



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Executive Committee Meeting

THURSDAY, June 11, 2020

8:15 A.M.

View Live on the Web:

Dial In Number:

AGENDA

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
 - A. May 14, 2020
3. Information - ITA Waiver Recommendation
4. Information - PY2020-2021 Budget Worksheet
5. Recommendation as to Approval to Authorize Staff to Release an RFP for Auditing Services
6. Recommendation as to Approval to Allocate Workforce Innovation and Opportunity Act (WIOA) Layoff Aversion Fund Initiative
7. Recommendation as to Approval to Allocate \$580,608 in Hurricane Irma National Dislocated Worker Grant Funds for the Star of the Sea Foundation, Inc.

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

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



SFWIB EXECUTIVE COMMITTEE

DATE: June 11, 2020

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

May 14, 2020 at 8:15 A.M

CareerSource South Florida Headquarters

WEBINAR

<p>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. Perez, Andy, <i>Chairman</i> 2. Gibson, Charles, <i>Vice-Chairman</i> 3. Del Valle, Juan Carlos 4. Ferradaz, Gilda 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 5. Garza, Maria <p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Gilbert, David Jean-Baptiste, Antoinette Kavehersi, Cheri Perin, Yian Smith, Marian Smith, Robert</p>	<p>AUDIENCE:</p> <p><i>Antunes, Denyse</i></p> <p><i>Cooper, Jamie</i></p> <p><i>Girnun, Arnie- New Horizons, Inc.</i></p>
--	---	---

1. Call to Order and Introductions

SFWIB Chairman Perez began with introductions and requested all those introduce themselves.

Roll Call Conducted:

Vice-chairman Gibson inquired about the current webinar platform and Mr. Beasley explained this agency would soon change its platform to Zoom.

2. A. Approval of Executive Committee Meeting Minutes of April 9, 2020

Deferred due to lack of quorum.

(Later Approved by Unanimous Consent)

3. Information – SFWIB Covid 19 Update

Mr. Beasley presented the item and read it into record. He noted the following:

- Miami-Dade County has 35% of Covid 19 cases.
- 1,400 deaths /of those deaths/27% are in Miami-Dade County
- Over 12,000 workers would be laid off. He provided an update on recent WARN Notices (107 total).
- Over 9,000 reemployment calls assisted
- Reemployment hub had been recently established at CSSF's headquarter office.
- Pin Reset call-in number is (305)929-1547.
- He noted only five licenses were issued per board.
- Over 30,000 paper applications were sent to Tallahassee. He further explained the scanning processes for data entry in the connect system. He noted only 15 licenses were issued to this region (some passed on to this region totaling 15) although additional licenses were requested.

Mr. Del Valle inquired about the reason for issuing only 15 licenses (only five were initially issued to this region). Mr. Beasley further explained.

Ms. Ferradaz noted that she recently saw Mr. Beasley on television speaking on current job openings in Miami-Dade and Monroe counties. Mr. Beasley emphasized there are a few employers currently hiring during this pandemic. He provided further details on current partnerships with the Beacon Council.

No further questions or discussions.

4. Information – SFWIB Interlocal Agreement

Mr. Beasley introduced and presented the item. He noted the changes to the current policy.

Ms. Ferradaz inquired about the status of Monroe County's request of becoming its own region (separate its county from region 23). Mr. Beasley explained the Florida State Board would not allow that to happen. However, there were alternatives offered to Monroe County. (denial and alternatives offered).

Ms. Ferradaz asked for the status of Monroe County's request to discontinue its interlocal a separate board from Region 23.

Vice-Chairman inquired about possible changes and Mr. Beasley explained there would be possible changes to the allocation.

Mr. Beasley advised of the various training that would be provided.

Ms. Ferradaz asked whether if CSSF would still be interested in the co-location in Marathon area. Mr. Beasley responded, "Yes" then further explained.

Ms. Ferradaz advised that her agency would move forward with necessary paperwork once the office reopens. Mr. Beasley requested staff to move forward with the process.

Vice-Chairman Gibson asked whether if there would possibly be any significant changes on the operation component in Monroe County. (on how we operate with Monroe County)

There was continued discussion.

Chairman Perez requested an update (expand) on local incentives that would potentially be implemented by CareerSource South Florida. Mr. Beasley explained the following:

- TechHire – 1.5 million, press release being reviewed and approved. TechHire opened up to 100 kids gaming, coding, web application. Summer Youth employment program being launched.
- Partnership with the Florida City.
- The implementation of a hospitality program.

5. Information – Relaunching America’s Workforce Act

He noted current programs that would be launched with the City additionally noted that the agency did not received the National Emergency Grant, nonetheless, he noted additionally other resources and efforts to use current dollars for those who are WIOA eligible.

Chairman Perez shared with the Committee regarding various employers ready to rehire original staff they laid off or furloughed to return to work, but employees refuse to return to work because of current subsidies they are receiving. He noted the challenges with employers is the fact they have already invested in these employees providing training.

He recommended implementing programs where employers can hire more talented and qualified individuals.

Mr. Beasley asked whether if they heard from any employers.

Chairman Perez inquired about the TechHire component.

He provided further details.

Mr. Beasley asked whether if there were any other challenges employers currently face due to the pandemic. He asked all of the members for their feedback.

Mr. Beasley asked Ms. Ferradaz whether if the Children’s Trust would implement a Summer Youth Employment Program. Mr. Beasley provided further details.

Ms. Ferradaz shared her feedback regarding challenges the Children’s Trust currently faces with registrations for summer youth programs due to current pandemic.

Mr. Beasley asked whether of the entity would continue with the summer youth activities in the midst of the current pandemic. Ms. Ferradaz provided further details.

Chairman Perez requested real time data about current challenges, especially with training how they would continue with business.

Chairman Perez asked whether if the cruise lines laid off employees. Mr. Beasley provided details.

There was continued discussion.

