



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
GLOBAL TALENT AND COMPETITIVENESS (GTC)  
COUNCIL MEETING  
Thursday, December 13, 2018  
8:30 AM**

Doubletree by Hilton Miami Airport Hotel  
Convention Center, 2nd floor  
711 NW 72nd Avenue  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of GTC Council Meeting Minutes
  - A. August 16, 2018
  - B. October 18, 2018
3. Information – Miami Dade County Pre-Apprenticeship Program Update
4. Information – Florida Memorial University Career Development Center Update
5. Information – TechHire Center for Women Update
6. Recommendation as to Approval to Allocate Funds for the National Flight Academy Program
7. Recommendation as to Approval to Allocate Funds to Miami-Dade College for the Future Banker’s Training Program
8. Recommendation as to Approval of Revisions to the Paid Work Experience (PWE) Training Policy
9. Recommendation as to Approval to Allocate Funds to Miami-Dade College for Culinary and Catering Employment Training Program

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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 GLOBAL TALENT AND COMPETITIVENESS COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE: October 18, 2018 at 8:00AM**

**AGENDA ITEM SUBJECT: MEETING MINUTES**

August 16, 2018 at 8:00 A.M.  
 Doubletree Hotel – Exhibition Center  
 711 N.W 72<sup>nd</sup> Avenue  
 Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>SFWIB STAFF</b>	<b>OTHER ATTENDEES (AUDIENCE)</b>
1. Ferradaz, Gilda– <i>Chairwoman</i> 2. del Valle, Juan Carlos, <i>Vice-Chairman</i> 3. Brecheisen, Bruce 4. Brown, Clarence 5. Ludwig, Philipp 6. Piedra, Obdulio 7. Russo, Monica	Beasley, Rick Graham, Tomara Kavehersi, Cheri  SFWIB Member Wensveen, John	Gonzalez, Monica – <i>Florida Vocational Institute</i>  Haylock, DanaMaria – <i>JETMAPP School of Nursing</i>  Jimenez, Laura – <i>Compu-Med Vocational Careers</i>
<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>  8. Gazitua, Luis 9. Roth, Thomas		Lopez, Sonia – Cuban American National Council, Inc.  Travceso, Jesus – <i>Compu-Med Vocational Careers</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order**

Chairwoman Gilda Ferradaz called the meeting to order, asked all those present and noted that a quorum had not been achieved (one member shy of a quorum).

**2. Recommendation as to Approval of February 15, 2018 April 19, 2018, June 21, 2018 Meeting Minutes**

Deferred due to lack of quorum.

**3. Recommendation as to Approval to Allocate Funds for Miami Community Ventures Pilot**

Chairwoman Ferradaz introduced the item. SFWIB Adult Programs Supervisor Robert Smith further presented and read the item into record.

Mr. Piedra inquired about the pilot period and Mr. Smith provided further details.

Chairwoman Ferradaz inquired about the number of participants and Mr. Smith responded a total of 72. Chairwoman Ferradaz asked whether if it would target immediate communities and Mr. Smith provided further details and explained that target population consist of single parent households, veterans and those receiving assistance.

Mr. Piedra inquired about the targeted areas (targeted audience) and Mr. Smith provided further details. Mr. Piedra further inquired about the performance standard and Mr. Smith provided further details.

**The consensus of the members present moved the approval of this item.**

(Mr. Piedra moved the approval and had been seconded by Mr. Philipp Ludwig)

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

He later provided an example regarding Uber Transportation. There was continued discussion.

[Ms. Monica Russo arrived; **Quorum achieved**]

**2. Recommendation as to Approval of February 15, 2018 April 19, 2018, June 21, 2018 Meeting Minutes**

Chairwoman presented the item for approval.

Vice Chairman del Valle moved the approval of February 15, 2018, April 19, 2018 and June 21, 2018, meeting minutes. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

**4. Recommendation as to Approval to Allocate Funds for the Pre-Apprenticeship Career and Technical Training Program**

Chairwoman Ferradaz introduced the item and Mr. Smith further presented and read the item into record.

Mr. Piedra asked whether if this pertains to construction apprenticeship and Mr. Smith provided further details. Mr. Piedra asked what is the apprenticing for and Mr. Smith provided details.

Chairwoman Ferradaz asked whether if participants transition from pre-apprenticeship to an apprenticeship program. Mr. Smith provided details.

Mr. Piedra moved the approval to allocate funds for the pre-apprenticeship career and technical training program. Motion seconded by Mr. Philipp Ludwig; **Motion Passed Unanimously**

**5. Recommendation as to Approval to Allocate Funds for the Take Stock in Children Scholarship Program**

Chairwoman Ferradaz introduced the item. Mr. Smith further presented and read the item into record.

Mr. Clarence Brown moved the approval to allocate funds for the Take Stock in Children Scholarship Program. Motion seconded by Mr. Piedra; **Motion Passed Unanimously**

**6. Recommendation as to Approval of a New Training Provider and Program**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi further presented.

