



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
GLOBAL TALENT AND COMPETITIVENESS (GTC)
COUNCIL MEETING
THURSDAY, FEBRUARY 16, 2023
8:30 AM**

The Landing at MIA
5 Star Conference Center (Florida Key Room)
7415 Corporate Center Drive, Suite H,
Miami, Florida 33126

The public may choose to view the session online via Zoom. **Registration is required:**
<https://us02web.zoom.us/meeting/register/tZApcuCuqDoiHdfQcKvvSUWUz1vGZliStRim>

AGENDA

1. Call to Order and Introductions
2. Approval of GTC Council Meeting Minutes
 - A. December 15, 2022
3. Information – Florida Memorial University Drone Pilot Training Program
4. Recommendation as to Approval of a New Training Provider and Program
5. Recommendation as to Approval to Allocate Funds to Miami-Dade College for the Future Banker's Training Program
6. Recommendation as to Approval to Allocate Funds for On-the-Job Training Apprenticeship Programs Reimbursements
7. Recommendation as to Approval of a Workforce Innovation and Opportunity Act One-Stop Operator Procurement Policy

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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 & COMPETITIVENESS COUNCIL MEETING

DATE: 2/16/2023

AGENDA ITEM: 2A

AGENDA TOPIC: MEETING MINUTES

SFWIB GLOBAL TALENT & COMPETITIVENESS COUNCIL MEETING MINUTES

DATE/TIME: December 15, 2022, 8:30AM

LOCATION: The Landing at MIA
5 Star Conference Center (Florida Key Room)
7415 Corporate Center Drive, Suite H
Miami, FL 33126

Zoom: <https://us02web.zoom.us/join/zoom-join?pwd=Z0lceysqj4oGtWBmMGILVbF68iV33SCib29>

- 1. CALL TO ORDER:** Chairwoman Ferradaz called to order the regular meeting of the SFWIB Global Talent and Competitiveness Council on December 15, 2022.
- 2. ROLL CALL:** 9 members; 5 required; 7 present: Quorum achieved

SFWIB GTCC MEMBERS PRESENT	SFWIB GTCC MEMBERS ABSENT	SFWIB STAFF
Brecheisen, Bruce Brown, Clarence Del Valle, Juan-Carlos Ferradaz, Gilda, Chair Lincoln, Michelle, Commissioner Loynaz, Oscar M.D., Vice-Chair Piedra, Obdulio	Gazitua, Luis Garza, Maria West, Alvin SFWIB GTCC MEMBERS EXCUSED	Beasley, Rick Kelly, Travis Smith, Robert
OTHER ATTENDEES		
Perez-Borroto, Connie, Youth Co-Op, Inc.		



Agenda items are displayed in the order they were discussed.

2A: Approval of SFWIB Global Talent & Competiveness Council Meeting Minutes – October 20, 2022

Motion: to approve the SFWIB Global Talent & Competiveness Council Meeting minutes from October 20, 2022 with corrections.

Mr. Loynaz seconded the motion; **item is passed w/corrections. No dissenting vote.**

Correction noted: Chairwoman Ferradaz noted that agenda item #5 requires a title change. Should be listed as “Summer Youth Internship Program Update”.

3. Informational – Sole Source Request to Procure Youth Services for Monroe County Update

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

The State has been contacted for guidance regarding the Sole Source Procurement Process, as previously advised. Mr. Smith reminded GTCC members that the attached request will be sent to CareerSource Florida and the Florida Department of Economic Opportunity (DEO) for approval to enter into a contract with the Monroe County Public School System for In-School Youth Services and the College of the Florida Keys Out for out-of-school Youth Services.

Once approved the contract period will be for a full three years.

Chairwoman Ferradaz asked if a response had been received from the state. Mr. Smith clarified that the memorandum request was a result of guidance received from the state. CSSF staff is seeking authorization to submit the document to the State for review and subsequent approval.

No further questions or comments were presented. Item closed.

4. Approval – Recommendation as to Approval to Add an Occupation to the WDA 23 Targeted Occupation List

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

Staff received a request from Miami-Dade County Public Schools to add Standard Occupational Classification (SOC) code 49-9031 - Home Appliance Repairers and to the list for their programs.

Mr. Smith went on to explain that the request was motivated by necessity and the increasing demand for professionals in this industry. This field encompasses a variety of types of home repair (e.g., refrigerators, smart ovens, air fryers, etc.).

Motion: to approve addition of SOC Code 49-9031 – Home Appliance Repairers to the list of available programs for Miami-Dade County Public Schools.

Item was seconded and passed **without dissent**.

No further questions or comments were presented. Item closed.

5. Approval – Recommendation of the Approval to Extend the Contract of Youth Service Providers in Monroe County

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

The CSSF staff is currently engaged in a Sole Source Procurement process with the State. As it will take some time to complete, the SFWIB staff requests authorization to extend the current Youth Services contract with Youth Co-Op, Inc., to continue providing the necessary youth services in Monroe County, for up to three months beyond the current contract's expiration date of December 31, 2022.