6. Information –Program Year 2020-2021 U.S. DOL State Allocations

Mr. Beasley introduced and presented the item. Areas of substantial unemployment.

He reviewed with the committee the chart, which outlines the in-state WIOA allocations Workforce Area 23.

He noted a 20% reduction.

1.3 percent increase in funding as oppose to the previous year.

He noted the agency lost the funding that was gained from prior year. Moreover, 22% of funding was lost in the previous year.

There was continued discussion related to potential impact.

He noted the State of Florida would receive an estimated \$134 million dollars.

No further questions or discussions.

Mr. Beasley provided further details on the various reductions. He emphasized the importance of ensuing

7. Information – Program Year 2020-2021 Florida In-State Allocations

Mr. Beasley presented the item.

He reviewed with the Committee the WIOA workforce 23 allocations.

He noted a 25% reduction in youth program funding.

There was continued discussion.

Mr. Gibson asked whether if this is a conference or video. Mr. Beasley noted it was automatic.

Mr. Beasley continued with his discussion.

He noted the control panels are much easier to work with rather than the go to webinar.

Mr. Beasley further presented.

Vice-Chairman Gibson briefed the Council on challenges with school system.

Chairman Perez shared his feedback regarding the various challenges.

Chairman Perez shared with the Committee the importance of investing in technology. He noted we did not invest too much on soft skills. He recommended linking soft skills to current career paths that are currently in demand. Mr. Beasley shared his feedback.

There was continued discussion regarding the importance of being tech savvy.

There was continued discussion related to potential impact regarding the demands in various training.

Chairman Gibson shared his feedback regarding the challenges faced with the school system for upcoming school year. He additionally shared their feedback regarding balancing work life and home schooling while at home.

Mr. Beasley asked for Ms. Ferradaz feedback regarding the Children Trust. She noted the Trust is running a survey with all of the providers. Chairman Perez advised of strict parameters when doing business with workforce.

Ms. Ferradaz inquired about a survey for employers to provide their feedback. Mr. Beasley provided details.

8. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Act (WIOA) National Dislocated Worker COVID -19 Funds

Mr. Beasley introduced and presented the item.

Ms. Gilda Ferradaz moved the approvals to accept that national dislocated worker grant funds. Motion seconded by Vice-Chairman Charles Gibson; **Motion Passed Unanimously**

(All in favor with no opposition)

9. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Act (WIOA) funding for Sector Strategies

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

Vice-Chairman Gibson moved the approval to accept workforce innovation and opportunity act (WIOA) National Dislocated Worker COVID 19 Funds. Motion seconded by Ms. Gilda Ferradaz; **Motion Passed by Unanimous Consent**

(All in favor with no opposition)

10. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Act (WIOA) State Level Supplemental Funds

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

Ms. Gilda Ferradaz moved the approval to accept Workforce Innovation and Opportunity Act (WIOA) State Level Supplemental Funds; **Motion Passed Unanimously**

(All in favor with no opposition)

2. A. Approval of Meeting Minutes of April 9, 2020

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

Mr. Juan Carlos del Valle moved the approval of meeting minutes of April 9, 2020. Motion seconded by Ms. Gilda Ferradaz; Motion Passed Unanimously; **Motion Passed Unanimously**

(All in favor with no opposition)

11. Recommendation as to Approval to Allocate National Disaster Worker Grant (NDWG) Funding for the Miami-Dade County Correction and Rehabilitation Department Project

Mr. Beasley introduced and presented the item.

Vice-Chairman Gibson moved the approval to National Disaster Worker Grant (NDWG) Funding for the Miami-Dade County Corrections and Rehabilitation Department Project. Motion seconded by Mr. Juan Carlos del Vale; **Motion Passed Unanimously**

(All in favor with no opposition)

Mr. Beasley provided an update on hospitality initiatives.

12. Recommendation as to Approval to Allocate Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funding to implement two Rapid Response & Layoff Aversion Pilot Projects.

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

Mr. Charles Gibson moved the approval to allocate workforce innovation and opportunity act (WIOA) Dislocated Worker Funding to implement two Rapid Response & Layoff Aversion Pilot Projects; **Motion Passed Unanimously**

(All in favor with no opposition)

13. Recommendation as to Approval to Accept and Allocate Funds for the City of Florida City Summer Youth Employment Program.

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

Mr. Juan Carlos del Valle moved the approval to accept and allocate funds for the City of Florida City Summer Youth Employment Program. Motion seconded by Vice-Chairman Charles Gibson; **Motion Passed Unanimously**

(All in favor with no opposition)

Prior to meeting adjournment, Chairman Perez commended staff and noted to continue the hard work. He requested a follow-up discussion on items that were brought up for further input.

There being no further business to come before the Committee, meeting adjourned at 9:56am.



SFWIB EXECUTIVE COMMITTEE

DATE: 6/11/2020

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: SLIDING SCALE ITA WAIVER RECOMMENDATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

Florida Statutes states that at least 50% of the Title I funds for Adults and Dislocated Workers that are passed through to regional workforce boards must be allocated to, and expended on, Individual Training Accounts. In accordance with CareerSource Florida Administrative Policy #074, LWDBs are allowed an automatic waiver based on CSF's sliding scale. The Florida Department of Economic Opportunity has developed a chart showing the maximum amount of sliding scale waiver that each local area may claim. The Sliding Scale chart is updated annually and provided to each local area. The ITA waiver policy would allow regions to select a waiver percentage based on two options:

1. Additional one-year extensions of their approved ITA percentage, or
2. A sliding scale ITA percentage based on their reduced funding levels (WIOA, WP, and TANF) as compared to fiscal year 2012-13 (the year in which Florida implemented the new statutory requirement of 50% ITA expenditures).