Mr. Obdulio Piedra moved the approval of a new training provider and program. Motion seconded by Mr. Philipp Ludwig; **Further Discussion(s)**

Mr. Brown inquired about the additional programs that would potentially add and Ms. Kavehersi provided details.

**Motion Passed by Unanimous Consent**

**7. Recommendation as to Approval of TechHire Summer Boot Camp Training Providers**

Chairwoman Ferradaz introduced and read the item into record. Mr. Smith further presented.

Mr. Clarence Brown moved the approval of TechHire Summer Boot Camp Training Providers. Motion seconded by Ms. Monica Russo; **Motion Passed Unanimously**

**8. Recommendation as to Approval of the Miami Dade College Apprenticeship Program - GNJ**

Chairwoman Ferradaz introduced the item and Mr. Smith further presented.

Mr. Piedra requested further details and Mr. Smith explained.

Mr. Obdulio Piedra moved the approval of the Miami Dade College Apprenticeship Program- GNJ. Motion seconded by Mr. Philipp Ludwig; **Motion Passed Unanimously**

**9. Recommendation as to Approval to Allocate Funds for the Florida Keys Community College TechPro Boot Camp**

Chairwoman Ferradaz introduced the item and Mr. Smith further presented.

Mr. Clarence Brown moved the approval to allocate funds for the Florida Keys Community college TechPro Boot Camp. Motion seconded by Mr. Mr. Obdulio Piedra; **Motion Passed Unanimously**

**10. Recommendation as to Approval to Allocate Funds for the Florida Keys Community College Pathways Reentry Training Program**

Chairwoman Ferradaz introduced the item and Mr. Smith further presented.

Mr. Clarence Brown moved the approval to allocate funds for the Florida Keys Community College Pathways Reentry Training Program. Motion seconded by Mr. Obdulio Piedra; **Further Discussion(s)**

Vice-Chairman inquired about the item and Mr. Smith provided details as well as he members.

Mr. Piedra asked whether if this is a renewal and Mr. Smith responded, “Yes”.

Mr. Piedra inquired about additional information and Mr. Smith provided further details.

Mr. Brown inquired requested information on prior data. Mr. Smith responded. Mr. Brown further inquired whether if a reentry program had already been in insistence. Mr. Smit responded, “Yes” then further explained.

Mr. Brown asked whether if there other entities familiar are working with this particular population. Mr. Smith responded.

Mr. Brown requested additional data be provided to the Council.

Mr. Piedra shared his feedback regarding the improvement with assisting those in the Keys on this initiative.

Chairwoman Ferradaz inquired about the number of participants. Mr. Beasley responded.

**Motion Passed by Unanimous Consent**

**11. Recommendation as to Approval of TechHire Summer Boot Camp Training Providers**

Chairwoman Ferradaz introduced the item and Mr. Smith further presented.

Mr. Clarence Brown moved the approval of TechHire Summer Boot Camp Training Providers. Motion seconded by Mr. Obdulio Piedra; **Further Discussion(s):**

Mr. Piedra recommended grouping all Miami-Dade Public Schools programs together for consideration by the Councils and board in other to avoid too many items listed on the agenda for approval. Mr. Smith responded he will see if this could be done.

Mr. Obdulio Piedra moved the approval of TechHire Summer Boot Camp Training. Motion seconded by Mr. Philipp Ludwig; **Motion Passed Unanimously**

There being no further business to come before the Committee, the meeting adjourned at 9:42am.



**SFWIB GLOBAL TALENT AND COMPETITIVENESS COUNCIL**

**AGENDA ITEM NUMBER: 2B**

**DATE: December 13, 2018 at 8:00AM**

**AGENDA ITEM SUBJECT: MEETING MINUTES**

October 18, 2018 at 8:00 A.M.  
 Doubletree Hotel – Exhibition Center  
 711 N.W 72<sup>nd</sup> Avenue  
 Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>SFWIB STAFF</b>	<b>OTHER ATTENDEES (AUDIENCE)</b>
1. Ferradaz, Gilda– <i>Chairwoman</i> 2. Brown, Clarence 3. Roth, Thomas	Kavehersi, Cheri	Brito, Hilma – <i>ResCare, Inc.</i> Fraguela, Aimee – <i>Lutheran Services Florida</i>
<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b> 4. del Valle, Juan Carlos, <i>Vice-Chairman</i> 5. Brecheisen, Bruce 6. Ludwig, Philipp 7. Gazitua, Luis 8. Piedra, Obdulio 9. Russo, Monica		<i>Galano, Rosaida - Cuban American National Council, Inc.</i> Gonzalez-Cruz, Mary-Jane – Lutheran Services Florida Mendez, Jessy – <i>Community Coalition, Inc.</i> Someillan, Ana – Adults Mankind, <i>Florida</i> Torres, Carmen – <i>Lutheran Services</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order**

Chairwoman Gilda Ferradaz called the meeting to order at 8:57am, asked all those present and noted that a quorum had not been achieved.

