



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
THURSDAY, OCTOBER 19, 2023  
9:30 A.M.**

DoubleTree by Hilton  
Miami Airport  
Hotel Section, Salon E & F  
711 NW 72<sup>nd</sup> Ave, Miami, FL 33126

The public may choose to view the session online via Zoom. Registration is required:

[https://us02web.zoom.us/webinar/register/WN\\_wjgmIoTtSEu4r3ERRDichg](https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg)

**AGENDA**

1. Call to Order and Introductions
2. Public Comment
3. Chairman's Report
4. Executive Director's Report
5. Community Presentations
  - A. Miami Dade County Summer Youth Internship Program Update
6. Consent Agenda Items
  - A. Recommendation as to Approval of August 2023 Board Minutes
  - B. Recommendation as to Approval to Accept Workforce System Funding
  - C. Recommendation as to Approval to Allocate Funds for the 2024 Summer Youth Internship Program
7. Finance & Efficiency Council Update
  - A. Financial Report – August 2023
8. Global Talent and Competitiveness Council Update
9. Performance Council Update
  - A. WIOA Performance Update



10. Action Items

- A. Recommendation as to Approval of the Florida Department of Commerce 2023-2024 Internal Control Questionnaire and Assessment
- B. Recommendation as to Approval to Add Occupations to the WDA 23 Targeted Occupations List
- C. Recommendation as to Approval to Allocate Funds to His House Children's Home

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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 Attendance Roster

PY 2022 - 2024

Quorum Standard: 14

#	Member First Name	Member Last Name	08/18/2022	10/20/2022	12/15/2022	02/16/2023	04/20/2023	06/15/2023	08/17/2023	Total Absences	Total Present
1	Bernardo	Adrover	A	A	A	A	A	P	A	6	1
2	Bruce	Brecheisen	A	P	P	P	P	P	P	1	6
3	Jeff	Bridges	P	A	P	P	P	A	P	2	5
4	Clarence	Brown	A	P	P	P	A	P	E	2	4
5	Dequasia	Canales	P	A	P	P	A	P	P	2	5
6	Joe	Chi	P	A	P	E	A	P	P	2	4
7	Lovey	Clayton	P	P	P	P	P	A	A	2	5
8	Michelle	Lincoln (Formerly known as Coldiron)	P	A	P	A	A	A	A	5	2
9	Roberto	Datorre	P	P	P	A	P	P	A	2	5
10	Juan-Carlos	del Valle	P	P	P	A	P	P	E	1	5
11	Bill	Diggs	A	A	A	A	A	A	A	7	0
12	Gilda	Ferradaz	A	P	P	P	P	P	P	1	6
13	Maria	Garza*	A	A	A					3	0
14	Edward "Eddie"	Garza**					P	P	P	0	3
15	Luis	Gazitua	P	P	A	A	A	A	P	4	3
16	Charles	Gibson	P	P	P	P	P	A	P	1	6
17	Camela	Glean-Jones	P	P	P	P	P	P	P	0	7
18	Sonia	Grice**					P		P	0	2
19	Albert "Al"	Huston, Jr.*	A	A	A					3	0
20	Brenda	Lampon	P	P	A	P	P	P	A	2	5
21	Oscar	Loynaz		A	P	P	P	P	E	1	4
22	Rene'	Mantilla**				P	P	P	P	0	4
23	Michelle	Maxwell	A	P	A	A	A	A	A	6	1
24	Andres "Andy"	Perez	P	P	P	P	P	P	P	0	7
25	Obdulio	Piedra	A	P	P	A	P	P	P	2	5
26	Maria	Regueiro*	P	E	E					0	1
27	Denis	Rod	P	P	P	P	P	A	A	2	5
28	Andrei	Rolle**					P	P	A	1	2
29	Thomas	Roth	P	P	P	P	P	P	P	0	7
30	Kenneth	Scott	P	A	P	P	P	P	P	1	6
31	Alvin	West*	P	P	P					0	3
32	David	Whitaker***									
Total Present (P)			17	16	19	15	19	18	15		
Total Absent (A)			9	10	7	8	8	8	9		
Total Excused			0	10	7	8	8	8	9		