Regional workforce boards may request a percentage between the statutorily required amount of 50% and the lowest option available. For example, a region may be eligible for a waiver that would reduce its required ITA percentage to 35%. However, the region may want its waiver percentage to be at some higher level, such as 42%. Under this scenario, the region would request a 42% waiver. The PY2020-21 waiver percentage for the region is 30%.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Sliding Scale Waiver Calculation with Comparison of PY2012 Funding to PY2020

LOCAL WORKFORCE BOARDS	PY 2012 FINAL ALLOCATION				PY 2020 FINAL ALLOCATION				% Change	2020-21 Sliding Scale Waiver	2019-20 Required ITA Expenditure	LWDB
	Combined WIOA	WTP	WP	Total	Combined WIOA	WTP	WP	Total				
1 CareerSource Escarosa	4,030,027	1,657,310	713,773	6,401,110	2,420,112	1,348,446	597,865	4,366,423	-31.79%	30%	30%	1
2 CareerSource Okaloosa Walton	1,420,264	444,500	403,002	2,267,766	754,559	456,421	321,501	1,532,481	-32.42%	30%	30%	2
3 CareerSource Chipola	1,156,342	304,049	164,452	1,624,843	705,597	346,711	113,525	1,165,833	-28.25%	30%	30%	3
4 CareerSource Gulf Coast	1,893,053	587,072	345,349	2,825,474	1,449,698	476,553	268,359	2,194,610	-22.33%	30%	40%	4
5 CareerSource Capital Region	2,804,824	1,390,346	590,414	4,785,584	3,149,608	1,030,440	497,172	4,677,220	-2.26%	45%	35%	5
6 CareerSource North Florida	1,326,436	429,916	169,835	1,926,187	735,163	327,922	127,181	1,190,266	-38.21%	30%	30%	6
7 CareerSource Florida Crown	1,216,112	608,379	169,002	1,993,493	761,866	785,439	126,522	1,673,827	-16.04%	30%	30%	7
8 CareerSource Northeast Florida	11,471,716	5,699,949	2,453,348	19,625,013	8,053,452	4,198,121	2,128,433	14,380,006	-26.73%	30%	30%	8
9 CareerSource North Central Florida	2,352,219	722,937	447,826	3,522,982	2,155,449	693,356	386,346	3,235,151	-8.17%	40%	30%	9
10 CareerSource Citrus Levy Marion	3,989,936	1,714,448	745,350	6,449,734	3,434,518	1,759,613	580,723	5,774,854	-10.46%	35%	30%	10
11 CareerSource Flagler Volusia	5,164,651	2,252,311	1,007,430	8,424,392	2,870,169	2,016,788	820,553	5,707,510	-32.25%	30%	35%	11
12 CareerSource Central Florida	17,717,636	7,108,516	3,946,415	28,772,567	10,364,142	7,099,297	3,611,581	21,075,020	-26.75%	30%	35%	12
13 CareerSource Brevard	4,959,316	1,371,794	932,613	7,263,723	2,229,622	1,340,880	748,463	4,318,965	-40.54%	30%	30%	13
14 CareerSource Pinellas	6,720,867	3,039,169	1,509,382	11,269,418	3,396,337	2,237,347	1,272,522	6,906,206	-38.72%	30%	50%	14
15 CareerSource Tampa Bay	10,449,749	6,679,166	2,093,998	19,222,913	8,189,435	4,200,665	1,954,787	14,344,887	-25.38%	30%	30%	15
16 CareerSource Pasco Hernando	4,279,040	2,133,162	924,226	7,336,428	3,202,189	2,113,352	856,835	6,172,376	-15.87%	30%	30%	16
17 CareerSource Polk	5,223,253	2,703,666	971,273	8,898,192	4,470,476	2,630,030	848,362	7,948,868	-10.67%	35%	30%	17
18 CareerSource Suncoast	4,405,537	2,074,207	1,040,112	7,519,856	2,563,094	1,323,933	963,692	4,850,719	-35.49%	30%	30%	18
19 CareerSource Heartland	1,712,657	470,069	240,536	2,423,262	1,567,584	1,018,932	222,605	2,809,121	15.92%	N/A - 50%	30%	19
20 CareerSource Research Coast	4,951,253	2,197,487	984,032	8,132,772	3,015,495	958,326	791,600	4,765,421	-41.40%	30%	30%	20
21 CareerSource Palm Beach County	10,719,835	3,123,575	2,138,982	15,982,392	6,568,102	2,357,422	1,948,803	10,874,327	-31.96%	30%	30%	21
22 CareerSource Broward	13,245,223	5,238,330	3,249,404	21,732,957	7,909,835	3,867,637	2,699,727	14,477,199	-33.39%	30%	30%	22
23 CareerSource South Florida	26,800,501	14,483,486	4,575,815	45,859,802	16,326,515	7,690,007	3,551,573	27,568,095	-39.89%	30%	30%	23
24 CareerSource Southwest Florida	8,035,723	2,721,572	1,820,288	12,577,583	5,716,286	2,237,269	1,649,065	9,602,620	-23.65%	30%	30%	24
STATEWIDE TOTALS	156,046,170	69,155,416	31,636,857	256,838,443	102,009,303	52,514,907	27,087,795	181,612,005	-29.29%			

Funding/Budget Reduction	Sliding Scale Waiver
1%-5%	45%
>5%-10%	40%
>10%-15%	35%
>15%	30%



SFWIB EXECUTIVE COMMITTEE

DATE: 6/11/2020

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: FISCAL YEAR 2020-21 BUDGET

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N / A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The attached "SFWIB Draft Budget - 2020-21" chart is a summary of the annual budgeted revenues and expenditures for the South Florida Workforce Investment Board (SFWIB). The chart is comprised of three major sections:

1. **2020-21 State Funding:** This first group of columns reflect the new funding awards that SFWIB is anticipating it will receive during the upcoming budget year. The total award dollars are divided into two amounts: The funds that will be utilized during budget year 2020-21 and the amounts that will be reserved for budget year 2021-22.
2. **2020-21 Program Budget:** The second section are the funding amounts that comprise the 2020-21 revenue Budget. The amounts shown under the column "Prior Budget Year Reserves" are the amounts that were reserved last budget year and which are available for use this current budget year. The amounts under Prior Budget Year Carryover are the remaining funds available from the previous year awards. These unexpended amounts roll over to the current budget year. The amounts under the column "New Budget Year Funding" are the new funds that will be utilized in this budget year.
3. **2020-21 Cost Distributions:** This section of the budget shows all the proposed expenditures for the 2020-21 budget years. Expenditures are sub-divided into four major cost categories:
 - **HQ (Programs and Administrative):** These are the anticipated expenditures for operating the SFWIB Headquarter office. Included under this category are all the staffing and occupancy costs associated with operating the SFWIB main office.