**2. Approval of GTC Council Meeting Minutes**

Deferred due to lack of quorum.

Chairwoman Ferradaz inquired about the meeting minutes. She noted some were moved by consensus and others were approved by unanimous.

**3. Information – Summer Youth Internship Program 2018 Impact Report**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi provided further details.

No further questions or discussions.

**4. Recommendation as to Approval of a New Program for an Existing Training Provider**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi further presented.

No further questions or discussions.

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

**6. Recommendation as to Approval of a Comprehensive One-Stop Career Center Designation**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi further presented.

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

**7. Recommendation as to Approval to Launch a TechHire Center for Women**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi further presented.

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

**5. Recommendation as to Approval of Refugee Services Contractors**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi further presented.

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

**8. Recommendation as to Approval to Launch a Homeless Initiative**

Chairwoman Ferradaz introduced and read the item into record. Mr. Smith further presented.

Chairwoman Ferradaz requested additional details and Mr. Smith provided details.

Mr. Roth inquired about the closing of City of Miami center and Mr. Smith explained. Mr. Brown additionally explained.

Mr. Roth inquired about transferred services and Mr. Smith provided details.

There was continued discussion.



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

**9. Recommendation as to Approval to Launch a Career Development Center at Florida National University**

Chairwoman Ferradaz introduced the item and Mr. Smith further presented.

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

Executive Director Rick Beasley responded to the various questions and concerns.

There being no further business to come before the Council, meeting adjourned at 9:32am.



## **SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/2018

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** MIAMI-DADE COUNTY YOUTH PRE-APPRENTICESHIP PROGRAM UPDATE

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

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

### **BACKGROUND:**

At its August 16, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the Miami-Dade Youth Pre-Apprenticeship Career and Technical Training Program. The pre-apprenticeship training is a 23 month specialized program that targeted Workforce Innovation and Opportunity Act (WIOA) eligible Miami-Dade County Public Schools (M-DCPS) 11th and 12th grade students in six M-DCPS locations throughout Miami Dade County.

The program is designed to fill the employment gap by exposing students to the various trades. During the first year of the program, 11th graders were to complete 150 classroom-training hours; and in the second year, 12th graders will complete an additional one hundred fifty 150 classroom-training hours in one of the Pre- Apprenticeship programs. A total of 300 hours is required for program completion.

The second year of the program began October 29, 2018 in four Miami-Dade County Public Schools: Miami Carol City Senior High School, Miami Edison Senior High School, Coral Gables Senior High School, and Homestead Senior High School. The goal is to expose a new group of 120 11th grade students to the 12 targeted trades.

Through this collaborative partnership between the SFWIB and M-DCPS, the program will provide over two hundred participating students with a network of resources that offers a unique pathway into employment. Student participants will be exposed to various activities that will increase their knowledge of the industry. In addition, students will participate in activities during National Pre-Apprenticeship Week on November 12-18, 2018.

There are two field trips being hosted by M-DCPS. The first trip took place at the Bergeron Rodeo Grounds in Davie, FL for both 11th and 12th graders during Construction Career Days, October 23-24, 2018. The second field trip is scheduled to take place during the United joint Apprenticeship Committee of Miami Career Day on March 15, 2019 which will be held at the Air Conditioning, Refrigeration & Pipefitting Education Center.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/2018

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** FLORIDA MEMORIAL UNIVERSITY CAREER DEVELOPMENT CENTER GRAND OPENING UPDATE

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

**RECOMMENDATION:** N/A

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

**STRATEGIC PROJECT:** **Expand career exploration pathway programs**

### **BACKGROUND:**

At the October 18, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the launch a Career Development Center at Florida Memorial University (FMU). After FMU's previous administration closed the Career Development Center in order to focus on providing a quality education to their students, the SFWIB recognized this as an opportunity to bridge the gap between the traditional university career development office and the economic development engine that is the local workforce board.

The SFWIB recently entered into a formal agreement with FMU to operate the university's Career Development Center to provide students with assistance to obtain career opportunities after graduating. As part of the partnership, FMU provided the SFWIB with access to the center, and SFWIB staff upgraded the facility to meet the needs of the school's current student population and recent alumni.

A soft opening for the center was held on October 15, 2018, and it was also showcased on November 3, 2018 during Family and Friends Day when students and alumni were allowed to tour the facility, as well as, the CSSF Mobile Unit and register for services. The grand opening was held on Nov 13, 2018. The center is currently in preparation to provide assistance to an estimated 100 graduates in December 2018, and an additional 250 graduates in May 2019.

