> <p><b>SFW STAFF</b>            Garcia, Christine</p>	<p>Farinas, Irene – <i>Adults Mankind Organization, Inc.</i></p> <p>Someillan, Ana – <i>Adults Mankind Organization, Inc.</i></p>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order at 8:47am and requested a moment of silence for all that lost their lives during the recent school shooting at Stoneman Douglas High School. Quorum of members present had not been achieved.

**3. Information – Financial Report – December 2017**

Chairman Gibson introduced the item and newly promoted SFWIB Assistant Director of Finance Christine Azor further presented.

**Budget Adjustment:**

**Revenue:** There were no revenue adjustments

**Expenses:**

- Headquarter Costs decreased - \$236,332
- Refugee Services Increased - \$236,332
- Training and Support Services increased - \$152,790
- Other Programs and Contracts decreased - \$152,790

**Explanation of Significant Variances**

1. Training and Support Services – 16.1% versus 50%
2. Other Programs & Contracts - 2.3% versus 50% due to more emphasis has

Chairman Gibson questioned the 2.3% for Other Programs & Contracts and Ms. Azor further explained.

[Mr. Roberto Datorre arrived]

[Quorum had been verified; **No quorum**]

Chairman Gibson inquired about the NEG and Ms. Azor explained that it's the National Emergency Grant and the partnerships with the various entities. He requested additional details and she explained that those were clean up efforts as a result of the recent hurricane.

She additionally provided contract updates for the following programs/entities:

- Employ Miami-Dade (City of Miami)
- Future Bankers
- Take Stock in Children (TSIC)
- Mission United with United Way of Miami-Dade

There was continued discussion.

SFWIB Vice-Chairman Perez requested additional details on the delayed progress of Employ Miami-Dade's contract. Ms. Azor explained the delays. Mr. Perez asked whether Mr. Beasley can further explain the delays.

Mr. Datorre inquired about a similar contract that also did not materialized and the members of the Council explained that it was Florida International University's (FIU) contract. Both Ms. Azor and Mr. Scott explained.

Ms. Azor continued her review of the Agency summary detailed in the Financial Report.

Mr. Perez questioned the slowdown in expenditures. Ms. Azor further explained that the figures would possibly change once the budget adjustments were approved.

There was continued discussion.

**4. Information – Bank Reconciliation – November 2017 and December 2017**

Chairman Gibson introduced and Ms. Azor further presented.

No further questions or discussions.

**5. Information – Fiscal Monitoring Activities Reports**

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

Chairman Perez inquired about the disallowances and Ms. Azor additional explained. He asked whether if it was possibly an accountant error and Ms. Azor explained that it wasn't anything major. Vice-Chairman inquired about current disallowance thresholds and Ms. Azor further explained.

No further questions or discussions.

**6. Recommendation as to Approval of an Adjustment of the PY2017-18 Budget**

Chairman Gibson introduced the item and Ms. Azor further presented and read the item into record.

No further questions or discussions.

[SFWIB Chairman Jeff Bridges arrived; **Quorum Achieved**]

SFWIB Chairman Bridges moved the approval of an Adjustment of the PY 2017-18 Budget. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

**7. Recommendation as to Approval to Accept funds for the City of Homestead Summer Youth Employment Program**

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

Chairman Bridges moved the approval to accept funds for the City of Miami Gardens Summer Youth Employment Program. Motion Seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

Vice-Chairman Perez verified whether if the approval was to accept the funds for the City. Mr. Beasley responded, “Yes” then further explained.

**8. Recommendation as to Approval to Accept Funds for the City of Miami Gardens Summer Youth Employment Program**

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

Vice-Chairman Perez moved the approval to accept funds for the City of Miami Gardens Summer Youth Employment Program. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

**2. Approval of Finance and Efficiency Council Meeting Minutes of August 17, 2017 and October 19, 2017**

Chairman Bridges moved the approval of FEC Meeting Minutes of August 17, 2017 and October 19, 2017; Motion seconded by Mr. Roberto Datorre; **Further Discussion(s):**

Vice-Chairman Perez requested a status on current contract negotiations with Employ Miami-Dade and Mr. Beasley provided updates.

Chairman Gibson asked whether the results of current delays have been resolved and Mr. Beasley stated that it’s currently in progress.

Vice-Chairman Perez also inquired about additional scholarships being offered by the State of Florida. Mr. Beasley provided an update. Vice-Chairman Perez additionally requested if the scholarships are transferable and Mr. Beasley responded, “Yes” and further explained they would be reassigned.

Chairman Bridges inquired about the reassignment process and Mr. Beasley further explained.

He additionally noted that Big Brothers Big Sisters would be the host for Take Stock in Children (TSIC).

**Motion Passed Unanimously**

**New Business (es):**

Mr. Beasley shared with the Council CSSF's current investments in the TechHire program at Big Brothers Big Sisters (where meetings had been held).

There being no further business to come before the Council, the meeting adjourned at 8:47am.



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2B**

**DATE: August 16, 2018 at 8:00AM**

**AGENDA ITEM SUBJECT: MEETING MINUTES**

April 19, 2018 at 8:00am

Doubletree by Hilton Miami Airport Hotel &

Convention Center

711 NW 72<sup>nd</sup> Avenue

Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Gibson, Charles A, <i>Chairman</i></li> <li>2. Perez, Andy, <i>Vice-Chairman</i></li> <li>3. Bridges, Jeff</li> <li>4. Datorre, Robert</li> <li>5. Maxwell, Michelle</li> <li>6. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>7. Adrover, Bernardo</li> <li>8. Davis-Raiford, Lucia</li> </ol> <p><b>SFW STAFF</b>            Beasley, Rick            Garcia, Christine            Perrin, Yian</p>	

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order at 8:20am and welcomed all those present. Quorum of members present had not been achieved.

**2. Approval of Finance and Efficiency Council Meeting Minutes of August 17, 2017 and October 19, 2017**

Item deferred due to lack of quorum.

**3. Information – Financial Report – October 2017**

Chairman Gibson introduced the item and SFWIB Executive Director Rick Beasley announced Ms. Azor's recent promotion to Finance Assistant Director/Comp Controller. Mr. Beasley commended her work and length of years with CareerSource South Florida, currently a total of 13. He also announced that the assistant comp controller (in Ms. Azor's former position) will be advertised soon.

The members of the Council congratulated Ms. Azor on her promotion.

Ms. Azor later presented the following:

**Budget Adjustment:**

**Revenue:** No Revenue adjustments

**Expenses:**

Youth – Decreased by (\$4,250) due to a transfer to Training and Support Services for the same amount.