\* Member removed from the Board December 2023

\*\* Members approved by the Board December 2023

\*\*\* Member approved by the Board August 2023



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** SFWIB CHAIRMAN'S REPORT

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** SFWIB EXECUTIVE DIRECTOR'S REPORT

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

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

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



## South Florida Workforce Investment Board

October 19, 2023

### Executive Director's Report

#### 1. **FEDERAL – House Committee on Education and the Workforce - Subcommittee on Higher Education and Workforce Development hearing titled “Strengthening WIOA: Improving Outcomes for Jobseekers, Employers, and Taxpayers”**

On September 20, 2023, I had the distinct pleasure to testify before the U.S. Congressional House Committee on Education and Workforce – Subcommittee on Higher Education and Workforce Development. The hearing was titled “Strengthening WIOA: Improving Outcomes for Jobseekers, Employers, and Taxpayers”. The focus of the hearing was to solicit recommendations from workforce leaders on the reauthorization of the Workforce Innovation and Opportunity Act.

In addition to testifying in person, I was afforded the opportunity to submit written testimony. My written testimony recommended best and promising practices to address challenges to increase access to services in our public workforce system. The following were areas recommended to Congress:

- **Reduction of Eligibility Barriers** – In reauthorizing WIOA, Congress should authorize the Secretary of Labor to utilize Opportunity Zones to further determine WIOA eligibility. Opportunity Zones are areas that have been designated “economically underserved” based on past census data. Some opportunity zones are low-income neighborhoods in cities. Others are rural areas that are geographically far away from larger concentrations of jobs and resources. Potential WIOA participants living in an Opportunity Zone should automatically qualify for WIOA services. The new eligibility standard would allow local workforce development boards to expand services to under-served communities, eliminate eligibility barriers to job seekers and reduce administrative paper work.
- **Individual Training Account / Training Goals** – In an effort to increase participants obtaining training services, Congress may establish an Individual Training Account / Training Goals for WIOA funding. Based on the economic conditions of a Local Workforce Development Areas, States could implement Individual Training Account / Training goal for a Local Workforce Development Areas. The Individual Training Account / Training Goals will establish a percentage of the WIOA funding targeted for training services. The definition of allowable Individual Training Account / Training should be inclusive of classroom training, On-the-Job Training, Apprenticeships, Customize Training, Incumbent Worker Training and Program Cost supporting Individual Training Account / Training participants (i.e., case management, support services, facility cost, etc.).
- **Promotion of Support Service** – WIOA supportive services are services that are necessary to enable an individual to participate in activities authorized under WIOA section 134(c)(2) and (3). To address the financial barriers to economic mobility, the expansion of WIOA support services could address issues regarding the benefits cliff. The service may include, but should not be limited to the following services:
  - Assistance with transportation
  - Assistance with child care and dependent care
  - Housing and needs-related payments

## **2. STATE – REACH Act Letter Grades**

Florida's 2021 Reimagining Education and Career Help (REACH) Act is a comprehensive blueprint for enhancing access, alignment and accountability across the state's workforce development system, which spans Florida's workforce, education and public assistance programs. The law charges CareerSource Florida to assign letter grades to all local workforce development boards and publicly release them annually.

Letter grades are assigned to local workforce development boards annually by October 15, following the close of the program year. The Letter Grades measures:

- Participants with Increased Earnings
- Reduction in Public Assistance
- Employment and Training Outcomes
- Participants in Work-Related Training
- Continued Repeat Business
- Year-Over-Year Business Penetration
- Completion-to-Funding Ratio
- Extra Credit: Serving Individuals on Public Assistance

Below are the letter grades by local workforce development board for program year 2022-2023.