In accordance with the 2016-2020 Strategic Operational Plan's Goal 6 (Strong Workforce Leadership) and as part of the 2018-2019 initiatives, the SFWIB will offer students the most current career development assistance by providing two full-time staff members, computers, furniture, and a Visual Display system.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/18

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** TECH HIRE CENTER FOR WOMEN GRAND OPENING UPDATE

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

**RECOMMENDATION:** N/A.

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

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

**BACKGROUND:**

At the October 18, 2018 meeting, the South Florida Workforce Investment Board (SFWIB) approved the launch of a TechHire Center for Women initiative. The SFWIB partnered with the Young Women's Christian Association (YWCA) of Miami to sponsor a Tech Hire Center at their location in downtown Miami. A memorandum of understanding was executed to solidify the partnership.

As part of the partnership, the YWCA provided the SFWIB with a large classroom, at no cost, on the second floor of the YWCA; and the SFWIB retrofitted the space into a TechHire Center by providing computers, furniture, and one staff member. The center can accommodate up to 20 students per class and will assist those in need by providing workforce services and Information Technology (IT) training opportunities. The SFWIB goal is to assist a minimum of 200 individuals through this initiative.

In accordance with the 2016-2020 Strategic Operational Plan's Goal 3 (Improving Services for Individuals with Barriers), the SFWIB launched this 2018-2019 initiative to specifically assist the clients of the YWCA and Lotus House. A soft opening for the TechHire Center took place on November 19, 2018 with the official grand opening set for the first week in January 2019. The first Women in IT training program is also slated to be held in January.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/2018

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** NATIONAL FLIGHT ACADEMY

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

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to allocate an amount not to exceed \$100,000 in Temporary Assistance for Needy Families (TANF) Program funds to support the National Flight Academy - Explore Ambition Program, as set forth below.

**STRATEGIC GOAL:** **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

**STRATEGIC PROJECT:** **Expand career exploration pathway programs**

### **BACKGROUND:**

The National Flight Academy-Explore Ambition's (NFA) mission is to inspire and educate future generations of leaders through positive exposure to Naval Aviation. The NFA program blends the culture and excitement of 21st century Aviation technology and core competencies in an exclusive, entertaining, engaging, and immersive environment to provide a learning adventure with a lasting impact.

The NFA program's application of Science, Technology, Engineering, and Mathematics (STEM) concepts are delivered in a non-traditional classroom style "hands-on and minds-on" learning environment that provides students with the opportunity to gain confidence in themselves and their ability to pursue career pathways in these fields of study. STEM education creates critical thinkers, increases science literacy, enables the next generation of innovators, and is critical in helping the United States remain a world leader.

The attendance of CareerSource South Florida Youth Programs participants at the NFA will broaden their perspective of career pathways in the Aerospace Industry and help in the development of leadership skills as preparation for their future as productive citizens and leaders.

Previously, the SFWIB has partnered with the Mexican American Council, iCare, Kiwanis Club of Little Havana, Big Brother Big Sister, Take Stock In Children and the Miami Dade County Police Department in an effort to form a capacity building partnership that aligns career education and pathways to expose Youth participants to STEM occupations.

Funding for the NFA Aviation Program for PY 2018-2019 covers the cost for tuition, classroom materials, T-Shirts, Room and Board on the Naval Base, Meals (Breakfast, Lunch, Dinner and Snacks), 24-hour security, field trips and academics for students to participate in STEM disciplines.

A total of up to 100 students will participate and visit the NFA during 2019 Spring Break and/or during the school's 2019 Summer Break.

In the following 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 a quorum present is required to waive the competitive procurement process and award the National Flight Academy, an allocation not to exceed \$100,000 in Temporary Assistance To Needy Families (TANF) funds to support the National Flight Academy-Explore Ambition Program cost.

**FUNDING:** Temporary Assistance for Needy Families

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/2018

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** FUTURE BANKERS TRAINING CAMP PROGRAM

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

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to allocate an amount not to exceed \$125,000 in Workforce Innovation and Opportunity Act Youth funding to support the Miami Dade College Future Bankers Training Camp Program, as set forth below.

**STRATEGIC GOAL:** **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

**STRATEGIC PROJECT:** **Emphasize work-based learning and training**

### **BACKGROUND:**

The Future Bankers Training Camp (Future Bankers Camp) Program is designed to motivate and tap into the talent of minority students in low income areas and provide them with a promising career path in the financial services industry. Upon completing the program, students are eligible to receive the American Bankers Association (ABA) and America Institute of Banking (AIB) Bank Tellers Certificates. Students that graduate high school are eligible for a Miami-Dade College (MDC) Vocational Certificate, which allows them to work towards an Associate of Science degree in Financial Services. Students may also participate in industry based internships with partnering financial institutions.

The Future Bankers Camp is partnering with the Cuban America National Council (CNC) Youth Program to facilitate the recruitment of youth into the program. This innovative four week camp provides hands-on experience for future students interested in a financial services career. The camp provides students with the opportunity to enhance their math, communication, and financial literacy skills by completing an internship with a financial institution and receiving an industry certification.