**Explanation of Significant Variances**

1. Training and Support Services 27% versus 67%
2. Other Programs and Contracts 2% versus 67%

Chairman Gibson inquired about pending projects and Ms. Azor provided details.

He also inquired about the amount of program funds that would potentially be carried over to the following year. She responded a total of three to four contracts that would be carried over to the following year due program kick off date. She gave an example of a contract with Miami-Dade County Public Schools Summer Youth Internship.

Chairman Gibson inquired about Future Bankers Contract which showed that it was pending DEO's approval and Ms. Azor provided details.



She continued with the review of variances and the continuation of new projects.

Chairman Gibson inquired about the total amount of pending projects that would potentially carryover.

Mr. Datorre inquired about the status of a contract with United Way of Miami-Dade. Mr. Beasley provided updates. Mr. Datorre inquired about the approval process and Mr. Beasley further explained. He additionally inquired about program timeline.

No further questions or discussions.

**5. Information – Bank Reconciliation - October 2017**

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

Chairman Gibson inquired about wire transfers.

No further questions or discussions.

**4. Information – Bank Reconciliation – February 2018 and March 2018**

Mr. Gibson introduced and Mr. Alonso further discussed.

**5. Information – Fiscal Monitoring Activity Report**

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

Ms. Maxwell inquired about a prior issue where several providers did not include CSSF's logo in their business correspondences. Ms. Azor provided further details.

No further questions or discussions.

**6. Information – Preliminary In-State Allocations**

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

Mr. Beasley briefly discussed potential referral and assessment services that could be provided via phone.

\$31.8 million in new funding.

No further questions or discussions.

**7. Recommendation as to Approval to Accept Additional National Emergency Grant Funds**

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

Mr. Datorre inquired about the details of the program and. Ms. Azor further explained.

No further questions or discussions.

**8. Recommendation as to Approval to De-obligate National Emergency Grant funds**

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

Ms. Maxwell asked whether if de-obligated funds could be deferred. Ms. Azor further explained.

Mr. Datorre requested additional details on the purpose for providing grant funds to the regions. Ms. Azor explained as well as Mr. Beasley.

He further asked whether if there wasn't any additional need for this particular service. Mr. Beasley further explained. Ms. Maxwell also explained the challenges in the Keys as well regarding the use of available grant funds.

Mr. Gibson inquired about the various businesses that are willing to provide housing for their employees. Mr. Beasley provided details on this new trend.

Mr. Beasley briefly explained that we can only contract with government agencies as contracting with businesses are restricted due to contract clauses.

Mr. Beasley explained the objective is about restoration.

There was continued discussion.

Ms. Maxwell shared with the Council regarding the challenges of hiring qualified individuals.

There was continued discussion related to marketing tools.

Chairman Gibson inquired about the next scheduled meeting and Mr. Beasley provided an update, as well as information on this year's summer youth program initiatives and leveraging resources in order to recruit more youth participants for the program.

**9. Recommendation as to Approval to Accept Wagner Peyser Cooperative Outreach Program Funds**

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

**Item recommended to the full board by consensus of the members present.**

**10. Recommendation as to Accept Additional Veteran Funds**

Chairman Gibson introduced the item and Ms. Azor further presented

Mr. Datorre inquired about purpose of additional funds. Mr. Beasley provide further details.

No further questions or discussions.

**Item moved to the full board by the consensus of the members present.**

**11. Recommendation as to Approval to Allocate Funds to Extend the National Emergency Grant Program**

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

Chairman Gibson inquired about the details of the processes for the NEG (National Emergency Grant Program). Mr. Beasley provided further details.

Chairman Gibson asked whether if there were any other municipalities within this region that requested partnerships. Mr. Beasley provided further details.

Ms. Maxwell gave a brief update on the current status of Federal Emergency Management Agency (FEMA).

**Item moved the full board by consensus of the members present.**

Mr. Scott shared his concern regarding his concern of U.S. funding.

There being no further business to come before the Council, the meeting adjourned  
At 9:16am



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE:** August 16, 2018 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

June 21, 2018 at 8:00am

Doubletree by Hilton Miami Airport Hotel &  
Convention Center

711 NW 72<sup>nd</sup> Avenue

Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Perez, Andy, <i>Vice-Chairman</i></li> <li>2. Bridges, Jeff</li> <li>3. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>4. Gibson, Charles A, <i>Chairman</i></li> <li>5. Adrover, Bernardo</li> <li>6. Datorre, Robert</li> <li>7. Davis-Raiford, Lucia</li> <li>8. Maxwell, Michelle</li> </ol> <p><b>SFW STAFF</b> Beasley, Rick Garcia, Christine Perrin, Yian</p>	<p>Someillian, Ana – <i>Adult Mankind Organization, Inc. (AMO)</i></p>

Agenda items are displayed in the order they were discussed.

*Draft*

**1. Call to Order and Introductions**

FEC Council Vice-Chairman Andy Perez called the meeting to order at 8:19am. Asked all those present and noted that a quorum of members had not been achieved.

**2. Approval of Finance and Efficiency Council Meeting Minutes of February 15, 2018 and April 19, 2018**

Deferred due to lack of quorum.

**3. Information – Financial Report – April 2018**

Vice-Chairman Perez introduced the item and SFWIB Assistant Finance Director Christine Garcia further presented.

Executive Director Rick Beasley appeared before the Council responded to the various questions.

**4. Information – Bank Reconciliation – April 2018 and May 2018**

Vice-Chairman Perez introduced the item and Ms. Azor further presented.

Ms. Azor responded to the various questions.

**5. Information – Fiscal Monitoring Activity Reports**

Vice-Chairman Perez introduced the item and Mr. Beasley further presented.

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

Ms. Azor introduced the item.

**The consensus of the members present moved the item to the full Board for approval.**

Mr. Beasley responded to the various questions and concerns related to expenditures.

**The consensus of the members present move the item to the full Board for approval.**

7. **Recommendation as to Allocate Funds for the Pre-Apprenticeship Internship Program**

Vice-Chairman Perez introduced the item and Mr. Beasley further presented

**The consensus of the members present moved the item to the full Board for approval.**

8. **Recommendation as to Approval of SFWIB to provide direct Employment and Training Services**

Vice-Chairman Perez introduced the item and Mr. Beasley further presented.

**The consensus of the members present moved the item to the full Board for approval.**

6. **Recommendation as to Approval of the 2018-2019 Budget**

Vice-Chairman Perez introduced the item and Mr. Beasley further presented.