Local Workforce Development Board	Annual Score (%)	Letter Grade
<a href="#">01 - CareerSource Escarosa</a>	94.76	A
<a href="#">02 - CareerSource Okaloosa Walton</a>	89.18	B+
<a href="#">03 - CareerSource Chipola</a>	98.51	A+
<a href="#">04 - CareerSource Gulf Coast</a>	93.14	A
<a href="#">05 - CareerSource Capital Region</a>	89.51	B+
<a href="#">06 - CareerSource North Florida</a>	91.76	A-
<a href="#">07 - CareerSource Florida Crown</a>	85.5	B
<a href="#">08 - CareerSource Northeast Florida</a>	103.36	A+
<a href="#">09 - CareerSource North Central Florida</a>	85.98	B
<a href="#">10 - CareerSource Citrus Levy Marion</a>	93.92	A
<a href="#">11 - CareerSource Flagler Volusia</a>	102.41	A+
<a href="#">12 - CareerSource Central Florida</a>	99.97	A+
<a href="#">13 - CareerSource Brevard</a>	88.5	B+
<a href="#">14 - CareerSource Pinellas</a>	96.73	A
<a href="#">15 - CareerSource Tampa Bay</a>	95.91	A
<a href="#">16 - CareerSource Pasco Hernando</a>	92.66	A-
<a href="#">17 - CareerSource Polk</a>	95.4	A
<a href="#">18 - CareerSource Suncoast</a>	92.5	A-
<a href="#">19 - CareerSource Heartland</a>	99.56	A+
<a href="#">20 - CareerSource Research Coast</a>	90.58	A-
<a href="#">21 - CareerSource Palm Beach County</a>	95.16	A
<a href="#">22 - CareerSource Broward</a>	96.85	A
<a href="#">23 - CareerSource South Florida</a>	<b>97.02</b>	<b>A+</b>
<a href="#">24 - CareerSource Southwest Florida</a>	98.61	A+



### **3. LOCAL – CSSF Automated Monitoring Tool (AMT)**

The CareerSource South Florida Automated Monitoring Tool (AMT) was developed to meet the SFWIB Strategic Goal of Strengthen the One-Stop Delivery System. The tool is based on the Department of Economic Opportunity’s (DEO) programmatic monitoring tool for each workforce program. Federal law requires the state to monitor all workforce programs receiving federal funds. The purpose of the monitoring review is to periodically assess and evaluate whether the Local Workforce Development Board (LWDB) is complying with federal and state laws, regulations, and DEO administrative policies and guidance in administering statewide workforce programs. DEO All monitoring is conducted in accordance with 2 CFR §§ 200.331 - 200.333, Subrecipient Monitoring and Management.

The monitoring tool allows the user to see a snapshot of each program’s caseload and corresponding error rates. Furthermore, the tool allows the user to review existing errors in specific cases and correct them, thus lowering the error rate. Finally, the tool provides a variety of reports to assist the users in determining trends and evaluating performance.

CareerSource South Florida (CSSF) implemented a multi-level quality assurance process in accordance with DEO Policy Number 121 utilizing the AMT. The process will be implemented as follows:

- CareerSource South Florida American Job Centers (AJC's) and WIOA Youth Service Providers will receive regular email communications from CSSF directing them to the AMT. Emails will instruct the designated AJC and Youth staff to review cases in each program displaying errors and make corrections.
- Service Providers will report their corrections to CSSF on a monthly basis. This will replace the current monthly Quality Assurance supervisory reviews required by the executed contract(s).
- Information obtained from the AMT shall be used by the service providers to train staff and measure their performance. It will also be utilized to study trends and engage in continuous quality improvement across all programs.
- OCI will utilize the AMT to conduct quality assurance reviews of each program and each service provider. Cases will be sampled, thoroughly reviewed, and findings communicated via an exit conference, monitoring report, and request for Plan of Corrective Actions (POCA). The POCA will be reviewed and accepted or rejected. Service providers that fail to produce an acceptable POCA or demonstrate a pattern of unacceptable error rates may be placed on a Performance Improvement Plan (PIP).