The Future Bankers Camp received matching program dollars from various banking institutions for Program Year (PY) 2017-2018 and provided opportunities to students as follows:



<b>Future Bankers Training Program</b>	
# of program participants	50
# of who completed 150 classroom training	50
# of participants who participated in an Internship	50
# of participants who received the ABA Bank Tellers Certification	50
# of Financial Institutions that Provided Internship	31
# of High schools who participated in the program	13

The Future Bankers Camp is supported by more than 25 local banks and is aligned with the Miami-Dade County Public School district's partnership and involvement in the One Community One Goal Targeted Industries Implementation Plan.

The track for PY 2018-2019 will include Teller and Customer Service Training. The Customer Service track includes a 3-credit class through MDC. Upon successful completion of the camp, students will be eligible to receive the American Bankers Association Bank Teller and Customer Service Representative Certificates. This national industry standard certificate meets the educational requirement for the certification exam offered by the Institute of Certified Bankers.

Miami-Dade County Public School students enrolled in the Academy of Finance programs are also welcome to participate in the Future Bankers Camp.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement, as it is recommended by the Executive Director that this is in the best interest of the SFWIB. A two-third (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami-Dade College an allocation not to exceed \$125,000 in Workforce Innovation and Opportunity Act (WIOA) Youth funds for the Future Bankers Training Camp Program.

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

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/2018

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** REVISIONS TO THE PAID WORK EXPERIENCE (PWE) POLICY FOR MONROE COUNTY

**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 Paid Work Experience (PWE) Policy to implement a minimum wage rate of \$15.00 per hour for youth participants, ages 14-24, residing in Monroe County, as set forth below.

**STRATEGIC GOAL:** **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

**STRATEGIC PROJECT:** **Emphasize work-based learning and training**

**BACKGROUND:**

On August 20, 2015, the SFWIB approved revisions to the Paid Work Experience (PWE) Policy. The policy guides SFWIB stakeholders in the administration of PWE. The policy has three principal benefits: provide minimum standards and suggestions for implementing federally funded PWE, promote an increase in the workforce development area's utilization of PWE, and encourage the development of effective protocol to streamline PWE agreements to best meet the needs of the local business community.

Due to the high cost of living in Monroe County, employers are making a concerted effort to attract and retain talent in the area by offering competitive wages for jobs that would normally pay only minimum wage. This is due in great part to Monroe County's population of citizens whose needs vary greatly from those of other areas.

As detailed in the Monroe County Wage Rates chart below, employers are currently paying wages of \$10.00 to \$15.00 per hour for entry level positions.

Monroe County Wage Rates		
Employers	Job Title	Minimum Wage Rate
Casa Marina Resort	Front Desk	\$10.00
TJ Maxx Department Store	Cashier	\$12.00
Five Guys Burgers and Fries	Cashier	\$12.00
Miami Subs	Customer Service	\$12.00
Taco Bell	Cashier	\$12.50
The Perry Hotel	Front Desk	\$13.00

Key Largo Bay Marriott Beach Resort	Front Desk	\$15.00
Home Depot	Cashier	\$15.00
Ross Department Store	Cashier	\$15.00

In order to support the efforts of the employers and to ensure that Monroe County has the employment resources to thrive, SFWIB staff recommends that the Youth PWE wage rate is increased from \$10.00 per hour to \$15.00, which is consistent with wages employers are paying in the area.

Implementing a minimum wage rate will help provide youth participants with the learning experiences, opportunities for career exploration and skills development that can lead to long term employment and self-sufficiency.

Therefore, SFWIB staff recommends to the Global Talent and Competitiveness Council the following revisions to sections of the PWE policy:

- Section VIII. PWE Agreement
  - *Compensation* reflects the minimum wage rate of \$15.00 per hour an employer entering into a PWE agreement may compensate Youth participants' ages 14-24.
- Section XI. Prohibitions
  - Added language waiving the restriction for part-time employment as it relates to youth participants.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

## SFWIB PAID WORK EXPERIENCE POLICY

### I. OF INTEREST TO

The Paid Work Experience Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), SFWIB staff, SFWIB Contractors (i.e. Service Providers), Training Vendors, Businesses, Job Seekers, and Employees in Region 23 (Miami-Dade and Monroe counties).

### II. SUBJECT

Paid Work Experience (PWE)

### III. PURPOSE

The purpose of the PWE Policy is to provide all SFWIB stakeholders with parameters regarding the use of WIOA funds for PWE agreements. To encourage an increase in the utilization of the Paid Work Experience (PWE) Program within the region. The PWE is an excellent tool to assist in enhancing work experience and placement goals for WIOA participants.