Mr. Beasley responded to the various questions.

**The Consensus of the members present moved the item to the full Board for approval.**

7. **Recommendation as to Approval to Allocate Funds for the Miami-Dade County Public Schools Pre-Apprenticeship Program**

Vice-Chairman Perez introduced the item and Mr. Beasley further presented.

Mr. Beasley responded to the questions.

**The consensus of the members present moved the item to the full Board for approval.**

**8. Recommendation as to Approval to Allocate Funds for the TechHire Internship Program**

Vice-Chairman introduced the item and Mr. Beasley further presented.

Mr. Beasley responded to the questions.

**The consensus of the members present moved the item to the full Board for approval.**

**9. Recommendation as to Approval to Allocate Funds for the CSSF TechHire Summer Bootcamp Stipends**

Vice-Chairman Perez introduced the item and Mr. Beasley further presented.

Mr. Beasley responded to the questions.

**The consensus of the members present moved the item to the full Board for approval.**

There being no further business to come before the Council, the meeting adjourned at 9:01am.



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** FINANCIAL REPORT

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently. Accordingly, the attached un-audited financial report for the month of June 2018 is being presented for review by the Board members.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*





**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** BANK RECONCILIATION

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently.

Based on the Internal Control Procedures recommended by the Department of Economic Opportunity of the State of Florida, the Finance Committee, at its April 2, 2009 meeting, requested a monthly cash reconciliation report be provided at every committee meeting. Accordingly, the attached cash reconciliations for the months of June 2018 and July 2018 are being presented to the Council for review.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

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

**Reconciliation Date: 6/30/18  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,054,147.50	
Less Checks/Vouchers Drawn	(6,732,181.60)	313
Plus Deposits		
Checks Voided	209,472.39	10
Deposits	3,996,325.16	34
Plus Other Items:	(4,312.02)	5
Unreconciled Items:		
<b>Ending Book Balance</b>	<b>(476,548.57)</b>	
Bank Balance	2,141,523.62	
Less Checks/Vouchers Outstanding	(2,618,072.19)	52
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<b>(476,548.57)</b>	
<b>Unreconciled difference</b>	<b>0.00</b>	

Prepared by: Odell J Ford Jr. 7/9/18  
Odell J. Ford Jr.  
Finance Administrator

Approved by: Christine Azor 7/9/18  
Christine Azor  
Asst. Director, Finance

*\*1,926,857.66 in Scholarships  
on hold at 6/30/18, released in 7/18*

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

**Reconciliation Date: 7/31/18  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	(476,548.57)	
Less Checks/Vouchers Drawn	(4,540,687.29) ✓	387
Plus Deposits		
Checks Voided	295.25 ✓	3
Deposits	6,508,094.66 ✓	44
Plus Other Items:	0.00	
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>1,491,154.05</u></u> ✓	
Bank Balance	2,351,886.18 ✓	
Less Checks/Vouchers Outstanding	(860,732.13) ✓	84
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<u><u>1,491,154.05</u></u> ✓	
<b>Unreconciled difference</b>	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 8/6/18  
Odell J. Ford Jr.  
Finance Administrator

Approved by: Christine Azor 8/6/18  
Christine Azor  
Asst. Director, Finance



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** ACTIVITY REPORT -- INTERNAL MONITORING RESULTS

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

**RECOMMENDATION:** N/A

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

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

**BACKGROUND:**

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

In response to said request, SFWIB staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Years 2017-2018 and 2018-2019, for the period of June 1, 2018 through July 26, 2018.

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

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

**CareerSource South Florida (CSSF) Board of Directors Meeting August 16, 2018**  
**Office of Continuous Improvement (OCI) Fiscal Unit**  
**Fiscal Monitoring Activity Report from June 1, 2018 to July 26, 2018**  
**Program Years 17-18 and 18-19**

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
<b>Lutheran Services Florida, Inc. (LSF)</b>				
Refugee Employment and Training (RET) - Contract Period from 10/1/17 to 9/30/18	\$ 2,152,049	None	LSF failed to submit a detailed Cost Allocation Plan (CAP) to CSSF's Finance Unit not later than thirty (30) calendar days after contract execution date as required by the executed contract.	No
			The CAP was not developed in conformity with guidelines set forth by the Final Guidance on Cost Allocation Plan for Regional Workforce Boards, and Administrative Policy 86 – Indirect Cost Rate Proposal Preparation of Local Workforce Development Boards as required elements /requirements were not included in the CAP:	No
			Sampled expenditures were misclassified, incorrectly allocated and erroneously recorded in the accounting system; not in compliance with federal regulations and the requirements of the executed contract.	Yes
			LSF staff purchased food, paid gratuities, and incurred sales tax, for meetings held with CSSF funded employees using petty cash or a company credit card, not in compliance requirements of the executed contract. In addition, LSF failed to record sampled transactions to the unallowable costs general ledger account #57920.	No
			LSF's Personnel Policy and Procedures did not include information related to appropriate sanctions against workforce members who violate its privacy policies and procedures or the Privacy Rule nor had documented evidence its CSSF funded RET employees were informed of the sanctions for violations, as required by the Health Insurance Portability and Accountability Act (HIPAA), federal regulations, and the executed contract.	No
			Weaknesses in the internal controls related to payroll were noted; there was no documented evidence sampled employees' Personnel Activity Reports (PARs) were reviewed and approved by supervisory personnel.	No
			LSF failed to upload the Department of Children and Families (DCF) Civil Rights Compliance Checklist, CF Form #946, within thirty (30) days of contract execution, not in compliance with requirements of the executed contract.	No
			LSF did not submit the Self-Assessment Tool to CSSF's Office of Continuous Improvement Unit (OCI), within sixty (60) calendar days after the beginning of the program year.	No
			LSF did not comply with Level 2 Background Screenings and Reporting Requirements of the executed contract, as it did not submit the Background Screening Affirmation/Acknowledgement form to OCI Quality Assurance Unit, by December 31, 2017.	No
			LSF did not timely upload the Staffing Roster/New Hire/Termination Reports to CSSF's Intranet by the 10 <sup>th</sup> of each month; not in compliance with requirements of the executed contract.	No
			LSF failed to timely submit the American with Disabilities Act (ADA) Compliance Report to CSSF's Disability Services Coordinator, due on the 1 <sup>st</sup> of each month, as required by the executed contract.	No
			LSF failed to upload the RET Monthly Training Reports to CSSF's Intranet by the 10 <sup>th</sup> of each month, as required by the executed contract.	No
<b>Arbor E &amp; T, LLC (Arbor)</b>				
Career Center (CC)- Contract Period from 7/1/17 to 6/30/18	\$ 933,876.00	None	Arbor did not comply with federal regulations as allocation percentages were erroneously calculated; sampled expenditures were incorrectly allocated and recorded in the accounting system to CSSF's programs. Sampled expenditures were not allocated in accordance with the approved Cost Allocation Plan (CAP).	Yes
Refugee Employment and Training (RET) - Contract Period from 10/1/17 to 9/30/18	\$ 872,959.00	None	Arbor was not in compliance with requirements of the executed contracts, as records were not maintained in accordance with Generally Accepted Accounting Principles (GAAP). Transactions were incorrectly processed in the accounting system, as they were grouped and netted when posted to the general ledger; instead of being individually recorded; thus, not establishing adequate audit trails.	No
<b>Total Funded</b>	<b>\$ 1,806,835</b>		Weaknesses in the internal controls related to payroll processes and recordkeeping were noted. There were numerous discrepancies between the information documented in the Personal Activity Reports (PARs) and the payroll registers reviewed; the program and allocation codes were different.	Yes
			Arbor was not in compliance with requirements of the executed contracts, as the Annual Employment and Training Administration (ETA) Salary Cap Analysis Certification Form was not completed and submitted to CSSF as required on 3/1/18.	No
			The information on sampled Refugee Employment and Training (RET) Staffing Rosters/New Hire/Termination Reports, was not in agreement with CSSF's approved RET program budget.	No
			Arbor did not adhere to requirements outlined in the executed contracts; required reports were not submitted or uploaded to CSSF's Intranet database within the required time frame.	No
			The Office of Continuous Improvement (OCI) performed a review of the Refugee Employment and Training (RET) Program funded by CSSF. The review did not reveal any discrepancies when compared to the information detailed by Arbor from CSSF's Balance Scorecard (BSC) Placement Report Details and documented in sampled case files, the Employ Florida (EF) database, RET services billed to and paid by CSSF, the actual services provided and verbal confirmations with the clients and employers of record. CSSF and OCI would like to commend AMOR for doing a good job with the completeness, accuracy and legitimacy of referrals, placements, and supporting documentation maintained in the RET clients' case files sampled for the program year	No
<b>Adults Mankind Organization, Inc. (AMOR)</b>				