Chairwoman Ferradaz confirmed that this item is related to item three on the agenda for today. Mr. Smith confirmed the same.

Mr. Piedra inquired about the performance of Youth Co-op. Mr. Kelly explained that the location in Monroe County is performing as anticipated.

Motion: to approve the extend Youth Co-Op's contract; Item was seconded and passed **without dissent**.

No further questions or comments were presented. Item closed.

6. Approval – EconoVue Policy

Chairwoman Ferradaz introduced the item; Mr. Smith further presented proposed policy and procedures for the EconoVue Platform.

Mr. del Valle explained that the Executive Committee has reviewed and discussed the EconoVue platform over last few months. The Committee has negotiated pricing, terms, and



an additional stipulation requiring staff to evaluate usage at the end of the contract's term prior to renewal, he reported. CSSF staff believes that the EconoVue platform will enable the Centers to perform their duties with greater efficiency and improved outcomes in the future.

The contract is for one year with the option to renew based on performance evaluation.

Chairwoman Ferradaz confirmed that this would be a Sole Source procurement, as no comparable platform is available on the market.

Mr. Smith presented to the Council both the Level 1 Performance data and the new performance metrics that CSSF employees are required to achieve. He elaborated on the EconoVue platform's pricing structure and the data available to CSSF staff, Career Centers, and contracted business intermediaries.

Mr. Piedra expressed concern about the precision of local data. Before presenting the offering to the Board, Mr. Beasley elaborated on the due diligence that had been conducted to evaluate it further. Additionally, he disclosed that a number of our training vendors are interested in gaining access to the system, which will further reduce our costs.

Mr. Smith explained that the Council is expected to review and approve the Policy, but that the procedures are provided as a guide.

Mr. Brown inquired if the use of EconoVue will be subject to review by the State. Mr. Beasley explained that the State's review process is separate. He added that CSSF staff will schedule an EconoVue tool presentation to ensure members have an understanding of the platform.

Ms. Ferradaz clarified that the policy will only be implemented if the Board approves the EconoVue purchase. Mr. Beasley confirmed that the full board will also approve the platform purchase and the policy.

There was further discussion around the WARN process.

Motion: Mr. Piedra moved to approve the EconoVue policy.

Vice-Chairman Loynaz seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

Being as there were no further questions or concerns, the meeting adjourned at 9:26am.



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 2/16/2023

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FLORIDA MEMORIAL UNIVERSITY DRONE PILOT TRAINING PROGRAM

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

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

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) has been presented with an opportunity to partner with Florida Memorial University (FMU) and Miami-Dade County to support the FMU Drone Pilot Training Program. This exciting training opportunity will allow students interested in a career in aviation to enroll and train for a career in an aviation career pathway.

The Drone Pilot Training Program is a continuing education, non-credit course designed to prepare students to pass the Federal Aviation Administration (FAA) Part 107 Remote Pilot license exam to operate drones or small unmanned aircraft system (UAS) for commercial and personal use. Although offered through the Continuing Education and Professional Studies department, students who successfully pass the license exam will have the opportunity to receive experiential credit toward electives in any of FMU's aviation programs.

Classes will be offered in succession for two-weekends from 9:30 a.m. to 4:00 p.m. on Saturday and Sunday. The first weekend the course will cover material associated with the safe operation of an unmanned aerial vehicle, FAA regulations, communications, weather, aeronautical sectional charts, aerodynamics, and airspace restrictions.

During the second weekend, students will learn how to operate a drone safely as well as develop flight plans, emergency and contingency procedures. Students will operate a small unmanned aerial vehicle (UAV) or (SUAV) within the confines of the FMU Wellness Center (gymnasium).

The SFWIB, FMU and Miami-Dade County will explore the possibility of creating a new innovative entry point into this first of its kind Aviation Career Pathway in Miami-Dade County.

FUNDING: Workforce Innovation Opportunity Act Youth

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 2/16/2023

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: NEW AND EXISTING TRAINING PROVIDERS AND PROGRAMS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of a New Training Provider and Program and New Programs for an Existing Training Provider, as set forth below.

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

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

BACKGROUND:

In accordance with Section 122 of the Workforce Innovation and Opportunity Act, regional workforce boards are permitted to independently develop criteria for the selection and subsequent eligibility of Training Providers and programs. The South Florida Workforce Investment Board (SFWIB) developed processes to evaluate an applicant's programmatic capabilities.

SFWIB staff completed the review process and documentation is being presented to the Global Talent and Competitiveness Council for a recommendation to the Board for approval.

Below are the requests to add a new training provider and program and new programs for an existing training provider for the review and approval of the Council.