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** COMMUNITY PRESENTATION - MIAMI DADE COUNTY PUBLIC SCHOOLS SUMMER YOUTH INTERNSHIP PROGRAM

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

**STRATEGIC PROJECT:** **Develop an Enhance Menu of Youth Service**

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 5A

**AGENDA ITEM SUBJECT:** SUMMER YOUTH INTERNSHIP PROGRAM UPDATE

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

**RECOMMENDATION:** N/A

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

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

### **BACKGROUND:**

In its eighth year of operation, the Summer Youth Internship Program (SYIP) continues to serve our community by providing employment opportunities for youth throughout Miami Dade County. The partnership that makes the SYIP possible includes Children's Trust, Miami-Dade County, Miami-Dade County Public Schools, the South Florida Workforce Investment Board d/b/a CareerSource South Florida (SFWIB), EdFed - The Educational Federal Credit Union, Kenneth C. Griffin Charitable Foundation, and the Foundation for New Education Initiatives. To date, this county-wide initiative has provided employment activities and services to 3,060 of South Florida's future workforce. The SYIP is designed to provide employment in entry-level positions with local businesses, the private sector, and community-based organizations.

As part of the initiative, the SFWIB invested \$1.5 million in Temporary Assistance for Needy Families funds to serve up to 900 of the youth. As part of its continued commitment to the initiative, the SFWIB invested an additional \$500,000 in Temporary Assistance for Needy Families funds to serve up to 300 Charter School youth. The funds provided employment opportunities for youth with barriers to employment, particularly those whose families' receive cash assistance and free or reduced lunch.


The SYIP participants, ages 15-18, were also provided with 30 hours of work per week with a total wage subsidy of \$1,500.00 over a period of five weeks. In addition, participants earned high school course credits and were given an opportunity to earn college credits. The wage subsidy consisted of the two payments of \$750.00 each during the specified period.

The SFWIB served approximately 1,009 participating youth; which is 190 more SYIP participants than served in the previous program year. Of the 1,009 youth served, all of the SYIP participants received free or reduced lunch.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

The logo for the Summer Youth Apprenticeship Program (SYAP) features the letters 'SYAP' in a stylized, colorful font. The 'S' is blue, the 'Y' is blue with a light blue triangle above it, the 'A' is red, and the 'P' is green.