**CareerSource South Florida (CSSF) Board of Directors Meeting August 16, 2018**  
**Office of Continuous Improvement (OCI) Fiscal Unit**  
**Fiscal Monitoring Activity Report from June 1, 2018 to July 26, 2018**  
**Program Years 17-18 and 18-19**

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
In School Youth (ISY) - Contract Period 7/1/17 to 6/30/18	\$ 450,877	None	A weakness in the segregation of duties was identified within AMOR's Accounting Department; the Executive Director is authorized to sign checks on behalf of the organization, but also has unrestricted access and authority to process and authorize transactions in the accounting system, review bank reconciliations, and financial reporting.	Yes
Out of School Youth (OSY) - Contract Period 7/1/17 to 6/30/18	\$ 601,343	None	Recordkeeping issues were noted during the review of sampled expenditures; the checks were not manually signed by authorized personnel, but by the use of a signature stamp.	No
Refugee Employment and Training (RET) - Contract Period from 10/1/17 to 9/30/18	\$ 1,757,997	None	AMOR did not record costs incurred for interest payments as unallowable costs in the accounting system, not in compliance with federal regulations.	Yes
<b>Total Funded</b>	<b>\$ 2,810,217</b>		AMOR inadvertently transferred funds between accounts, which caused overdraft fees. The fees were reimbursed by the Executive Director to the Agency, via payroll deduction; however, the overdraft fees were not recorded as unallowable costs in the accounting system.	Yes
			As of January 31, 2018, the bank reconciliation for the Payroll bank account showed a negative adjusted balance.	Yes
			As of March 31, 2018, the bank reconciliation for the Operating account showed two (2) checks outstanding for more than 90 days.	No
			Sampled payments for operating expenditures were not remitted to vendors timely.	Yes
			Sampled employees did not complete the Information Security and Awareness Training annually, as required by the executed contracts.	No
			A sampled employee did not complete the training "Support to the Deaf or Hard of Hearing", as required by the RET executed contract.	No
			A sampled employee's personnel file did not contain proof of credentials at the time of review.	No
			AMOR did not submit the Cost Allocation Plan (CAP) and the Self-Assessment Tool within (30) days of contract execution, as required by the executed contracts.	No
			AMOR failed to submit the New Enrollments (Industry Focus/Career Pathways) to CSSF Program Unit, as required by the executed OSY contract.	No
			AMOR was not in compliance with requirements of the executed contracts, as the Annual Employment and Training Administration (ETA) Salary Cap Analysis Certification Form was not completed and submitted to CSSF on 3/1/18.	No
			The Office of Continuous Improvement (OCI) performed a review of the Refugee Employment and Training (RET) Program funded by CSSF. The review did not reveal any discrepancies when compared to the information detailed by AMOR from CSSF's Balance Scorecard (BSC) Placement Report Details and documented in sampled case files, the Employ Florida (EF) database, RET services billed to and paid by CSSF, the actual services provided and verbal confirmations with the clients and employers of record. CSSF and OCI would like to commend AMOR for doing a good job with the completeness, accuracy and legitimacy of referrals, placements, and supporting documentation maintained in the RET clients' case files sampled for the	No
<b>OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED</b>				
Final Management Decision Letters Issued: Adults Mankind Organization, Inc., Community Coalition, Inc. Greater Service Corps, Take Stock in Children, Inc. Youth Co-Op, Inc.				
<b>PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED</b>				
Community Coalition, Inc. and City of Miami.				



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** APPROVAL TO UPDATE ACCOUNTING POLICIES AND PROCEDURES

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to update the South Florida Workforce Investment Board Accounting Policies and Procedures, as set forth below.

**STRATEGIC GOAL:** **CELEBRATED, BENCHMARK LEADER IN BEST PRACTICES**

**STRATEGIC PROJECT:** **Set Standards on Performance Measures Reporting**

### **BACKGROUND:**

On December 17, 2015, the SFWIB approved an update to the South Florida Workforce Investment Board (SFWIB) Accounting Policies and Procedures. The SFWIB Accounting Policies & Procedures Manual updates include enhancements to the internal control procedures, revisions in performance payments to service provider, payroll and cost allocation plan, as well as changes in employee responsibilities.