### IV. STATUTORY AUTHORITIES

Workforce Innovation and Opportunity Act (WIOA), Public Law (Pub. L.) 113-125 enacted July 22, 2014, supersedes Public Law 105-220, Workforce Investment Act of 1998 (WIA)

WIA regulations at 20 CFR 663.200 (a) and (b) for all participants served

Florida Statutes, Title XXXI, Chapter 445, Workforce Innovation Act of 2000

### V. BACKGROUND

The WIOA includes PWE as one of its approved career service. SFWIB provides PWE services via an agreement between the grantees such as the service provider, other grant contractors/partners, or business serve as the employer of record with a work experience workplace (public, private non-profit or private for-profit).

The intent of PWE is to provide adult, dislocated workers and youth with opportunities for career exploration and skill development and to enhance their work readiness skills in preparation for employment or reemployment.

### VI. DEFINITIONS

#### A. *Paid Workforce Experience (PWE)*

WIOA Regulations defines Work Experience as:

#### Adult and Dislocated Worker

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for profit sector, the

nonprofit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

### Youth

Paid work experiences for youth that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

1. Summer employment opportunities and other employment opportunities available throughout the school year;
2. Pre-apprenticeship programs—a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship programs;
3. Internships and job shadowing;

A PWE agreement may be executed between the grantees such as the service provider, other grant contractors/partners, or business may serve as the employer of record with a work experience workplace (public, private non-profit or private for-profit).

### **B. Conflict of Interest**

1. SFWIB will not favor a referral from and/or to a member of the SFWIB over another worksite/business in the community. PWE placements shall be made based upon what will be most beneficial to the participant.
2. The SFWIB shall be notified whenever the PWE Agreement is connected to a SFWIB member, PWE Grantee or employee.
3. PWE Grantees are prohibited from recommending an agreement or making PWE referrals to worksites/businesses who are members of their immediate family or members of families of other PWE Grantee staff or SFWIB staff.
4. The contracted PWE grantee / worksite or business shall not hire a participant who is a relative (member of the family) of the business. Relative is defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. (Section 112.3135, Florida Statutes)

Participant's eligibility must be determined prior to placement in the program and prior to the execution of a PWE agreement.

## **VII. ELIGIBILITY (applicable if the Business is to serve as the employer of record)**

### **A. Business**

Prior to entering into an agreement for PWE services with a business, the PWE Grantee shall ensure that the business is eligible.

Businesses that meet the following criteria are considered eligible and may, subject to available funding, enter into a PWE agreement:

1. Located in the State of Florida;
2. Hold valid business occupational license;
3. Maintains Workers Compensation Insurance (if applicable);
4. Active business as verified by Florida Department of State Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org));
5. Business has operated at current location for at least 120 days.

**B. Participant (Unemployed)**

Participants that meet the following criteria maybe, subject to available funding, may receive PWE through an executed agreement:

1. Eligible under one of the SFWIB funded programs: Workforce Innovation and Opportunity Act (WIOA): Youth, Adult, Dislocated Worker, etc.
2. Under the WIOA, has received ~~has received~~ basic or individualized career -service.

**VIII. PWE AGREEMENT**

**A. Conditions**

1. Eligible individuals shall not commence participation in a PWE prior to the execution of the PWE agreement. The agreement is executed when signed by all required parties, i.e., service provider, other grant contractors/partners, or business that serves as the employer of record with a work experience workplace (public, private non-profit or private for-profit).
2. The following sections must be pre-negotiated and included in the PWE agreement:
  - a. Timeframe for work experience
  - b. Location of work experience
  - c. Intervals at which the business will provide PWE related documents and reports
3. (If the Business is the employer of record) - The appropriate signatory for the business shall be either the owner where the business is incorporated; a partner where the business is a partnership; or an officer if the business is a corporation. Corporations sometimes designate signatories other than their officers. In such instances, written authority transferring signatory responsibilities must be obtained by the individual responsible for developing the agreement.
4. PWE grantees are responsible for reviewing the agreement with the worksite prior to execution to assure that the worksite wholly understands and is familiar with the requirements of the agreement.

5. PWE may be sequenced with, or accompanied by, other services, such as remedial education, basic skills training or occupational skills training.
6. PWE grantees shall establish and maintain records with respect to all matters covered by the PWE agreement. PWE grantees shall retain such records for at least five (5) years from the date of final payment, or until all related federal and state audits or litigation is completed, whichever is later. PWE grantees shall allow public inspection of all documents, papers, letters or other materials made or received by the PWE grantees in conjunction with the PWE agreement, unless the records are exempt under federal or state law.
7. PWE worksite/business shall allow PWE Grantee and SFWIB staff access to worksites in order to conduct monitoring activities.  
  
The PWE worksite/business shall comply with the nondiscrimination and equal opportunity provisions of federal or state law.
8. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act (FLSA), exists.