# SUMMER YOUTH INTERNSHIP PROGRAM

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## 2023 Accomplishments



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# SYIP 2023 Impact

## NUMBERS AT A GLANCE



**4,657** youth applied for the Summer Youth Internship Program



**3,060** youth were placed with **705** participating companies



**937** or **31%** of youth placed in Internships were ESE students



**99%** completed the program working a total of **481,580** hours



**473** youth earned dual enrollment credit from Miami-Dade College and FIU

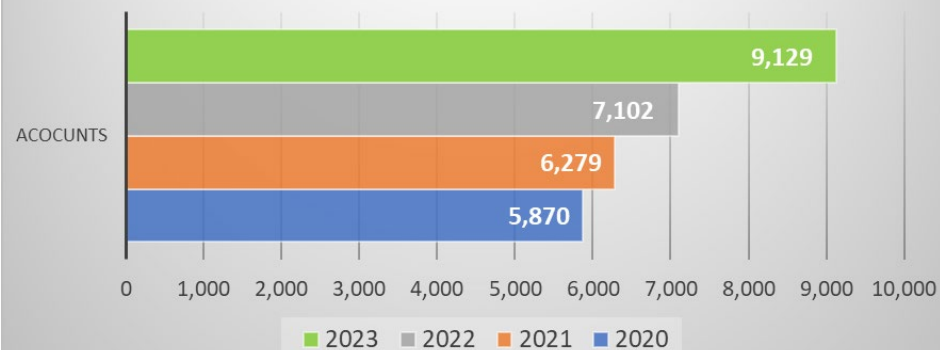


**73%** of youth enrolled qualified for free/reduced price lunch

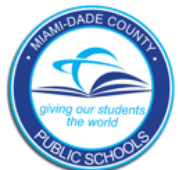
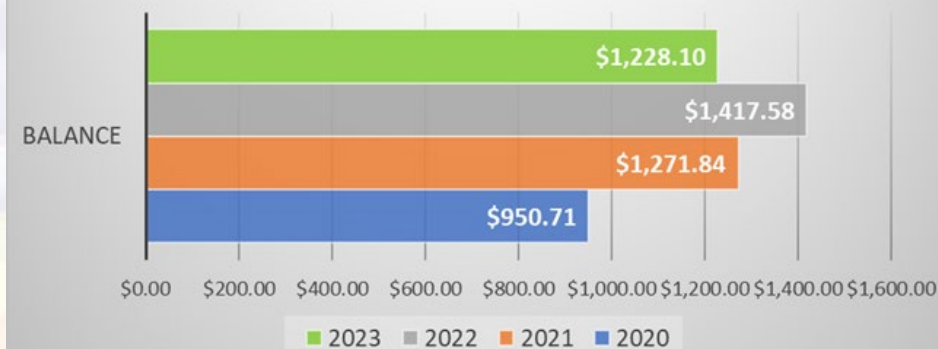
# SYIP EdFed



## Total Number of SYIP Accounts



## Average SYIP Account Balance



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# SYIP Demographics



Student Demographics										
Gender	SYIP Totals	Career Source		Age	SYIP Totals	Career Source		Grade	SYIP Totals	Career Source
Female	1835	671		15	211	102		9	441	133
Male	1225	339		16	819	307		10	1074	330
Total	3060	1010		17	1318	497		11	1528	545
				18	577	95		12	17	2
Ethnicity	SYIP Totals	Career Source		19	58	3		Total	3060	1010
Hispanic	1903	625		20	32	1				
Other	1157	385		21	27	3				
Total	3060	1010		22	18	2				
				Total	3060	1010				



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# SYIP Demographics



**SYIP Student Demographics (continued)**

Race	SYIP Totals	Career Source	Report	SYIP Totals	Career Source
Caucasian	1596	504	Homeless	36	11
Black/African American	1030	373	Foster Care	26	5
American Indian	11	5	ELL	166	58
Asian	61	12	Truancy	0	0
Other	362	116	ESE	937	238
Total	3060	1010	Juvenile Justice	6	2
			Free/Reduced Lunch	2218	1010



# SYIP ESE Breakdown

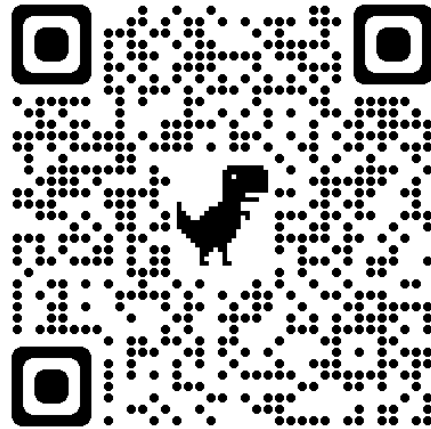
**ESE Breakdown by Exceptionalities**

Exceptionalities	SYIP Total s	Career Source	Exceptionalities	SYIP Total s	Career Source
Orthopedic Impairment	2	0	Specific Learning Disability	248	59
Speech Impairment	13	3	Autism Spectrum Disorder	170	38
Language Impairment	7	1	Other Health Impairment	65	10
Deaf-or-Hard-of-Hearing	7	3	Intellectual Disorder	74	4
Emotional or Behavioral Disability	20	6	Gifted	331	114
			<b>Total</b>	<b>937</b>	<b>238</b>



# Contact Information

Dr. Lupe Ferran Diaz, Executive Director  
*Department of Career and Technical Education*  
*lupediaz@dadeschools.net*





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** CONSENT AGENDA ITEMS

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

**STRATEGIC PROJECT:** **Leverage Resources to Enhance Grant Revenue**

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/17/2023

**AGENDA ITEM:** 6A

**AGENDA TOPIC:** MEETING MINUTES

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### **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES**

**DATE/TIME:** August 17, 2023, 9:30am

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

**Zoom:** [https://us02web.zoom.us/webinar/register/WN\\_wjgmIoTtSEu4r3ERRDichg](https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg)

1. **CALL TO ORDER:** Chairman Gibson called to order the regular meeting of the South Florida Workforce Investment Board at 9:36AM on August 17, 2023.