The following are revisions to the Accounting Policies and Procedures:

1. Section II A, Board of Directors, Executive and Audit Committees, has been updated to reflect the new committee structure and names.
2. Section III A, Internal Controls, has been revised to include a requirement that all staff members who have access to the MIP Accounting Software update and revise their passwords on a quarterly basis.
3. Section III E, Monitoring Activities for Both Agency and Service Providers was updated to only include Monitoring Activities for Service Providers since the agency is already monitored by the funding sources and the external auditors.
4. Section VII A, Purchasing, has been revised to require that the Facility Manager approve all utilities-related invoices.
5. Section VII.D - Service Provider Payments has been revised to include the procedures for payments to service providers who have performance-based contracts with SFWIB.

6. Section VIII B, Payroll Processing Procedures, has been updated to delete the section that pertains to the distribution of live checks to employees. Currently, all employees are under direct deposit.
7. Section X.A. Acquisition, Control and Disposition of Fixed Assets, has been update to reflect the new capitalization threshold of \$5,000.
8. Section XIV Appendix D – Staff Responsibilities has been updated to reflect the realignment of responsibilities among members of the Finance Staff.
9. Setion XI.B. Cost Allocation Plan -- has been revised to reflect the adoption of the Indirect Cost Rate methodology.

**FUNDING:** All Funding Streams

**PERFORMANCE:** N/A

*ATTACHMENT*





**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF WORKFORCE FUNDS

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$1,336,904 in Workforce Funding, as set forth below.

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

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

**BACKGROUND:**

The Florida Department of Economic Opportunity (DEO) has released the following Notices of Funding Availability (NFA) to the South Florida Workforce Investment Board (SFWIB) to receive and administer workforce services:

<b>Funding</b>	<b>Type</b>	<b>Amount</b>
Supplement WIOA FY 2018-2019	New Award	\$ 716,081
WIOA	Performance Incentive	\$ 518,469
Wagner-Peyser	Performance Incentive	\$ 88,473
Disabled Veteran	Additional Program Funds	\$ 10,175
Local Veteran Program Funds	Additional Program Funds	\$ 3,706

The purpose of the funds can range from covering fair share costs in the form of headquarter and facility expenditures, hiring veteran personnel and workforce services to job seekers.

**FUNDING:** WIOA, Wagner Peyser, Veteran Programs

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** COMMERCIAL FOODS AND CULINARY ARTS TRAINING

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

**RECOMMENDATION:** SFWIB staff recommends the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$62,560 in Workforce Innovation and Opportunity Act funds to Miami-Dade County Public Schools for a Commercial Foods and Culinary Arts Training, as set forth below.

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

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

### **BACKGROUND:**

Hospitality and Tourism is an ever-growing economic engine in South Florida. This industry sector has and continues to be faced with entry level labor and skills readiness shortages. To address the concerns, Miami-Dade County Public Schools (The School Board) developed a Commercial Foods and Culinary Arts Training (CFCAT) cohorts to help bridge the gap between the underserved population and the workforce deficit faced by the industry; specifically in the areas of food services.

The CFCAT cohort is a collaborative partnership between the South Florida Workforce Investment Board (SFWIB) and The School Board that will assist program participants in entering or returning to the workforce. The cohorts are an integral part of the Employ Miami-Dade initiative.

The 14-week CFCAT cohorts will prepare up to 40 SFWIB eligible participants to successfully complete the program 350 hour training and receive practical experience in culinary, catering and hospitality skills with associated certifications to become employable and placed in entry-level positions within the industry. The SFWIB will provide training and training-related funding; and The School Board will provide relevant training services. The total cost for two cohorts is \$62,560.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement, as it is recommended by the Executive Director that this be in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami Dade County Public Schools, an allocation not to exceed \$62,560 in Workforce Innovation and Opportunity Act (WIOA) funds for Commercial Foods and Culinary Arts Training.

**FUNDING:** Workforce Innovation and Opportunity Act Adult

**PERFORMANCE:**

Commercial Foods and Culinary Arts Training

Number of Participants Served - 40

Number of Participants to Complete Training - 28

Number of Participants to be Placed into Jobs - 20

Number of Cohorts - 2

Average Wage - \$11.83

Net Economic Benefit - \$21,478

Return-On-Investment - \$6.87

Economic Impact - \$429,568.dollars in salaries generated

*ATTACHMENT*

## Culinary Arts Proposal

This proposal was prepared for Career Source South Florida in cooperation with Miami-Dade County Public Schools.

The Commercial Foods and Culinary Arts Profession including Restaurants, Hotels, and Cruise Lines are actively looking for qualified individuals to employ.

Miami-Dade Schools has the facilities, personnel, equipment, and expertise to provide the training needed to prepare individuals to safely enter the workforce. The school system is equipped to offer training to the residents in our community in the following skills:

- Remediation – to raise the level of basic skills
- ESOL – English for Speakers of Other Languages
- Commercial Arts and Culinary Arts/Professional Culinary Arts & Hospitality
- Baking & Pastry Arts
- Culinary Vegetarian & Plant Based Specialty

All classes are taught by certified instructors with an abundance of cooking experience. Local Bakers, Chefs, Cooks, and Restaurateurs will address the class to talk about the opportunities available to students successfully completing the program. These courses will be offered in a contained classroom and Commercial Kitchen. The curriculum will be presented in multiple ways to facilitate the learning style of each participant with an emphasis on theory and hands-on activities to better prepare students for real world applications.

Upon completion of this course, students will have the following options:

- Find employment with entry-level skills
- Choose a career
- Articulate to a post-secondary program

### **Program Offerings**

- Orientation
- Employability Skills
- Work Ethics
- Safety
- Sanitation
- Baker
- Cook

### **Schedule**

Follows the Miami-Dade County Public Schools approved calendar. Classes are offered Monday through Friday beginning at 8:00 a.m. The program requires a minimum of 20 students per class for 14 weeks totaling 350 hours. Classes begin when the first 20 students

are identified with subsequent classes to follow, or as needed. Career Source has the option to offer classes with less than twenty students at the established cost.

**Certification**

Students mastering the competencies of the course will complete with certification from Miami-Dade County Public Schools and Serve Safe.

**Services Provided**

- Administration and Supervision
- Classroom and Kitchen
- Curriculum
- Certified Instructors
- Guest Speakers
- Drug Testing
- Registration
- Books
- M-DCPS Certificate
- Materials and Supplies

**Partnerships**

Miami-Dade County Public Schools has partnered with local Restaurant and Hotel Professionals which provide us with guest speakers and expert advice in keeping each program up to date. They are also looking to hire graduates of these programs to enter the local workforce.