- **Training:** These are the anticipated costs associated with the skills training services offered by SFWIB. Note that only certain grants allow for training expenditures, but all grants require that employment services be offered to participants.
- **Career Center Facility Costs:** These are the occupancy costs associated with operating the Career Centers. SFWIB leases all these facilities from third parties, and directly pays for insurance, utilities and other facility expenditures. SFWIB does not own any of the locations.
- **Provider Contract:** These are the amounts that will be awarded to the subcontractors that perform employment services on behalf of SFWIB. Currently, SFWIB contracts with approximately 15 community based organizations across Miami Dade and Monroe counties.

FUNDING: All Funding Streams

PERFORMANCE: N/A

ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 6/11/2020

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: RECOMMENDATION AS TO APPROVE THE AUTHORIZATION FOR CSSF STAFF TO RELEASE AN RFP FOR THE SELECTION OF AUDITING SERVICES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval authorizing staff to release a Request for Qualifications (RFQ) for external auditing services, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The current contract with Brunson and Associates, P.A. for auditing services was competitively procured in 2017. That contract expires on June 30, 2020.

SFWIB staff is seeking external auditing services in an amount not to exceed \$75,000.00 for the audits of three Fiscal Years, 2020 to 2022. The 2020/21 audit process will begin immediately following the close of the current fiscal year.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 6/9/2020

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: WIOA LAYOFF AVERSION FUND

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The SFWIB staff recommends to Executive Committee to recommend to the Board the approval to implement the WIOA Layoff Aversion Fund and allocate an amount not to exceed \$2,380,000.00 in Workforce Innovation and Opportunity Act (WIOA) Rapid Response Funds, as set forth below.

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

STRATEGIC PROJECT: **Develop integrated Business Service teams**

BACKGROUND:

In accordance with WIOA section 134(d)(1)(A)(ix)(II)(cc), local workforce development boards are to assist area employers in managing reductions in force in coordination with rapid response activities provided under subsection (a)(c)(A) and with strategies for the aversion of layoffs.

In an effort to support small businesses and/or community based organizations (CBOs) facing financial impacts and potential layoffs from coronavirus disease 2019 (COVID-19), the South Florida Workforce Investment Board d/b/a CareerSource South Florida (CSSF); Workforce Development Area 23 of the state of Florida, which is comprised of Miami-Dade and Monroe Counties, has established the COVID-19 Layoff Aversion Fund. The fund will provide grants to small businesses and/or CBOs experiencing economic distress. The goals of the fund is to prevent potential layoffs or minimize the duration of unemployment resulting from layoffs due COVID-19.

The CSSF will designate local Rapid Response funding for the COVID-19 Layoff Aversion Fund. The CSSF is accepting grant applications to the COVID-19 Layoff Aversion Fund from any businesses and/or CBO, 30 calendar days following the expiration of the Florida Governor's Executive Order 20-51 which established the Coronavirus Disease 2019 (COVID-19) Response Protocol and Directed a Public Health Emergency Declaration or until funds are exhausted, whichever occurs first.

The Rapid Response Program is flexible and designed to respond to the needs of small businesses, CBOs and affected workers. It includes the delivery of layoff aversion strategies intended to prevent or minimize the duration of unemployment. The COVID-19 Layoff Aversion Fund will direct grants to small businesses and/or CBOs experiencing economic distress to mitigate potential layoffs or facility closures due to COVID-19 and promote "social distancing." Eligible businesses and/or CBOs may apply for up to \$10,000.00 in funding.

Participating businesses and/or CBOs must utilize funds to mitigate layoffs and adhere to “social distancing” provisions established by state and federal public health entities. Requests must be reasonable, necessary, and directly related to the purpose of the COVID-19 Layoff Aversion Fund as determined by the CSSF, in its sole and absolute discretion. All applications will be reviewed by the CSSF and/or business intermediaries.

Examples of permissible activities include, but are not limited to:

- Purchasing remote access equipment or software that allows employees to work from home (e.g. computers, printers, telephones, headsets, video conferencing software, etc.).
- Paying for services or tools for restaurants or retail establishments to convert to online sales or delivery during Shelter in Place orders.
- Purchasing cleaning/sanitation supplies and/or services that will allow an essential small business to maintain an on-site workforce by reducing exposure to COVID-19.
- Supporting businesses and/or CBOs that take advantage of the Short-Time Compensation Program also known as Work Sharing by supplementing the employee’s income and benefits.
- Other creative approaches and strategies to reduce or eliminate the need for layoffs.

CSSF will partner with the following business intermediaries to implement the Layoff Aversion Fund:

- Beacon Council
- Black Economic Development d/b/a Tools for Change
- CAMACOL
- Greater Key West Chamber of Commerce
- Greater Miami Chamber of Commerce
- Marathon Chamber of Commerce

In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, it is recommend 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-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award the Beacon Council, Black Economic Development d/b/a Tools for Change, CAMACOL, Greater Key West Chamber of Commerce, Greater Miami Chamber of Commerce and Marathon Chamber of Commerce an allocation not to exceed as outlined in Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to implement the Layoff Aversion Fund initiative.