New Request to be added as a New Apprenticeship Provider and Program:

1. Urban Construction Craft Academy Apprenticeship Program, GNJ (2022-FL-114228)

New Registered Apprenticeship Program:

- Project Manager (CB) – Registered Apprenticeship Certificate

New Request(s) from Existing Training Provider to add New Program(s):

1. District Board of Trustees of Miami Dade College dba Miami Dade College. Apprenticeship Program, GNJ (2018-FL-71114)

Request to add a new program(s) to an existing location(s):

- Accounting Technician (Alternate Title: Financial Specialist) - Registered Apprenticeship Certificate
- Building Automation Technician - Registered Apprenticeship Certificate
- Dental Assistant (Alternative Title: Dental Specialist - Registered Apprenticeship Certificate
- Hotel Associate - Registered Apprenticeship Certificate
- Nurse Assistant Certified– Registered Apprenticeship Certificate

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



FWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 2/16/2023

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: FUTURE BANKERS TRAINING CAMP PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: FWIB 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 Program funds to support the Miami Dade College Future Bankers Training Camp Program, as set forth below.

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

STRATEGIC PROJECT: **Joint contribution for youth career pathway models**

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 up to 50 youth participants into the program. This innovative four week camp provides hands-on experience for future students interested in a financial services career. The camp provides up to 50 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 program will take place from July 3, 2023 through July 28, 2023.

The Future Bankers Camp received matching program dollars from various banking institutions for Program Year (PY) 2021-2022 and provided opportunities to students as follows:

PY 21-22 Future Bankers Training Program Outcomes	
# Of Participants	40
# of who completed 150 hours of classroom training	35
# of who participated in an internship	35
# of participants who received the ABA Banker's Teller's Certification	35
# of financial institutes that provided internships	38
# of high schools who participated in the program	15

The Future Bankers Camp is supported by more than 38 local banks and is aligned with the Miami-Dade County Public Schools district's partnership and involvement in the Opportunity Miami formerly known as the One Community One Goal Targeted Industries Implementation Plan.

The track for PY 2022-2023 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 Schools 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-thirds 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: 2/16/2023

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: APPRENTICESHIP PROGRAMS ON-THE-JOB TRAINING EMPLOYER REIMBURSEMENTS

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 \$233,412 in Workforce Innovation and Opportunity Act funding for On-the-Job Training reimbursements for Apprenticeship Programs in Dental Assistant, Nurse Assistant Certified, and Building Automation Technician, as set forth below.

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

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

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) in collaboration with Miami Dade College offers employer-driven apprenticeship programs. The partnership recently developed three additional apprenticeship programs with four participating employers. The new apprenticeship programs are Dental Assistant, Nurse Assistant Certified, and Building Automation. The apprenticeship programs will lead to a career pathway that combines coursework, mentoring, on-the-job training (OJT), and paid wages that increase as the apprentice learns new skills and take on more responsibilities. Apprentices will learn key responsibilities and skills required to become proficient in the occupation. Upon program completion, apprentices will receive a Florida Department of Education Registered Apprenticeship Certificate of Completion, recognized by the United States Department of Labor.

The Dental Assistant (Alternate Title: Dental Specialist) apprenticeship prepares participants to perform limited clinical duties, under the direction of a dentist, such as equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. The Jessie Trice Community Health System, Inc. will hire four apprentices with a starting wage at \$15.00 per hour. The SFWIB will provide a 40 percent reimbursement to the Jessie Trice Community Health System, Inc., for gross wages, which includes 2,000 hours of OJT. Total amount of reimbursement is \$48,000. The Carol City American Job Center (AJC) will assist with recruitment and administration.

Jessie Trice Dental Assistant Apprenticeship Program				
Project Wage	OJT Hours	40 percent Wage Reimbursement	Training Cost Per Apprentice	Total Project Cost @ 4 Apprentice
\$15.00	2000	\$6.00	\$12,000.00	\$48,000.00

The Nurse Assistant Certified (Alternate Title: Nurse Assistant) Apprenticeship with Larkin Community Hospital Palm Springs Campus, LLC (Larkin Community Hospital Palm Springs Campus) in Hialeah is designed to prepare apprentices to provide or assist with basic care or support under the direction of onsite licensed nursing staff. The Nurse Assistant apprentice will perform duties such as monitoring health status, feeding, bathing, dressing, grooming, toileting, or ambulating patients in a health or nursing facility. The duties may also include medication administration and other health-related tasks.

Larkin Community Hospital Palm Springs Campus will employ a cohort of 10 apprentices with a starting wage of \$15.00 per hour, which will be increased to \$15.50 per hour at the mid-point of the program. The SFWIB will provide a 40 percent reimbursement to Larkin Community Hospital Palm Springs Campus for the gross wages, which includes 2,000 hours of OJT. The total amount of reimbursement is \$122,000. The Hialeah AJC will assist with recruitment and administration.

Larkin Hospital CNA Apprenticeship Program				
Project Wage	OJT Hours	40 percent Wage Reimbursement	Training Cost Per Apprentice	Total Project Cost @ 10 Apprentice
\$15.00	1000	\$6.00	\$6,000.00	\$60,000.00
\$15.50	1000	\$6.20	\$6,200.00	\$62,000.00
			Total Project Cost	\$122,000.00

The Building Automation Technician apprenticeship is a collaboration between Miami-Dade College and the University of Miami's College of Engineering. The program is designed to train apprentices to assist with building automation systems startup and assuring that all systems and components of a building are designed, installed, tested, operated, and maintained according to the owner(s) or final client's operational requirements. The two-year apprenticeship program requires 4,000 hours of OJT. Starting wages will be \$15.60 per hour; thereafter, increased to \$16.75 per hour as competencies are achieved. Upon completion of the program apprentices will receive a wage increase to \$18.00 per hour.