**B. Duration**

1. A PWE agreement shall be limited to the period of time required for a participant to become acquainted or reacquainted with basic work experience/skills and be introduced to the particular work experience/skills of the type of industry and occupation for which the participant has been placed into. In determining the appropriate length of the agreement, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP.
2. PWE agreements shall not exceed three months unless there is documented justification and written approval from the SFWIB Executive Director.
3. An PWE agreement may be written or extended beyond the initial periods under the following conditions:
  - a. A barrier to skills attainment is identified during the period of work experience, which was not evident during the assessment.
  - b. The participant has been unable to fully explore the various job skills within the agreement's time frame.
  - c. The employability plan measures used during the assessment to identify participant's skills proficiencies prove to be inadequate based upon worksite/business evaluation after participant is placed on the job.

**C. Compensation**

1. Eligible PWE grantees may not execute PWE agreements exceeding a total cost of \$7,500 per participant without prior written SFWIB approval.

2. The minimum wage rate for an employer entering into a PWE agreement for Youth participants' (ages 14-24) residing in Monroe County is \$15.00 per hour.

~~2-3~~ Participants referred to a worksite/business under a PWE agreement shall be compensated at comparable rates as similarly situated employees. In no event, however, shall PWE participants be paid less than the higher of the minimum wage specified under the Fair Labor Standards Act of 1938, as amended or the applicable state or local minimum wage.

~~3-4~~ Participants referred under a PWE agreement may receive the same fringe benefits and shall be subject to the same working conditions granted to regular employees under the same or similar occupational title.

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**IX. GRIEVANCES AND APPEALS**

PWE grantees shall advise participants of their right of appeal using either the worksite/business' grievance procedures, or those of the SFWIB, if previously agreed with the worksite/business. If a PWE grantee or worksite/business elects to use its own grievance procedures, the PWE grantee must agree to provide information to the SFWIB as to actions taken under those procedures. If the participant is not satisfied with the outcome after using the PWE grantees and/or worksite/business' grievance procedures, then he/she may elect to file a grievance with SFWIB under the SFWIB grievance procedures.

**X. EXCEPTIONS**

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

**XI. PROHIBITIONS**

1. Participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
2. PWE agreements shall not be written for part-time employment. Proof of full-time employment shall be established and documented by the worksite/business. Whether the participant is categorized as full-time shall be verified by the PWE Grantee. Service Providers may submit a written request to the SFWIB Executive Director for an exception to this rule prior to execution of an agreement. The only exception to this prohibition is an agreement written for youth participating in specific initiatives requiring and/or limited to part-time hours.
3. The encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location.





## **SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 12/13/2018

**AGENDA ITEM NUMBER:** 9

**AGENDA ITEM SUBJECT:** KITCHEN COOK EMPLOYMENT TRAINING IN PARTNERSHIP WITH CAMILLUS HOUSE

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

**RECOMMENDATION:** SFWIB Staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to allocate an amount not to exceed \$150,000 in Workforce Innovation and Opportunity Act (WIOA) funds to Miami Dade College (School of Continuing Education and Professional Development) for the Kitchen Cook Employment Training cohorts, as set forth below;

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

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

### **BACKGROUND:**

The Kitchen Cook Employment Training (KCET) cohorts are another collaborative partnership between the South Florida Workforce Investment Board (SFWIB), Miami Dade College (MDC) and Camillus House to assist Camillus House residents participating in the program in entering or returning to the workforce.

The cohorts will prepare up to 60 SFWIB eligible participants to successfully complete the course and receive hands-on kitchen lab training, food safety and sanitation training. participants will earn the associated certifications to become more employable and placed into positions within the culinary industry. The SFWIB will provide training-related funding; and MDC will provide the hands on training in the fully equipped kitchen at Camillus House.

Performance outcomes for the 2018-19 KCET training cohorts are as follows:

Camillus House Training:	Projected Performance
Training Goal	60
Total Completed	42
Completion Rate	70%
Total Placed	42
Placement Rate	100%
Average Wage Rate	\$12.57

In following the procurement pokes 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 College (Hospitality Institute – Miami International Center) an allocation not to exceed \$150,000 in Workforce Innovation and Opportunity Act (WIOA) funds for Hospitality Certification and Employment Training (HCET) and Kitchen Cook Certification and Employment Training (KCET).

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

**PERFORMANCE:** As outlined below:

**KITCHEN COOK CERTIFICION AND EMPLOYMENT TRAINING**

Number of Participants Served – 60

Number of Participants to Complete Training – 42

Number of Participants to be Placed in Jobs – 42

Number of Cohorts – 3

Cost Per Placement – \$3,571.42

Average Wage – \$12.57

Net Economic Benefit \$22,574.18

Return-On-Investment \$6.32

Economic Impact – \$948,115.20

*ATTACHMENT*

**Miami Dade College – Wolfson Campus**  
**School of Continuing Education and Professional Development**  
**Kitchen Cook Employment Training Proposal**  
**January 7, 2019 to June 30, 2019**

**Program Overview**

The School of Continuing Education in partnership with Camillus House is offering comprehensive employment training which will: (1) provide qualified eligible individuals with the necessary skills training for entry into a career in the Food and Beverage industries; (2) help address current and future labor shortages; (3) increase participants' employment opportunities upon course completion. Graduates are ready to perform the acquired job skills and customer relations skills at a new level of service excellence and are prepared for entry level employment.