Business Intermediaries	Layoff Aversion Fund Allocation
Beacon Council	\$500,000.00
Black Economic Development d/b/a Tools for Change	\$500,000.00
CAMACOL	\$500,000.00
Greater Key West Chamber of Commerce	\$150,000.00
Greater Miami Chamber of Commerce	\$500,000.00
Marathon Chamber of Commerce	\$150,000.00
TOTAL	\$2,300,000.00

FUNDING: Dislocated Worker Funds

- **PERFORMANCE:**
- The number of Businesses and/or CBOs - 307
- The number of jobs saved - 920

Long-Term Program Measures for Layoff Aversion Fund

- Employer's QUARTERLY Wages, tips, and other compensation
- Average Quarterly Wage per Employee
- Average Hourly Wage per Employee
- Avg. Salary Annual (Average Wage at Placement * Work Hours in a Year or 2080)
- Estimated Number of Jobs Saved Should Employer's Layoff Aversion Request Be Approved
- Estimated Amount of Annual Wages Saved
- Layoff Aversion Assistance Request
- Avg Assistance Amount per Jobs Saved
- Net Economic Benefit (Avg. Salary (Economic Benefit) - Avg Cost(Assistance Amount/Jobs Saved)
- Economic Impact to the Community (Net Economic Benefit * Number of Placements)
- ROI (Net Economic Benefit / Avg Cost(Assistance Amount per Jobs Saved)

ATTACHMENT



POLICY TRANSMITTAL

SUBJECT:	COVID-19 Layoff Aversion Fund	Policy/Guidance No.: # – PY
APPLIES TO:	Small Businesses and/or Community Base Organizations (CBOs) in Miami-Dade and Monroe Counties	Effective Date:
		Revised Date:
		Expiration Date: 30 calendar days following the expiration of the Florida Governor’s Executive Order 20-51 which established the Coronavirus Disease 2019 (COVID-19) Response Protocol and Directed a Public Health Emergency Declaration
REFERENCE:	<ol style="list-style-type: none"> 1. Workforce Innovation and Opportunity Act, §Section 134(d)(1)(A)(ix)(II)(cc). 2. Workforce Innovation and Opportunity Act Final Rule, 20 CFR 682.320. 3. Workforce Innovation and Opportunity Act Final Rule, 20 CFR 682.340. 4. Training and Employment Guidance Letter (TEGL) 19-16: “Guidance on Services provided through the Adult and Dislocated Worker Programs and the Wagner-Peyser Act Employment Services” (March 1, 2017). 5. Training and Employment Guidance Letter (TEGL) 26-14: “Workforce Innovation and Opportunity Act Transition Authority for Flexible Use of State Rapid Response Funds” (April 14, 2015). 6. Training and Employment Notice (TEN) 9-12: “Layoff Aversion in Rapid Response Systems” (August 31, 2012). 	

A. PURPOSE

In an effort to support small businesses and/or community based organizations (CBOs) facing financial impacts and potential layoffs from COVID-19, the South Florida Workforce Investment Board d/b/a CareerSource South Florida (CSSF); Workforce Development Area 23 of the state of Florida, which is comprised of Miami-Dade and Monroe Counties, has

Approved By: Rick Beasley Executive Director	Supersedes:	Issued by/Contact: Adult Programs
---	--------------------	---

established the COVID-19 Layoff Aversion Fund. The fund will provide grants to small businesses and/or CBOs experiencing economic distress. The goals of the fund are to prevent potential layoffs or minimize the duration of unemployment resulting from layoffs due COVID-19.

CSSF will designate local Rapid Response funding for the COVID-19 Layoff Aversion Fund. CSSF is accepting grant applications to the COVID-19 Layoff Aversion Fund from any business and/or CBO affected by the Public Health Emergency Declaration 30 calendar days following the expiration of Executive Order 20-51 or until funds are exhausted, whichever occurs first.

B. GENERAL INFORMATION

COVID-19 and CSSF’s Response

On March 9, 2020, Governor Ron DeSantis declared a State of Emergency in Florida as a result of the public health threat associated with COVID-19. Since that time, the Governor has issued other Executive Orders directly related to COVID-19.

COVID-19 Layoff Aversion Fund

In order to support small businesses and CBOs facing financial impacts from COVID-19, CSSF established the COVID-19 Layoff Aversion Fund, which is funded entirely by the Federal Workforce Innovation and Opportunity Act (WIOA) Rapid Response Program through the U.S. Department of Labor–Employment and Training Administration.

The Rapid Response Program is flexible and designed to respond to the needs of small businesses, CBOs, and affected workers. It includes the delivery of layoff aversion strategies intended to prevent or minimize the duration of unemployment. The COVID-19 Layoff Aversion Fund will direct grants to small businesses and/or CBOs experiencing economic distress to mitigate potential layoffs or facility closures due to COVID-19 and promote “social distancing.” Eligible businesses and/or CBOs may apply for up to \$10,000.00 in funding.

C. ELIGIBILITY

Eligible applicants include businesses and/or CBOs that:

- Have primary locations in Miami-Dade and/or Monroe Counties.
 - A copy of the current year corporate registration certificate or current year permit/license issued by the Division of Licensing, Florida Department of State.
- Have been in operation for at least two years.
- Have at least three employees and no more than the maximum of 50 individuals.
 - Copy of Form 941, RT-6, or signed statement from payroll company of number of employees from either 2017, 2018, or 2019:.
- Have gross receipts taxes or gross excise taxes that are \$10,000,000.00 or less.
 - Non-Profit Organization: Copy of 2017, 2018, or 2019-Last two completed business tax returns and Form 990 Return of Organization Exempt From Income Tax.