**Placement**

Miami-Dade County Public Schools takes great pleasure in having a high percentage of its graduates enter the local workforce.

With our many partners participating in the training, growth, and placement of students, and with all the restaurants and hotels in the Miami area, there should be jobs waiting for these individuals.

**Cost**

The total cost of the 350 hour class including all the books, certificates and other services previously listed will be \$1564.00 per student.

\$896.00 Tuition (350 hours x \$2.56 per hour = \$896.00)  
\$ 15.00 Registration  
\$ 5.00 School Identification Badge  
\$ 50.00 Drug Test  
\$ 275.00 Books  
\$ 150.00 Serve Safe Certification  
\$ 50.00 Uniform  
\$ 105.00 Supplies and Material Fee  
\$ 18.00 Insurance  
\$1564.00 Total

revised 06/28/18



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 9

**AGENDA ITEM SUBJECT:** CONSTRUCTION TECHNOLOGY TRAINING, CONSTRUCTION TECHNOLOGY & FORKLIFT TRAINING, AND PRIVATE SECURITY OFFICER TRAINING

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$170,458 in Workforce Innovation and Opportunity Act funds to Miami-Dade County Public Schools to continue an accelerated Construction Technology, Construction Technology and Forklift, and Private Security Guard Training cohorts, as set forth below

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

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

### **BACKGROUND:**

At its August 17, 2017 meeting, the South Florida Workforce Investment Board (SFWIB) approved the Construction Technology Training (CTT), Construction Technology with Forklift Training (CTFT), and Private Security Guard Training (PSGT) cohorts to help address current and future labor shortages.

The cohort training is a collaborative partnership between the SFWIB and Miami-Dade County Public Schools (The School Board) that assists program participants in enhancing their skills to enter or return work. The cohorts are an integral part of the Employ Miami-Dade Initiative that provide significant training and employment opportunities to 18-targeted zip codes throughout Miami-Dade County.

The accelerated training provides participants with the skills necessary for safe entry into the construction and private security industries and apprenticeable trades; and meets the Workforce Development Area 23 Training Performance Requirement Policy.

The SFWIB will provide training and training-related funding; and The School Board will provide relevant training services. The 10 cohorts will prepare up to 200 SFWIB eligible participants for a total cost of \$170,458.

Performance outcomes for the 2016 - 2017 the CTT, CTFT, and PSGT cohorts are as follows:

Construction (North & South) Training:	Projected Performance	Actual Performance
Training Goal	220	147
Total Completed	154	136
Completion Rate	70%	92%

Total Placed	108	73
Placement Rate	70%	54%
Average Wage Rate	\$13.49	\$10.22

Private Security (North & South)	Projected Performance	Actual Performance
Training Goal	200	33
Total Completed	140	33
Completion Rate	70%	100%
Total Placed	98	13
Placement Rate	70%	39%
Average Wage Rate	\$12.56	\$10.77

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement, as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami-Dade County Public Schools, an allocation not to exceed \$170,458 in Workforce Innovation and Opportunity Act (WIOA) Adult funds for Construction Technology Training (CTT), Construction Technology and Forklift Training (CTFT), and Private Security Guard Training (PSGT) cohorts.

**FUNDING:** Workforce Innovation and Opportunity Act Adult

**PERFORMANCE:**

Construction Technology and Construction Technology and Forklift Training

Number of Participants Served - 140  
 Number of Participants to Complete Training - 98  
 Number of Participants to be Placed into Jobs - 69  
 Number of Cohorts - 7  
 Cost Per Placement - \$1,870  
 Average Wage - \$10.22  
 Net Economic Benefit - \$19,387  
 Return-On-Investment - \$10.37  
 Economic Impact - \$1,337,732 dollars in salaries generated

Private Security Guard Training

Number of Participants Served - 60  
 Number of Participants to Complete Training - 42  
 Number of Participants to be Placed into Jobs - 29  
 Number of Cohorts - 3  
 Cost Per Placement - \$1,428.  
 Average Wage - \$10.77  
 Net Economic Benefit - \$20,973  
 Return-On-Investment - \$14.69  
 Economic Impact - \$608,230 dollars in salaries generated

*ATTACHMENT*

## Construction Technology Proposal

This proposal was prepared for Career Source South Florida in cooperation with Miami-Dade County Public Schools.

The construction industry is once again enjoying a comeback in South Florida with the trades companies actively looking for qualified individuals to employ.

Miami-Dade Schools has the facilities, personnel; equipment, tools, and expertise to provide the training needed to prepare individuals to safely enter the workforce. The school system is equipped to offer training to the residents in our community in the following skills:

- Remediation – to raise the level of basic skills
- ESOL – English for Speakers of Other Languages
- OSHA – Certified 10 Hour Safety Training
- Air Conditioning
- Cabinetmaking
- Carpentry
- Electrician
- Masonry
- Plumbing

All classes are taught by certified instructors with an abundance of industry experience. Local contractors will address the class to talk about the opportunities available to students successfully completing the construction program. These courses will be offered in a contained classroom/laboratory to eliminate the loss of time due to weather conditions. The curriculum will be presented in multiple ways to facilitate the learning style of each participant with an emphasis on theory and hands-on activities to better prepare students for real world applications.

Upon completion of this course, students will have the following options:

- Find employment with entry-level skills
- Choose a career (Air Conditioning, Electrician, Plumber, etc.)
- Articulate to a post-secondary program (hours vary by program)
- Articulate to an apprenticeship program (hours vary by trade selected)

### **Program Offerings**

- Orientation
- Employability Skills
- Work Ethics
- Safety – OSHA 10 Certificates
- Tools
- Fasteners
- Air Conditioning – Familiarization and Maintenance
- Cabinet Making – Assembly and Installation



- Carpentry – Framing and Layout
- Electrician – Basic Electricity
- Masonry – Forms and Finishing
- Plumbing – Leaks, Repairs and Clogs

### **Schedule**

Follows the Miami-Dade County Public Schools approved calendar. Classes are offered Monday through Friday beginning at 8:00 a.m. The program requires a minimum of 20 students per class for 6 weeks totaling 150 hours. Classes begin when the first 20 students are identified with subsequent classes to follow or as needed.

### **Certification**

Students mastering the competencies of the course will complete with certification from Miami-Dade County Public Schools, OSHA 10, and the Core certificate in construction from the National Center for Construction Education and Research (NCCER).