Johnson Controls, Inc. will hire three apprentices and Siemens Industry, Inc. will hire two apprentices. The SFWIB will provide a 40 percent reimbursement for gross wages for 2,000 hours. The total amount of reimbursement is \$63,412. The Little Havana AJC will assist with recruitment and administration.

Siemens and Johnson Controls Building Automation Technician Apprenticeship Program				
Project Wage	OJT Hours	40 percent Wage Reimbursement	Training Cost Per Apprentice	Total Project Cost @ 5 Apprentice
\$15.60	1560	\$6.24	\$9,734.40	\$48,672.00
\$16.75	440	\$6.70	\$2,948.00	\$14,740.00
			Total Project Cost	\$63,412.00

Miami Dade College will serve as the Apprenticeship Sponsor for all programs, deliver the related technical instruction, and provide support for other relevant training tools and services to program participants.

FUNDING: Workforce Innovation and Opportunity Act

PERFORMANCE: Performance Chart Attached

ATTACHMENT

Jessie Trice Dental Asistant Apprenticeship Program Performance			
Local Workforce Development Area (LWDA) Performance	SFWIB Funded Apprentice	Non SFWIB Funded Apprentice	Total Apprentice
Number of Participants Served	4	0	4
Number of Participants to Complete Training	4	0	4
Training Completion Rate	100.00%	#DIV/0!	100.00%
Number of Participants to be Placed into Jobs	4	0	3
Employment Rate	100.00%	#DIV/0!	75.00%
Average Wage	\$15.00	\$0.00	\$15.00
Avg Net Economic Benefit	\$19,200.00	\$0.00	\$27,285.17
Return-On-Investment	\$1.60	N/A	\$1.60
Economic Impact	\$76,800.00	\$0.00	\$76,800.00
State and Federal Performance (Achieved and Projected)			
Indicators of Performance WIOA Adult (AD) & Wagner-Peyser (WP)	Performance Goal	Actual Performance	Projected Performance
Employment Rate 2nd Quarter After Exit-AD	64.50%	N/A	155.04%
Employment Rate 4th Quarter After Exit-AD	66.10%	N/A	151.29%
Median Earnings 2nd Quarter After Exit-AD	\$5,034.00	N/A	\$7,800.00
Credential Attainment-AD	50.60%	N/A	197.63%
Measurable Skill Gains-AD	24.90%	N/A	401.61%
Employment Rate 2nd Quarter After Exit-WP	61.70%	N/A	162.07%
Employment Rate 4th Quarter After Exit-WP	59.40%	N/A	168.35%
Median Earnings 2nd Quarter After Exit -WP	\$5,173.00	N/A	\$7,800.00
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			

Larkin Hospital CNA Apprenticeship Program Performance			
Local Workforce Development Area (LWDA) Performance	SFWIB Funded Apprentice	Non SFWIB Funded Apprentice	Total Apprentice
Number of Participants Served	10	0	10
Number of Participants to Complete Training	10	0	10
Training Completion Rate	100.00%	#DIV/0!	100.00%
Number of Participants to be Placed into Jobs	10	0	10
Employment Rate	100.00%	#DIV/0!	100.00%
Average Wage	\$15.25	\$0.00	\$15.25
Avg Net Economic Benefit	\$19,520.00	\$0.00	\$19,520.00
Return-On-Investment	\$1.60	N/A	\$1.60
Economic Impact	\$195,200.00	\$0.00	\$195,200.00
State and Federal Performance (Achieved and Projected)			
Indicators of Performance WIOA Adult (AD) & Wagner-Peyser (WP)	Performance Goal	Actual Performance	Projected Performance
Employment Rate 2nd Quarter After Exit-AD	64.50%	N/A	155.04%
Employment Rate 4th Quarter After Exit-AD	66.10%	N/A	151.29%
Median Earnings 2nd Quarter After Exit-AD	\$5,034.00	N/A	\$7,930.00
Credential Attainment-AD	50.60%	N/A	197.63%
Measurable Skill Gains-AD	24.90%	N/A	401.61%
Employment Rate 2nd Quarter After Exit-WP	61.70%	N/A	162.07%
Employment Rate 4th Quarter After Exit-WP	59.40%	N/A	168.35%
Median Earnings 2nd Quarter After Exit -WP	\$5,173.00	N/A	\$7,930.00
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			