Approved By: Rick Beasley Executive Director	Supersedes:	Issued by/Contact: Adult Programs
---	--------------------	---

- For-profit Organization: Copy of 2017, 2018, or 2019-Last two completed business tax returns and Schedule C (Form 1040), Profit or Loss from Business statement.
- Have current Unemployment Insurance (UI) taxes.
 - Copy of 2017, 2018, or 2019: RT-6, Form 940, and Forms 941.
 - Note: Public and/or private charities/foundations, churches, religious political, social welfare, civic leagues, social clubs, labor organizations and business leagues are exempt from liability for UI taxes and should provide a copy of their 501(c)(3) tax-exempt certificate.
- Are in good standing with the State of Florida Division of Corporation.
- Have a W-9 form, if applicable.
- Have demonstrated a need for layoff aversion support.
- Non-Profit Organization only: Have local/state/federal grant applications and funding awards detailing previous and/or current grant relationships in providing services to one of CSSF targeted populations:
 - Ex-offenders;
 - Homeless individuals, including homeless children and youths;
 - Youth offenders/youth at risk of court involvement/youth involved in the juvenile justice system;
 - Individuals with disabilities, including youth with disabilities; and
 - Migrant and seasonal farmworkers.

D. USE OF FUNDS

Allowable

Participating businesses and/or CBOs must utilize funds to mitigate layoffs and adhere to “social distancing” provisions established by state and federal public health entities. Requests must be reasonable, necessary, and directly related to the purpose of the COVID-19 Layoff Aversion Fund as determined by CSSF, in its sole and absolute discretion. All applications will be reviewed by CSSF.

Examples of permissible activities include, but are not limited to:

- Purchasing remote access equipment or software that allows employees to work from home (e.g. computers, printers, telephones, headsets, video conferencing software, etc.).
- Paying for services or tools for restaurants or retail establishments to convert to online sales or delivery during Shelter in Place orders.
- Purchasing cleaning/sanitation supplies and/or services that will allow an essential small business to maintain an on-site workforce by reducing exposure to COVID-19.
- Supporting businesses and/or CBOs that take advantage of the Short-Time Compensation Program also known as Work Sharing by supplementing the employee’s income and benefits.
- Other creative approaches and strategies to reduce or eliminate the need for layoffs.

Approved By: Rick Beasley Executive Director	Supersedes:	Issued by/Contact: Adult Programs
---	--------------------	---

Prohibited Use of Funds

Resources from the COVID-19 Layoff Aversion Fund may not be used for the following:

- Hazard pay;
- Rent;
- Employee wages/benefits other than those utilizing the Short-Time Compensation Program also known as Work Sharing; or
- Support services such as childcare, transportation costs, lodging expenses, or meals.

Funding Cap

Eligible businesses and/or CBOs may receive up to \$10,000.00 in COVID-19 Layoff Aversion Fund grant funds. CSSF will utilize the following scale to award grants:

- 3–10 full-time employees up to \$ 5,000.00.
- 11–25 full-time employees up to \$ 7,500.00.
- 26–50 full-time employees up to \$10,000.00.

CSSF may consider proposals that exceed this cap if extenuating circumstances warrant, as determined by CSSF, in its sole and absolute discretion.

Reimbursable Grant

Upon execution of the grant agreement, awarded small businesses and/or CBOs shall submit to CSSF an itemized invoice with all copies of receipts.

Note: All associated costs must comply with the cost principles contained in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Small businesses and/or CBOs shall submit an itemized invoice via electronic mail as follows:

- Invoices shall be submitted to the SFWIB's Finance Department at cssf_ap@careersourcesfl.com.

CSSF shall pay all proper invoices within thirty (30) business days of receipt.

E. APPLYING TO THE COVID-19 LAYOFF AVERSION FUND

Application Submission

To apply to the COVID-19 Layoff Aversion Fund, a business or CBO must first complete the application provided at: <http://www.careersourcesfl.com/>. At a minimum, a completed application includes:

- The amount of funds requested and a brief itemized description of all costs.
- The number of employees affected and jobs saved through funding.

Approved By: Rick Beasley Executive Director	Supersedes:	Issued by/Contact: Adult Programs
---	--------------------	---

- A brief profile of the business including name, address, and contact information.
- A brief narrative describing the layoff aversion plan and need for funds.
- All supporting documentation.

Eligible businesses and/or CBOs should submit completed applications electronically to: layoffaversion@careersourcesfl.com for consideration by CSSF. Applications will be accepted and reviewed 30 calendar days following the expiration of the Florida Governor's Executive Order 20-51 which established the Coronavirus Disease 2019 (COVID-19) Response Protocol and Directed a Public Health Emergency Declaration, or until funds are exhausted, whichever occurs first.

Application Approval/Denial

CSSF shall inform applicants, via email, whether their COVID-19 Layoff Aversion Fund applications have been approved or denied within three business days of application receipt.

If approved, CSSF will provide the small businesses or CBO with a COVID-19 Layoff Aversion Fund Award Notification grant agreement to be executed by the small businesses or CBO. Approved small businesses and/or CBOs must submit completed grant agreements to CSSF for review within five business days of notification by email at layoffaversion@careersourcesfl.com. Upon execution of the grant agreement, CSSF shall directly pay and provide reimbursement to the awarded small business and/or CBOs.

If denied, within seven calendar days from the notice of denial, the applicant may appeal the decision. The appeal must be emailed to layoffaversion@careersourcesfl.com and state the: (1) grounds for the appeal; and (2) reasons why the grant application should be approved. CSSF will consider all appeals and provide written response to the applicant within seven calendar days of receipt of the appeal.

F. REPORTING, MONITORING, & RECORD RETENTION

Administrative, Fiscal, and Programmatic Reporting

Participating small businesses and/or CBOs must submit brief reports and expense receipts.

Monitoring

As the COVID-19 Layoff Aversion Fund is, in part, federally funded, CSSF acknowledges that the U.S. Department of Labor may conduct fiscal and/or programmatic monitoring of this initiative. Additionally, entities receiving an award may be subject to local and federal monitoring. CSSF will communicate the monitoring results and findings to the entities through an official written report and may require corrective action by the small businesses and/or CBOs. The small businesses and/or CBOs must rectify all deficiencies cited within the period of time specified in the report. If such deficiencies are not corrected within the specified timeframe, CSSF may suspend payments or immediately terminate the agreement.