### **Services Provided**

- Administration and Supervision
- Classroom and Laboratory
- Curriculum
- Certified Instructors
- Guest Speakers (Contractors/Inspectors)
- Drug Testing
- Registration
- Books
- M-DCPS Certificate
- OSHA Certification
- NCCER Certificate
- Basic Tool Set
- Materials and Supplies

### **Partnerships**

Miami-Dade County Public Schools has partnered with local contractors in the trade areas which provide us with guest speakers and expert advice in keeping each program up to date with local industry standards. They are also looking to hire graduates of these programs to enter the local workforce.

### **Placement**

Miami-Dade County Public Schools takes great pleasure in having a high percentage of its graduates entering the local workforce. The Florida Department of Education mandates a 70 percent placement rate in areas of training and documentation of industry certification.

With our many partners participating in the training, growth, and placement of students, and with the many construction projects on-going in the Miami area, there should be jobs waiting for these individuals.

**Cost**

The total cost of the 150 hour construction class including all the books, certificates and other services previously listed will be \$845.30 per student.

\$384.00 Tuition (150 hours x \$2.56 per hour = \$384.00)  
\$ 15.00 Registration  
\$ 5.00 School Identification Badge  
\$ 50.00 Drug Test  
\$ 54.00 Books  
\$ 30.00 OSHA Handouts, Tests, and Certification  
\$ 64.95 National Center for Construction Education and Research (NCCER) Tests and Certification  
\$168.87 Supplies and Materials  
\$ 18.00 Insurance  
\$ 55.48 Tools (to be retained by students)  
\$845.30 **Total**

Revised 06-28-18

## Construction and Forklift Proposal

This proposal was prepared for Career Source South Florida in cooperation with Miami-Dade County Public Schools.

The construction and logistic industries are actively looking for qualified individuals to employ.

Miami-Dade Schools has the facilities, personnel; equipment, tools, and expertise to provide the training needed to prepare individuals to safely enter the workforce. The school system is equipped to offer training to the residents in our community in the following skills:

- Remediation – to raise the level of basic skills
- ESOL – English for Speakers of Other Languages
- OSHA – Certified 10 Hour Safety Training
- Air Conditioning
- Cabinetmaking
- Carpentry
- Electrician
- Masonry
- Plumbing
- Forklift Operations

All classes are taught by certified instructors with an abundance of industry experience. Local contractors will address the class to talk about the opportunities available to students successfully completing the program. These courses will be offered in a contained classroom/laboratory to eliminate the loss of time due to weather conditions. The curriculum will be presented in multiple ways to facilitate the learning style of each participant with an emphasis on theory and hands-on activities to better prepare students for real world applications.

Upon completion of this course, students will have the following options:

- Find employment with entry-level skills
- Choose a career (Air Conditioning, Electrician, Plumber, etc.)
- Articulate to a post-secondary program (hours vary by program)
- Articulate to an apprenticeship program (hours vary by trade selected)

### **Program Offerings**

- Orientation
- Employability Skills
- Work Ethics
- Safety – OSHA 10 Certificates
- Tools
- Fasteners
- Forklift Operations

- Air Conditioning – Familiarization and Maintenance
- Cabinet Making – Assembly and Installation
- Carpentry – Framing and Layout
- Electrician – Basic Electricity
- Masonry – Forms and Finishing
- Plumbing – Leaks, Repairs and Clogs

### **Schedule**

Follows the Miami-Dade County Public Schools approved calendar. Classes are offered Monday through Friday beginning at 8:00 a.m. The program requires a minimum of 20 students per class for 7 weeks totaling 175 hours. Classes will begin when the first 20 students are identified with subsequent classes to follow as needed. Career Source has the option to offer classes with less than twenty students at the established cost.

### **Certification**

Students mastering the competencies of the course will complete with certification from Miami-Dade County Public Schools, OSHA 10, and Core certification from the National Center for Construction Education and Research (NCCER).

### **Services Provided**

- Administration and Supervision
- Classroom and Laboratory
- Curriculum
- Certified Instructors
- Guest Speakers (Contractors/Inspectors)
- Drug Testing
- Registration
- Books
- M-DCPS Certificate
- OSHA Certification
- NCCER Certificate
- Basic Tool Set
- Materials and Supplies

### **Partnerships**

Miami-Dade County Public Schools has partnered with local contractors in the trade areas which provide us with guest speakers and expert advice in keeping each program up to date with local industry standards. They are also looking to hire graduates of these programs to enter the local workforce.

### **Placement**

Miami-Dade County Public Schools takes great pleasure in having a high percentage of its graduates entering the local workforce. The Florida Department of Education mandates a 70 percent placement rate in areas of training and documentation of industry certification.

With our many partners participating in the training, growth, and placement of students, and with the many construction projects on-going in the Miami area, there should be jobs waiting for these individuals.

### **Cost**

The total cost of the 175 hour construction class including all the books, certificates and other services previously listed will be \$979.05 per student.

\$448.00 Tuition (175 hours x \$2.56 per hour = \$448.00)  
\$ 15.00 Registration  
\$ 5.00 School Identification Badge  
\$ 50.00 Drug Test  
\$ 73.75 Books  
\$ 30.00 OSHA Handouts, Tests, and Certification  
\$ 64.95 National Center for Construction Education and Research (NCCER) Tests and Certification  
\$ 218.87 Supplies and Materials  
\$ 55.48 Tools (to be retained by students)  
\$ 18.00 Insurance  
\$ 979.05 **Total**

Revised 06-28-2018

# Private Security Officer

Career Source South Florida with Miami-Dade County Public Schools have collaborated in proposing a program for promoting individual careers within the Private Security Industry. Many Private Security Firms throughout South Florida and the United States are looking for qualified and trained individuals to employ with specific training that support the immediate mediation of many current safety concerns throughout our industries and communities. Miami-Dade Public Schools have the facilities, personnel; equipment, tools, and expertise to provide an elaborate matrix of training necessary to prepare individuals in the growing and anticipated highly mobile and technical needs of a Security workforce. The school system is equipped to offer training to the residents in our community in the following skills:

- Remediation – to raise the level of basic skills
- ESOL – English for Speakers of Other Languages
- Private Security Officer (Class D) (Unarmed)
- Private Security Officer (Class G) (**Armed**) Collaboration w/Local Institution (**Non-Agency Funded**)
- Private Security Officer Agency Manager (Class MB)
- Private Security Officer Instructor (Class DI)
- Firearms Instructor (Class K) (**Armed**) Collaboration w/Local Institution (**Non-Agency Funded**)
- Private Investigator (Class C)
- Specialized Security Training
  - Nuclear Plants
  - Hospitals
  - Airports
  - Homeland Security

All classes are taught by certified instructors with an abundance of industry experience. Local Law Enforcement Agencies will address the class to talk about the opportunities available to students successfully completing the program. These courses will be offered in a contained classroom/laboratory to facilitate mock trainings and instructional technologies. The curriculum will be presented in multiple ways to facilitate the learning style of each participant with an emphasis on theory and hands-on activities to better prepare students for real world applications.