For 2019, CEPD is proposing to offer the following employment trainings:

- Kitchen Cook Employment Training (KCET)
  - Three cohorts

**Culinary and Catering Employment Training (CCET)**

KCET consists of a total of 8 weeks / 200 hours of instruction in basic cooking and job skills training: orientation and workforce readiness training, classroom instruction, hands-on kitchen lab training, food safety and sanitation training, and industry related workforce readiness training.

The training will take place at Camillus House in a fully equipped kitchen at Camillus House, or in other locations throughout Miami-Dade County agreed upon by Miami Dade College CEPD and CareerSource South Florida. Classes will be taught by experienced Miami Dade College instructors and expert industry trainers.

The American Culinary Federation standards and American Hotel & Lodging Educational Institute (AHLEI) Kitchen Cook program will be used to structure the curriculum components. Participants will receive an extensive overview of the food and beverage industry, and training in the job skills necessary for the position of entry/line level cook. A catering component has been added to the curriculum due to the high demand for events and banquet catering in South Florida. To enhance participants' employability, educational experiences including hands-on training, industry related workforce readiness training, guest speakers and site visits are an essential part of the overall program.

CCET will target, train and prepare up to sixty (60) South Florida Workforce Investment Board (SFWIB) qualified eligible participants to successfully complete training, receive practical experience in kitchen cook skills with associated certifications, and become employable and find employment in entry level positions within the industry.

### **Program Summary**

- Number of participants: 20 participants per cohort / 60 participants maximum
- Program Cost: \$150,000.00
- Participant cost: \$2,500.00 per participant
- Number of cohorts: 3 cohorts
- Cohort length: 8 weeks / Monday through Friday from 9:00 am to 2:00 pm daily
- Program Term: January 7, 2019 to June 30, 2019

### **Main Program Components**

- Orientation and workforce readiness training
- Classroom instruction, hands-on kitchen lab training, food safety and sanitation training, catering, industry related workforce readiness training
- AHLEI testing and Kitchen Cook certification (if the participant achieves a score of 70% or better on the written exam graded by AHLEI)
- State mandated Florida Safe Staff Food Handler Certification
- Job placement assistance in coordination with CareerSource South Florida

### **Program Offerings**

- Orientation and workforce readiness
- Classroom training based on American Culinary Federation standards and American Hotel & Lodging Educational Institute (AHLEI) Kitchen Cook program.
- Classroom instruction and skills training in cooking, food service, food safety and sanitation, and related industry operations
- Customer service skills training
- Hands on experience and participation in industry and college events
- Increased vocabulary and terminology in the culinary industry
- Employability skills, professionalism and work ethics
- Enhanced communication and interview skills
- Instruction on the proper dress code and industry code of professionalism
- Testing during and at the end of the instructional period
- AHLEI testing and certification (if the participant achieves a score of 70% or better on the written exam graded by AHLEI)
- Florida Safe Staff Food Handler Training, Testing and Certification
- Miami Dade College Certificate of Completion

## Training Overview

- Three eight-week cohorts of Kitchen Cook Employment Training are scheduled within the program term that aligns with CareerSource South Florida's fiscal year from January 7, 2019 to June 30, 2019 (schedule to be determined in consultation with CareerSource and NANA).
- The training will take place at Camillus House in a fully equipped training kitchen at Camillus House.
- Training will consist of orientation and work readiness training to prepare participants to successfully complete the entire eight-week training. Participants will be on probation during weeks one and two. Upon successful completion of weeks one and two, participants will progress to week three of the training.
- Participants that pass a drug test and reside in specified zip codes will be eligible to receive a stipend (contingent on funding) from Neighbors and Neighbors Association (NANA) upon successful completion of a eight-week Kitchen Cook Employment Training.
- Camillus House will recruit an adequate number of participants to ensure that a minimum of fifteen (15) up to twenty (20) qualified eligible participants are enrolled per cohort.
- CareerSource South Florida will send the list of enrolled participants to Camillus House five (5) days prior to the first day of each cohort. Participants must be enrolled as Miami Dade College students before beginning class.
- Before each cohort, during breaks between cohorts, and after each cohort, CEPD employees will continue to work on case management, recruitment and screening of new participants, job referrals and job placement tracking, curriculum development, record-keeping, reporting, ordering supplies, scheduling and other matters pertaining to the management of the Kitchen Cook Employment Training.