Approved By: Rick Beasley Executive Director	Supersedes:	Issued by/Contact: Adult Programs
---	--------------------	---

Record Retention

In accordance with the Code of Federal Regulations, CSSF requires participating businesses and/or CBOs to retain COVID-19 Layoff Aversion Fund records for the later of five years following the final expenditure or until any related litigation is complete.

G. FAIR PRACTICES AND ACCESSIBILITY

It is CSSF policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.

DRAFT

Approved By: Rick Beasley Executive Director	Supersedes:	Issued by/Contact: Adult Programs
---	--------------------	---



COVID-19 Layoff Aversion Fund
Small Businesses and/or Community Base Organizations (CBOs) in Miami-Dade and Monroe
Counties Application and Review Process

CareerSource South Florida (CSSF) announces the COVID-19 Layoff Aversion Fund, which is designed to provide support to small businesses and/or community based organizations (CBOs) within Miami-Dade and Monroe Counties, facing financial impacts and potential layoffs from the coronavirus disease 2019 (COVID-19). The fund will provide grants to small businesses and/or CBOs experiencing economic distress. The goals of the fund are to prevent potential layoffs or minimize the duration of unemployment resulting from layoffs due COVID-19.

CSSF has designated \$1,000,000.00 of local Rapid Response funding for the COVID-19 Layoff Aversion Fund. CSSF is accepting grant applications to the COVID-19 Layoff Aversion Fund from any business and/or CBO affected by the Public Health Emergency Declaration 30 calendar days following the expiration of Executive Order 20-51 or until funds are exhausted, whichever occurs first.

The Rapid Response Program is flexible and designed to respond to the needs of small businesses, CBOs, and affected workers. It includes the delivery of layoff aversion strategies intended to prevent or minimize the duration of unemployment. The COVID-19 Layoff Aversion Fund will direct grants to small businesses and/or CBOs experiencing economic distress to mitigate potential layoffs or facility closures due to COVID-19 and promote “social distancing.” Eligible businesses and/or CBOs may apply for up to \$10,000.00 in funding.

- 3–10 full-time employees up to \$5,000.00.
- 11–25 full-time employees up to \$7,500.00.
- 26–50 full-time employees up to \$10,000.00.

CSSF may consider proposals that exceed this cap if extenuating circumstances warrant, as determined by CSSF, in its sole and absolute discretion.

Funding for this project will be used to implement layoff aversion strategies and activities that are designed to prevent potential layoffs or minimize the duration of unemployment resulting from layoffs due COVID-19.

Examples of permissible activities include, but are not limited to:

- ✓ Purchasing remote access equipment or software that allows employees to work from home (e.g. computers, printers, telephones, headsets, video conferencing software, etc.).
- ✓ Paying for services or tools for restaurants or retail establishments to convert to online sales or delivery during Shelter in Place orders.
- ✓ Purchasing cleaning/sanitation supplies and/or services that will allow an essential small business to maintain an on-site workforce by reducing exposure to COVID-19.
- ✓ Supporting businesses that take advantage of the Short-Time Compensation Program also known as Work Sharing by supplementing the employee’s income and benefits.
- ✓ Other creative approaches and strategies to reduce or eliminate the need for layoffs.



Note: All associated costs must comply with the cost principles contained in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Below is a procedure guideline designed to help assist small business and/or CBOs who are unemployed, unable to obtain services/resources through other programs, and/or have experienced a financial set back, through COVID-19 Layoff Aversion Fund.

COVID-19 Layoff Aversion Fund Application and Review Process

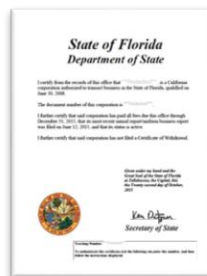
A. Eligibility

Eligible applicants include businesses and/or CBOs that:

- Have primary locations in Miami-Dade and/or Monroe Counties.
 - A copy of the current year corporate registration certificate or current year permit/license issued by the Division of Licensing, Florida Department of State.

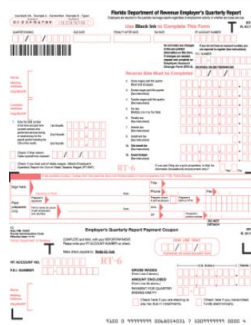
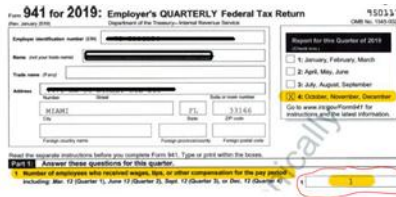


- Have been in operation for at least two years.



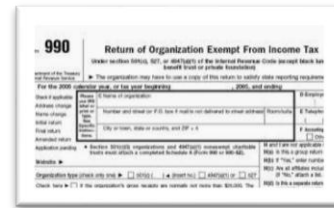
- Have at least three employees and no more than the maximum of 50 individuals.
- Copy of Form 941, RT-6, or signed statement from payroll company of number of employees from either 2017, 2018, or 2019.



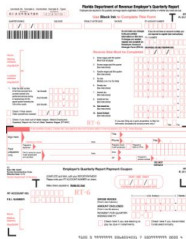

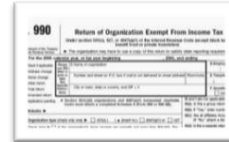



- Have gross receipts taxes or gross excise taxes that are \$10,000,000.00 or less.
 - Non-Profit Organization: Copy of 2017, 2018, or 2019-Last two completed business tax returns and Form 990 Return of Organization Exempt From Income Tax.
 - For-profit Organization: Copy of 2017, 2018, or 2019-Last two completed business tax returns and Schedule C (Form 1040), Profit or Loss from Business statement.






- Have current Unemployment Insurance (UI) taxes.
 - Copy of 2017, 2018, or 2019: RT-6, Form 940, and Forms 941.