**Upon completion of this course, students will have the following options:**

- Find employment with entry-level skills
- Choose a career like:

Private Security Career Strands			
ATF Agent	Court Clerk	Forensic Psych.	Police Detective
Bailiff	Court Reporter	Forensic Psych.	Police Officer
CIA Agent	Crime Scene Inv.	Forensic Scientist	Private Investigator
Coast Guard	Criminalist	Homeland Security	Private Security
Compliance Officer	Criminologist	INS Agent	Probation Officer
Computer Forensics	Customs Agent	Lawyer/Attorney	Sheriff
Corrections Officer	DEA Agent	Paralegal	U.S. Marshal

- Articulate to a post-secondary program (hours vary by program)

### **Program Offerings**

- Orientation
- Employability Skills
- Work Ethics
- Scientific Inquiry
- Research
- Measurement
- Problem Solving
- Emerging Technologies (i.e. Surveillance equipment, etc..)
- Tools and Equipment
- Laboratory Investigations
- Safety Procedures

### **Schedule**

Follows the Miami-Dade County Public Schools approved calendar. The program requires a minimum of 20 students per class. Classes will begin Monday, August 20, 2018 after the first 20 students are identified with subsequent classes to follow as needed.

### **Certification/Licensure**

Students mastering the competencies of the course will be ready for licensure from Miami-Dade County Public Schools, and the Department of Agriculture and Consumer Affairs.

### **Services Provided**

- Administration and Supervision
- Classroom and Laboratory
- Curriculum
- Certified Instructors
- Guest Speakers (Contractors/Inspectors)
- Drug Testing
- Registration
- Books
- FLDOASC Licensure's
- Basic Tool Set
- Materials and Supplies

### **Partnerships**

Miami-Dade County Public Schools has partnered with local Law Enforcement Agencies which provide us with guest speakers and expert advice in keeping each program up to date with local industry standards. They are also looking to hire graduates of these programs to enter the local workforce.

### **Placement**

Miami-Dade County Public Schools takes great pleasure in having a high percentage of its graduates entering the local workforce. The Florida Department of Education mandates a 70 percent placement rate in areas of training and documentation of industry certification and licensures. With our many partners participating in the training, growth, and placement of students there should be jobs waiting for these individuals.

### **Cost**

The total cost of the 40 Private Security Class D Licensure including all the books, licensing and other services previously listed will be \$690.27 per student.

**Estimated Cost Structure**

Description of Itemized Service & Classroom Utilities	Cost
Tuition (40 hours x \$2.56 per hour = \$102.40) "	\$102.40
Registration	\$15.00
School Identification Badge	\$5.00
Drug Test	\$50.00
Finger Printing Processing Fee	\$42.00
License Fee <b>(Class D)</b>	\$45.00
Books	\$50.00
	Emblems \$5.00
	Badge \$12.00
	Security Belt \$15.00
	Pants \$20.00
	Shirt \$20.00
	Cap \$12.00
<b>Supplies and Materials (Total Est. Uniform Costs)</b>	<b>\$218.87</b>
Tools (to be retained by students)	\$60.00
Insurance	\$18.00
	<b>Total \$690.27</b>

Revised 06/28/2018





## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 8/16/2018

**AGENDA ITEM NUMBER:** 10

**AGENDA ITEM SUBJECT:** ALLOCATE FUNDING TO THE EARLY LEARNING COALITION

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board to ratify a contract and allocation amount of \$800,075 in Temporary Assistance for Needy Families (TANF) funds to the Early Learning Coalition of Miami-Dade/Monroe, Inc., as set forth below.

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

**STRATEGIC PROJECT:** **Develop specific programs and initiatives**

### **BACKGROUND:**

The Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELC) is a nonprofit organization dedicated to ensuring early care and education for children in Miami-Dade and Monroe counties. Through a variety of affordable and innovative early education and voluntary pre-kindergarten programs, the Coalition serves more than 50,000 children, from birth to 12 years old, and their families.

Founded in 2000, the Coalition is among 31 similar organizations in the State of Florida established following the enactment of the School Readiness Act, which consolidated Florida's early learning services into one integrated program.

The ELC in partnership with the SFWIB to include the children of Temporary Assistance to Needy Families (TANF) and Transitional Child Care (TCC) customers as one of their enrollment priorities, as well as, providing services to the mandated categories of children that they serve.

Currently, the ELC has served 23,011 children whose parents have transitioned from the Temporary Assistance for Needy Families (TANF) program. A total of \$6,368,636 of School Readiness dollars cover childcare. Additionally, the ELC has served 9,176 children whose parents are receiving TANF. A total of \$3,451,692 of School Readiness dollars were expended to cover childcare. The ELC currently provide services for workforce referrals at an average expense of \$298K monthly.

For PY2017-2018, the ELC maximized its School Readiness funding and was allowed to utilize up to 10 percent of PY18-19 funding to cover current fiscal year expenditures. These dollars will ensure that all of the children currently enrolled will remain in care.

In an effort to pay child care for TANF / TCC job seekers and maximize the expenditure of TANF funds allocated to CSSF, authorization was requested to execute a contract with the Early Learning Coalition of South Florida (ELC). The amount of the contract is \$800,075 from March 2018 through May 2018. The contract covered cost for TANF families (i.e., TANF Mandatory or TANF Transitional) served and referred by CSSF to the ELC for child care services. The child care per cost student is \$269.38. The SFWIB had \$800,075 in TANF funds to obligate, and expended by June 30, 2018. A total of 2,971 children were served.

In following the procurement process of Miami-Dade County Administrative Order No.3-38, it is recommended that the SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to the Early Learning Coalition (ELC) of Miami-Dade/Monroe, Inc., an allocation not to exceed \$800,075 in TANF funds to provide child care services to SFWIB Transitional Care Customers to assist the participants in attaining and maintaining employment and economic self-sufficiency.

**FUNDING:** Temporary Assistance for Needy Families (TANF)

**PERFORMANCE:** N/A

*NO ATTACHMENT*