**ROLL CALL:** 29 members; 14 required; 15 present: Quorum Established

<b>SFWIB Members Present</b> <ol style="list-style-type: none"><li>1. Brecheisen, Bruce</li><li>2. Bridges, Jeff</li><li>3. Canales, Dequasia (Zoom)</li><li>4. Chi, Joe</li><li>5. Datorre, Roberto</li><li>6. Ferradaz, Gilda</li><li>7. Garza, Eddie (Zoom)</li><li>8. Gibson, Charles, Chair</li><li>9. Glean-Jones, Camela (Zoom)</li><li>10. Grice, Sonia</li><li>11. Mantilla, Rene'</li><li>12. Perez, Andy (Zoom)</li><li>13. Piedra, Obdulio</li><li>14. Roth, Tom</li><li>15. Scott, Kenneth (Zoom)</li></ol>	<b>SFWIB Members Absent</b> <ol style="list-style-type: none"><li>18. Androver, Bernado</li><li>19. Brown, Clarence</li><li>20. Clayton, Lovey</li><li>21. del Valle, Juan-Carlos, Vice Chair</li><li>22. Diggs, Bill</li><li>23. Gazitua, Luis</li><li>24. Lampon, Brenda</li><li>25. Lincoln, Michelle</li><li>26. Maxwell, Michelle</li><li>27. Rod, Denis</li></ol> <b>SFWIB Members Excused</b> <ol style="list-style-type: none"><li>28. Loynaz, Oscar, MD</li><li>29. Rolle, Andrei</li></ol>	<b>SFWIB Staff</b> <ol style="list-style-type: none"><li>1. Beasley, Rick</li><li>2. Bennett, Renee</li><li>3. Kelly, Travis</li><li>4. Morgan, Ebony</li><li>5. Perrin, Yian</li><li>6. Smith, Robert</li></ol> <b>SFWIB Administration</b> <ol style="list-style-type: none"><li>7. Almonte, Ivan</li><li>8. Cubillo, Jorge</li><li>9. McFarland, Casandra</li></ol> <b>Miami-Dade County Attorney's Office</b> <p>Gallo, Melissa, MDC Attorney's Office</p>
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Guest Attendees
1. Lopez, Vanessa, Big Brothers Big Sisters of Miami
2. Ortiz-Velazquez, United Way (Zoom)
3. Perez, Christopher, The Academy (Zoom)
4. Someillan, Ana, Adult Mankind

- |  |
|--|
| 1. Lopez, Vanessa, Big Brothers Big Sisters of Miami |
| 2. Ortiz-Velazquez, United Way (Zoom)                |
| 3. Perez, Christopher, The Academy (Zoom)            |
| 4. Someillan, Ana, Adult Mankind                     |

Agenda items are displayed in the order they are discussed.

## 2A. Approval of SFWIB Meeting Minutes – June 15, 2023

Chairman Gibson presented agenda item 2A SFWIB Meeting Minutes – June 15, 2023 for review and discussion.

No questions, comments, or changes were presented.

**Motion:** Ms. Ferradaz presented a motion to approve the South Florida Workforce Investment Board meeting minutes – June 15, 2023.

Seconded by: Mr. Piedra and **passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

## 3. Public Comments

*Public comments should be two minutes or less.*

No requests to speak were received by the Executive Office. Chairman Gibson opened the floor for comments from the public. None were presented. Item closed.