Siemens and Johnson Controls Building Automation Apprenticeship Program Performance			
Local Workforce Development Area (LWDA) Performance	SFWIB Funded Apprentice	Non SFWIB Funded Apprentice	Total Apprentice
Number of Participants Served	5	0	5
Number of Participants to Complete Training	5	0	5
Training Completion Rate	100.00%	#DIV/0!	100.00%
Number of Participants to be Placed into Jobs	5	0	5
Employment Rate	100.00%	#DIV/0!	80.00%
Average Wage	\$16.18	\$0.00	\$16.18
Avg Net Economic Benefit	\$20,972.00	\$0.00	\$20,972.00
Return-On-Investment	\$1.65	N/A	\$1.65
Economic Impact	\$104,860.00	\$0.00	\$104,860.00
State and Federal Performance (Achieved and Projected)			
Indicators of Performance WIOA Adult (AD) & Wagner-Peyser (WP)	Performance Goal	Actual Performance	Projected Performance
Employment Rate 2nd Quarter After Exit-AD	64.50%	N/A	155.04%
Employment Rate 4th Quarter After Exit-AD	66.10%	N/A	151.29%
Median Earnings 2nd Quarter After Exit-AD	\$5,034.00	N/A	\$8,413.60
Credential Attainment-AD	50.60%	N/A	197.63%
Measurable Skill Gains-AD	24.90%	N/A	401.61%
Employment Rate 2nd Quarter After Exit-WP	61.70%	N/A	162.07%
Employment Rate 4th Quarter After Exit-WP	59.40%	N/A	168.35%
Median Earnings 2nd Quarter After Exit -WP	\$5,173.00	N/A	\$8,413.60
Not Met (less than 90% of negotiated)			
Met (90-100% of negotiated)			
Exceeded (greater than 100% of negotiated)			



SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 2/16/2023

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: WORKFORCE INNOVATION AND OPPORTUNITY ACT POLICY

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of a Workforce Innovation and Opportunity Act policy, as set forth below.

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

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

BACKGROUND:

On January 14, 2021, South Florida Workforce Investment Board (SFWIB) staff received a copy of the compliance report for a review conducted by the U.S. Department of Labor (USDOL) on November 16-20, 2020. The USDOL recommended that the Florida Department of Economic Opportunity (DEO) and the SFWIB establish and/or update programmatic policies in several areas to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA).

SFWIB staff completed the WIOA review process and is presenting the One-Stop Operator Procurement Policy to the Global Talent and Competitiveness Council for a recommendation to the Board for approval.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



POLICY

SUBJECT:	One Stop Operator Procurement	Policy/Guidance No.:1 PY2022-25
PROGRAM:	Workforce Innovation and Opportunity Act (WIOA)	Effective Date:2/16/2023
		Expiration Date:
REFERENCE:	<ol style="list-style-type: none"> 1. Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, Sections 107(d)(10)(A), 107(g)(2), and 121(d),. 2. 20 CFR parts 678.605-625, Workforce Innovation and Opportunity Act Final Rule, August 19, 2016. 3. 2 CFR, Part 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 19, 2014. 4. Training and Employment Guidance Letter (TEGL) No. 15-16, Workforce Innovation and Opportunity Act (WIOA) Competitive Selection of One-Stop Operators, January 17, 2017. 5. Florida Statutes, 445.007(6). 	

A. PURPOSE

The purpose of this policy is to outline the requirements and procedures for CareerSource South Florida will follow to competitively procure and select one-stop operators under the Workforce Innovation and Opportunity Act (WIOA).

B. BACKGROUND

Under the Workforce Investment Act (WIA) of 1998 many Local Workforce Investment Boards served as one-stop operators. One-stop operators could be designated or certified through three mechanisms: a competitive process; as a consortium of three or more partners; or “grandfathered” in from the Job Training Partnership Act. Many of these entities have continued to be one-stop operators since the inception of WIA.

WIOA requires LWDBs to conduct open and competitive procurement processes to select one-stop operators. Existing entities serving as one-stop operators under WIA will not be grandfathered in under WIOA. LWDBs that would like to serve as the one-stop operator must also fully comply with the procurement process.

C. POLICY AND PROCEDURES

Approved By: Rick Beasley Executive Director	Supersedes: Policy/Guidance No.:1 PY2021-22	Issued by/Contact: Policy Manager
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WIOA requires Local Workforce Development Boards (LWDBs) to use a competitive procurement process to select its one-stop operator, and to conduct a re-competition of one-stop operators every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for LWDBs to periodically evaluate performance and costs against original expectations. WIOA does not allow for the “designation” or “certification” of a one-stop operator, nor does WIOA allow one one-stop operators to be “grandfathered” in based on their current existence as a one-stop operator.

Each LWDB was required to develop procurement procedures, conduct the procurement, review responses, select a one-stop operator and award a contract or agreement for its local one-stop operator no later than June 30, 2017, to ensure the one-stop career center operator was under contract and ready to operate on July 1, 2017.

CareerSource South Florida (CSSF) shall conduct a competitive process in accordance with the CSSF Procurement Policy. The South Florida Workforce Investment Board (SFWIB) shall approve selected respondents as One Stop Operators. In accordance with 20 CFR § 678.605, One Stop Operator must be competitively procured at a minimum every four years. SFWIB, at its sole discretion, may renew One Stop Operator contracts for an additional two (2) one (1) year periods.