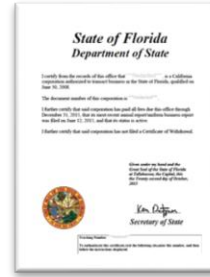




- Note: Public and/or private charities/foundations, churches, religious political, social welfare, civic leagues, social clubs, labor organizations and business leagues are exempt from liability for UI taxes and should provide a copy of their 501(c)(3) tax-exempt certificate.



- Are in good standing with the State of Florida Division of Corporation.





- Have a W-9 form, if applicable.

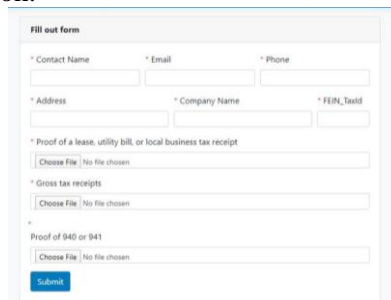


- Have demonstrated a need for layoff aversion support.
- Non-Profit Organization only: Have local/state/federal grant applications and funding awards detailing previous and/or current grant relationships in providing services to one of CSSF targeted populations:
 - Ex-offenders;
 - Homeless individuals, including homeless children and youths;
 - Youth offenders/youth at risk of court involvement/youth involved in the juvenile justice system;
 - Individuals with disabilities, including youth with disabilities; and
 - Migrant and seasonal farmworkers.

B. Application Submission Process (Applicant)

To apply to the COVID-19 Layoff Aversion Fund, a business or CBO must first complete the application provided at: <http://www.careersourcesfl.com/>. At a minimum, a completed application includes:

- The amount of funds requested and a brief itemized description of all costs.
- The number of employees affected and jobs saved through funding.
- A brief profile of the business including name, address, and contact information.
- A brief narrative describing the layoff aversion plan and need for funds.
- All supporting documentation.



Fill out form

* Contact Name * Email * Phone

* Address * Company Name * FERN_Text

* Proof of a lease, utility bill, or local business tax receipt
Choose File | No file chosen

* Gross tax receipts
Choose File | No file chosen

* Proof of 940 or 941
Choose File | No file chosen

Submit





Eligible businesses and/or CBOs should submit completed applications electronically to: layoffaversion@careersourcesfl.com for consideration by CSSF. Applications will be accepted and reviewed 30 calendar days following the expiration of the Florida Governor's Executive Order 20-51 which established the Coronavirus Disease 2019 (COVID-19) Response Protocol and Directed a Public Health Emergency Declaration, or until funds are exhausted, whichever occurs first.

C. Application Approval/Denial

CSSF shall inform applicants, via email, whether their COVID-19 Layoff Aversion Fund applications have been approved or denied within three business days of application receipt.

If approved, CSSF will provide the small businesses or CBO with a COVID-19 Layoff Aversion Fund Award Notification grant agreement to be executed by the small businesses or CBO. Approved small businesses and/or CBOs must submit completed grant agreements to CSSF for review within five business days of notification by email at layoffaversion@careersourcesfl.com. Upon execution of the grant agreement, CSSF shall directly pay and provide reimbursement to the awarded small business and/or CBOs.

If denied, within seven calendar days from the notice of denial, the applicant may appeal the decision. The appeal must be emailed to layoffaversion@careersourcesfl.com and state the: (1) grounds for the appeal; and (2) reasons why the grant application should be approved. CSSF will consider all appeals and provide written response to the applicant within seven calendar days of receipt of the appeal.





SFWIB EXECUTIVE COMMITTEE

DATE: 6/11/2020

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: HURRICANE IRMA NATIONAL DISLOCATED WORKER GRANT FUNDS FOR THE STAR OF THE SEA FOUNDATION, INC. ST. PETER'S FLEET PROJECT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The SFWIB staff recommends to Executive Committee to recommend to the Board the approval to allocate an amount not to exceed \$580,608 in Hurricane Irma National Dislocated Worker Grant Funds for the Star of the Sea Foundation, Inc. St. Peter's Fleet Project, as set forth below.

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

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

BACKGROUND:

National Dislocated Worker Grant Funds (NDWG) are discretionary grants awarded by the Secretary of Labor to states. NDWG funds are available for significant dislocation events that arise from the effects of economic globalization, business fluctuations and unexpected events such as natural disasters. In the case of a natural disaster, the purpose of the funding is to create temporary employment to help communities recover from a natural disaster or emergency.

Since Hurricane Irma, the Monroe County fishing industry, has been devastated leaving both charter and commercial operators dead in the water. The sport fishing charter fleet typically relies heavily on the tourist season for the bulk of their annual earnings, but because of the prolonged effect and closing of lodges and non-essential businesses have dried up nearly their entire revenue stream.

On April 25, 2020, Star of the Sea Foundation, Inc. (SOS), an agency founded in 2006 to increase the health and well-being of low-income individuals and families in Monroe County, Florida via client-choice food pantry; requested additional NDWG funds to serve Monroe county residents and displaced workers affected by Hurricane Irma.

The requested Hurricane Irma NDWG funds will assist up to 32 dislocated workers with disaster-relief temporary employment. Staff will be responsible for the distribution of food and other humanitarian assistance:

- Procuring fish to struggling Monroe residents.
- Loading, cleaning, unloading, packing, transporting, delivering food to fish processing facilities, food pantries and residents throughout Monroe County.

- Delivering to and/or shopping for necessary food and emergency supplies for homebound individuals.
- Positions to assess needs and provide assistance and resources to individuals affected by the emergency.

The Star of the Sea Foundation, Inc. will function as the worksite partner and provide the oversight of the displaced workers. CSSF will utilize 22nd Century Technologies, Inc. as the employer of record (staffing company) for this project.

The SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to allocate an amount not to exceed \$580,608 in Hurricane Irma NDWG funds to Star of the Sea Foundation, Inc. St. Peter's Fleet Project.

FUNDING: National Disaster Worker Grant Funds

PERFORMANCE: N/A

NO ATTACHMENT