## 5. Executive Directors Report

Mr. Beasley delivered the Executive Director's Report, which covered the following federal, state, and local issues in brief:

- Federal Appropriation
- State - Child Care Stabilization Grants
- Local Miami-Dade County Job Fairs

## 6. SFWIB Executive Committee

Vice-Chairman del Valle reviewed the Executive Committee Summary, which provided an overview of items discussed during Executive Committee meetings held on Thursday, July 13 and August 3, 2023.



#### **6A. Information – Florida Workforce System Transformation Plan Overview**

Staff provided details regarding the Florida Workforce System Transformation Plan, which streamlines and modernizes the state's workforce system for better alignment and accountability.

The Reimagining Education and Career Help (REACH) Act, plan focuses on three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. Feedback during an Alignment Evaluation phase in 2022 - 2023 resulted in the CareerSource Florida Board approving two additional transformation strategies – System-wide Improvements and Regional Planning.

Implementation of the plan is currently underway increasing collaboration among economic, educational, and governmental agencies; enhance services, a more effective use of resources, and strengthening the state and local economies.

#### **6B. Information – Alignment & Consolidation Allocation for Region 23**

In May 2023, the Governor confirmed the recommendation provided by the CareerSource Florida Board of Directors to realign and consolidate 10 local workforce development areas as outlined in the Florida Workforce System Transformation Plan.

As a result, significant local actions will have been taken to ensure Florida is transitioning from 24 to 21 local workforce development areas and boards by June 30, 2024.

#### **6C. Approval – CareerSource Florida Recommended 2023-24 In-State Allocations**

In an effort to improve efficiencies and meeting flow, SFWIB staff are seeking to streamline the current agenda format to a speedier, Consent format.

The consent format will group routine meeting discussion points, such as funding allocations and accepting new funding, into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

**Motion:** Ms. Ferrez presented a motion to approve.

Seconded by: Mr. Garza and **passed without dissent.**

When grouping multiple items, a procedure will be in place to facilitate further discussion or remove an item from consideration. Additionally, Mr. Beasley advised us that the consent agenda methodology is identical to that of Miami-Dade County.



No additional questions or comments were presented from the members. Item closed.

#### **6D. Approval – External Independent Audit Firm**

Staff released a Request for Qualifications (RFQ) for External Independent Audit Services to the public on February 3, 2023. A Technical Public Review Forum was held on June 15, 2023; and Public Review Interview Forum was held on June 22, 2023, where respondents' technical and interview scores were disclosed.

The highest scoring respondent was BCA Watson Rice LLP and was voted unanimously by the Council as the winning respondent to provide the solicited audit services. The council is recommending the board authorize staff to negotiate a contract with BCA Watson Rice, LLP.

**Motion:** Mr. Roth presented a motion to approve.

Seconded by: Mr. Mantilla and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

#### **6E. Approval – New Board Members**

WIOA requires local boards to fill each vacancy as required by law and policies in a timely manner. During this morning's meeting, staff provided an overview of the recommended candidates for the education and business membership categories. The council is requesting the board approve the candidate, David Whitaker, CEO, Greater Miami Convention and Visitors Bureau, to recommend to Mayor Daniella Levin-Cava for appointment.

**Motion:** Mr. Piedra presented a motion to approve.

Seconded by: Mr. Roth and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

#### **6F. Approval – Allocate Funds to Reimburse the Florida Department of Commerce (formerly DEO)**

For the period of November 16, 2020 to September 1, 2021, the Department of Labor performed a desk review that uncovered six compliance issues and questioned expenditures totaling \$14,826,812. On February 22, 2023, the Florida Department of Commerce issued a response to the aforementioned report. The responses provided by Florida Commerce were adequate in resolving five out of the six findings.





The single unresolved finding indicates that CSSF was unable to provide supporting documentation for employed worker participants' eligibility for programs and services. In the absence of corroborating documentation, USDOL is declining to reimburse the \$116,615 training expense.

Staff is requesting authorization to reimburse the Florida Department of Commerce for the identified disallowed cost using unrestricted (non-federal) funds. Processes have been implemented to reduce the likelihood reoccurrence.