A. Roles and Responsibilities

The one-stop operator must coordinate service delivery of one-stop partners and providers at a career center. The SFWIB defines the roles and responsibilities, and these may vary between centers in a local area. Additional responsibilities the SFWIB may assign to the one-stop operator may be to:

- Provide career services (except training).
- Provide some of the services within the center.
- Coordinate service providers within the center and across the one-stop system.
- Coordinate service delivery in a multi-center area, which may include affiliated sites.

The one-stop operator may serve in multiple roles within the one-stop delivery system, as long as sufficient firewalls and conflict of interest policies and procedures exist and are followed. The role of the one-stop operator must be clearly defined in all phases of the procurement process and in the legally binding agreement between the SFWIB and the one-stop operator.

One-stop operators may not:

- Convene system stakeholders to assist in the development of the local plan.
- Prepare and submit local plans (as required under WIOA sec. 107).
- Be responsible for oversight of itself.

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- Manage or significantly participate in the competitive selection process for one-stop operators.
- Select or terminate one-stop operators, career service providers, and youth providers.
- Negotiate local performance accountability measures.
- Develop and submit budgets for activities of the LWDB in the local area.

B. Eligible Entities

The one-stop operator must be a public, private, nonprofit entity or a consortium of entities in the local area. A consortium must include at least three or more of the required one-stop partners as described in 20 CFR 678.400. Entities selected and serving as one-stop operators are sub-recipients of a Federal award; therefore, they must follow the Uniform Guidance at 2 CFR part 200. The types of entities that may serve as one-stop operators include but are not limited to:

- A public, private, for-profit or nonprofit organization.
- An institution of higher education.
- Non-traditional public secondary schools, night schools, adult education schools, career and technical education schools.
- An employment service state agency established under the Wagner-Peyser Act.
- A government agency.
- A local board, with approval from the chief elected official and the Governor.
- Local chambers of commerce, business organizations, or labor organizations.
- Indian Tribes.

A for-profit entity (or a consortium that includes a for-profit entity) may compete to be selected as the one-stop operator. Private for-profit entities selected as one-stop operators must adhere to the requirements of 2 CFR 200.323 for earning and negotiating a fair and reasonable profit. The SFWIB must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. Profit should be based on the contractors' efforts and risks in achieving a performance result that typically aligns with the performance measures outlined in the SFWIB's plan. Some conditions to consider in quantifying the opportunity to earn profit are referenced at 48 CFR 15.404-4. LWDBs are allowed to cap the maximum profit potential that can be earned per performance results within the approved budget. Profit may not be earned with federal funds except for WIOA Title I funds (Youth, Adult and Dislocated Worker), Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Program pursuant to §121(d), 122(a) and (134) (b), WIOA. Profit may not be earned with Wagner Peyser or Veteran funds.

SFWIB may serve as a one-stop operator, if selected through the competitive procurement process, pursuant to 20 CFR 678.605(c) and 678.615(a). Additionally, under the Uniform Guidance, there is the flexibility for sole source as a method of procurement, as outlined in Section (G) of this policy. In the event of a failed competitive process, SFWIB may temporarily serve as a One Stop Operator while negotiating with another agency.

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DEO or CareerSource Florida (CSF) can facilitate the one-stop operator competition for a SFWIB when SFWIB is competing to be the one-stop operator. However, DEO and CSF must follow the same policies and procedures that the State uses for procurement with non-federal funds. If the CSF is incorporated as a nonprofit organization, it must use a competitive process consistent with the Uniform Guidance.

C. Allowable Methods of Competitive Procurement

The following methods of procurement are permissible to select a one-stop operator through a competitive process:

- Sealed Bids, (formal advertising), such as an invitation for bids (IFB) pursuant to 2 CFR 200.320(c).
- Competitive Proposals, such as a request for proposals (RFP), pursuant to 2 CFR 200.320(d).
- Sole Source - SFWIB may select a one-stop operator through sole source selection only under the criteria outlined in 20 CFR 678.610. The SFWIB must follow its local sole source policies and procedures and the Uniform Guidance outlined in 2 CFR 200.320(f). When utilizing a sole source selection process, SFWIB must prepare and maintain written documentation describing the entire process of making such a selection.

D. Phases of the Competitive Procurement Process

Formal competitive processes may include several phases and steps, which may take place concurrently with other activities. The various phases and steps are designed to ensure that the competitive procurement process is open and transparent, and may include:

- Planning,
- Release and Evaluation,
- Negotiation and Selection,
- Implementation; and
- Closeout.

E. Procurement Standards

When the State conducts the competitive procurement process for the SFWIB, it must follow the same policies and procedures it uses for procurements with non-federal funds, to include appropriate protections from conflict of interest, per the State's own procurement policies and procedures.

All other non-Federal entities, including entities that receive funding from a State (such as Local WDBs), must use a competitive process to select a one-stop operator that is based on local procurement policies that are consistent with the procurement standards of the Uniform Guidance at 2 CFR 200.318 through 200.326.

General procurement requirements under WIOA must be followed as part of the competitive process. The requirements must be consistent with the Uniform Guidance, and include:

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- Written Policies and Procedures which describe the competitive process for selecting a one-stop operator and the manner in which it will address the settlement of all contractual and administrative issues, such as protests, appeals, and disputes. The policies must also outline a timetable to ensure that the selection of a one-stop operator through a competitive process is conducted every four years.
- Appropriate Methods of Procurement for Competitions. Non-Federal entities (such as LWDBs), are required to use the methods of procurement described at 2 CFR 200.320 when selecting a one-stop operator which are:
 - Sealed Bids.
 - Competitive Proposals.
 - Sole Source.
- Full and Open Competition must be conducted for all procurement transactions. Written procedures must allow for sufficient time for all phases of the procurement process to be carried out in a manner that would not unduly restrict competition. Pre-qualified lists must be current and include enough qualified sources to ensure open and free competition, and must not preclude bidders and offerors from qualifying during the solicitation period.
- Procurements that are in excess of the simplified acquisition threshold (currently set at \$150,000 by 48 CFR 2.1) cannot use the small purchase procurement.
- Entities performing a competitive procurement must ensure the proposed costs of the one-stop operator are allowable, meaning that they are reasonable, necessary and allocable.
- Restricting competition is not allowed. Activities that may considered to be restrictive of competition include, but are not limited to:
 - Placing unreasonable requirements on firms in order for them to qualify to do business.
 - Requiring unnecessary experience and excessive bonding.
 - Non-competitive pricing practices between firms or between affiliated companies.
 - Non-competitive contracts to consultants that are on retainer contracts;
 - Organizational conflicts of interest.
 - Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
 - Any arbitrary action in the procurement process.
- Standards of Conduct. Each LWDB must have written standards of conduct that require fairness, objectivity, ethical standards and other related standards of conduct during all phases of the procurement process. Written standards of conduct must address:
 - Mitigating apparent or real conflicts of interest. Conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract.
 - Disclosure of any real or apparent conflict of interest, whether individual, or organizational. Written standards of conduct must identify the process for recusal of

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individuals or organizations that are members of the LWDB who disclose a real or apparent conflict of interest.

- A description of the firewalls and internal controls to mitigate conflict of interest in circumstances including, but not limited to, situations where an entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process, as well as situations where the non-federal entity uses a sole source selection.
- Confidentiality of information contained in the proposals submitted for consideration.
- Not allowing any entity that develops or drafts specifications, requirements, statements of work, IFBs or RFPs, and evaluation of proposals to compete under the procurement.
- Transparency and Responsibility. The procurement process must be conducted with transparency and responsibility from the planning phase to the closeout phase. Information about the selection and certification of the one-stop operators must be made available to the public on a regular basis through electronic means and open meetings. Information must also be made available to auditors and Federal reviewers. This provides an avenue for public comment and participation in the process. When selecting an entity as the one-stop operation, the LWDB must consider the entity's integrity, compliance with public policy, record of past performance and other factors that demonstrate transparency and responsibility. The LWDB must also ensure that any entity is not debarred, suspended, or otherwise excluded from or ineligible to participate in Federal assistance programs or activities.

F. Competitive Procurement of One-Stop Operators

SFWIB must select its one-stop operator through a competitive process at least once every four years, as required by sec. 121(d)(2)(A) of WIOA. The state may require, or SFWIB may choose to conduct a competitive procurement for one-stop operators more frequently than once every four years. The SFWIB must conduct the competitive procurement based on its local procurement policies and procedures and the competitive procurement requirements in the Uniform Guidance outlined at 2 CFR 200.318 through 200.326. The SFWIB must document, in writing, the process used to conduct the competitive procurement of a one-stop operator.

In instances where the SFWIB competes to be one-stop operators, the procurement process must be completed by a "third party." The third party may be a consultant, a professional, or any other independent entity retained specifically to arrange, notice, and process the procurement. The "third party" must not bid on, compete for or have any financial interest in the contract for procurement or its outcome. The Local Board cannot draft specifications, contract requirements, statements of work or procurement documents. These activities must be exclusively the actions of the third party after appropriate guidance is provided by the Local Board.

The third party must meet the requirements outlined in Uniform Guidance in 2 CFR 200.318-326.

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The Governor and chief elected official (CEO) must both give approval if the SFWIB is selected as the one-stop operator. The SFWIB must document and use appropriate firewalls and conflict of interest policies and procedures to govern the operations. These policies and procedures must align with 20 CFR 679.430, must include internal controls and must demonstrate how it will prevent conflict of interest.

The SFWIB must apply appropriate policies to ensure participants in a competitive bid are not directly involved with the procurement process itself, including (but not limited to) drafting procurement requirements, establishing review criteria, conducting the review of responses and the final selection. The entity conducting the procurement cannot have any financial interest in the outcome of the procurement.

G. Non-Competitive Procurement of One-Stop Operators (Sole Source)

SFWIB may select a one-stop operator through sole source selection only under the criteria outlined in 20 CFR 678.610 and 2 CFR 200.320(f). Sole source procurement can only be done when:

- The item or service is available only from a single source.
- The public exigency or emergency for the item or service will not permit a delay resulting from competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the non-Federal entity.
- After solicitation of a number of sources, competition is determined to be inadequate, whether for reasons of number or quality of proposals/bids.

LWDBs that use the sole source selection must prepare and maintain written documentation describing the entire process of making such a selection. The sole source procurement must be done in accordance with locally established internal control and conflict of interest policies; and procedures pursuant to 20 CFR 679.430.

LWDBs requesting to use sole source procurement for one stop operators must submit a formal request to CareerSource Florida and DEO via email to WIOA@deo.myflorida.com. The request must include justification that all other options were exhausted and identify the reason for sole source from the items listed above. The LWDB must identify the timeline and activities performed prior to the sole source request. The LWDB must also certify that all appropriate measures consistent with WIOA and this policy have been taken.

The following criteria should also be included with the request for sole source:

- Copy of the RFP/IFB;
- Proof of the announcement medium used (newspaper, social media);
- Documentation showing how long the announcement was posted;
- The name of the entity to which the sole source is to be awarded; and
- Documentation showing that the entity has the capacity and ability to perform the one-stop operator functions.

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H. Legally Binding Agreement

Once the LWDB has competitively selected a one-stop operator, the LWDB and the one-stop operator must execute a legally binding agreement. At a minimum, the agreement must include the following elements:

- Statement of Work (SOW). The SOW specifies:
 - The period of performance or the start and end date of the contract.
 - The services to be performed, including measurable performance goals to be delivered under the contract, agreement, or Memorandum of Understanding (MOU).
- Authorized Officials and Purpose. Authorized officials are persons authorized to enter into and sign legally binding agreements and must be on record as the signatory official. Signatures of the authorized persons must be a part of the written contract.
- Additional contractual terms and conditions. Contracts, agreements, and MOUs must include standard terms and conditions that are either required by the federal agency, State law, or local area policies. The contract, agreement, or MOU must identify that one-stop operators are sub recipients of Federal funds.
- The legally executed document solidifies the agreement between a LWDB and a one-stop operator is different from the MOUs that are required between the LWDB and its one-stop partners.

I. Recordkeeping

LWDBs must prepare written documentation, in accordance with 20 CFR 678.605(d), explaining the competitive process for selecting a one-stop operator. States and LWDBs must also maintain sufficient records to detail the history of procurement in accordance with 2 CFR 200.318(i) and 2 CFR 200.333. These records must include, but are not limited to the following:

- All proposals/bids received.
- Ratings of those proposals.
- Rationale for the method of procurement.
- Selection of agreement or contract type.
- Selection or rejection of proposals/bids.
- Appeals and disputes.
- Basis for the contract price.

LWDBs that make the selection for sole source must prepare and maintain written documentation of the entire sole source selection process. The documentation should provide evidence that the review was performed by an impartial entity or organization; and clarify that firewalls that are in place during the review of the proposals.

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J. Avoiding Conflicts of Interest

Each one-stop operator must disclose potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers. A conflict of interest can arise when actions taken or may appear to be taken by any entity or individual involved in more than one role, when the performance of that entity or individual affects the interest of the other role, thereby making it difficult for the entity or individual to perform the procurement process objectively and impartially. Proper firewalls must be in place to ensure the transparency and integrity of the procurement process, and to demonstrate that the selection process was unbiased and free of preferential treatment toward the awardee. Additionally, due diligence must be exercised to avoid certain conflicts of interest which may arise during the competitive process, including recusal of members of the LWDB with financial or other interests in the entities applying to be the one-stop operator. However, if the number of members who must recuse themselves deprives the LWDB of a quorum, the LWDB must follow an alternative process and outsource the selection to an outside entity. Best practices also require LWDB's procurement policies and procedures to define the requirements for a quorum for decisions made by the LWDB.

No one-stop operator can establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education service. The one stop operator must comply with federal regulations and procurement policies governing calculation and use of profits.

If the One-Stop Operator serves as a direct service provider, there must be appropriate firewalls in place for the competition, and subsequent oversight, monitoring, and evaluation of performance of the service provider. In this situation, the One-Stop Operator cannot develop, manage, or conduct the competition of a service provider in which it intends to compete.

In cases where an operator is also a service provider, there must be firewalls and internal controls within the operator-service provider entity, as well as specific policies and procedures at the Local WDB level regarding oversight, monitoring, and evaluation of performance of the service provider, consistent with 20 CFR 679.430.

K. Monitoring

In accordance with WIOA, the SFWIB must conduct monitoring of its one-stop operator. However, when the SFWIB is the one-stop operator, there is an inherent conflict of interest in that the SFWIB is unable to effectively monitor itself. In these circumstances, an outside organization or entity must conduct the monitoring and report the results to the CEO.

V. ATTACHMENTS

CSSF Procurement Policy

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