**Motion:** Mr. Piedra presented a motion to approve.  
Seconded by: Ms. Ferradaz and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

#### **6G. Approval - Amended and Restated SFWIB Bylaws**

Staff updated the existing SFWIB Bylaws to ensure compliance and alignment with the Workforce Innovation and Opportunity Act and state policy. Mr. Beasley advised the Board that prior to Mayor Cava's approval, the bylaws would undergo a review process by the Miami-Dade County Attorney's Office. Any proposed modifications may be incorporated into the final iteration of the document.

**Restated motion:** Mr. Piedra moves to approve the revised version of the SFWIB Bylaws, which have highlighted modifications and were presented to the Executive Committee and the full board.  
Seconded by: Ms. Ferradaz and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

#### **7. SFWIB Finance and Efficiency Council (FEC)**

The **SFWIB Finance and Efficiency Council (FEC)** Chairman Roth reviewed the FEC Summary, which provided an overview of items discussed during the August 17, 2023 meeting.

#### **7A. Information - Finance Reports**

**June 2023 Financial Report:** Ms. Bennett advised that the financial statements attached to this report reflect the soft closing for the period ending June 30, 2023. The overall expenditures are in line with our expectations, as predicted by the annual trends.  
No additional questions or comments were presented from the members. Item closed.



## **7B. Approval – Accept Workforce System Funding**

SFWIB staff received several Notices of Fund Availability (NFA) from the Florida Department of Commerce of the State of Florida, totaling of \$338,458.41.

The NFAs are for various workforce programs for Workforce Development Area 23 to operate employment and training services.

**Motion:** Mr. Piedra presented a motion to approve.

Seconded by: Ms. Canales and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

## **8. SFWIB Global Talent and Competitiveness Council (GTCC)**

The **Global Talent and Competitiveness Council (GTCC)** Chair, Ms. Ferradaz, reviewed the GTCC Summary, which provided an overview of items discussed during the August 17, 2023 meeting.

### **8A. Informational – Early Learning Coalition Early Childhood Apprenticeship Program Update**

Mr. Beasley delivered a concise update regarding the program's progression, which the Board approved on June 30, 2022. Moreover, he disclosed that the wages for the participants has been increased from \$15.28 to \$15.81 and reduced the number of active participants. The Board will absorb and funds that are not utilized; however, CSSF staff is still recruiting for the program.

Chairwoman Ferradaz advised that the Global Talent and Competitiveness Council did not have quorum. Items passed via consensus of members present and are recommended to the Board for approval.

### **8C. Approval – Supportive Services Matrix**

SFWIB currently provides supportive services to participants such as transportation, housing, ancillary expenses, and childcare to aide them in reaching economic self-sufficiency. Due to the increasing costs associated with the cost of living, SFWIB staff is proposing to increase the current limits of support services and incentives as detailed in the Support Services Matrix.

**Motion:** Mr. Roth presented a motion to approve.

Seconded by: Mr. Mantilla and **passed without dissent.**



No additional questions or comments were presented from the members. Item closed.

#### **8D. Approval – Self-Sufficiency Policy**

Staff created a policy to provide guidance and establish the economic self-sufficiency standard for Miami-Dade and Monroe Counties under WIOA. This standard will be used when determining eligibility to provide WIOA Individualized Career and Training Services to unemployed and employed individuals.

An individual must show that they could not obtain or retain employment that leads to economic self-sufficiency.

**Motion:** Mr. Scott presented a motion to approve.

Seconded by: Mr. Piedra and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

#### **8E. Approval – Self-Attestation Policy**

Mr. Beasley elaborated that self-attestation could be utilized as a means of advancing the case in any circumstance where it becomes challenging for a constituent to provide documentation. This carries significance in situations whereby former educational institutions have ceased operations or other vital documentation may be no longer accessible.

**Motion:** Mr. Piedra presented a motion to approve.

Seconded by: Mr. Brecheisen and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

#### **8F. Approval – Amerant Bank Personal Banking Representative Apprenticeship Program**

Miami-Dade College's registered apprenticeship program for the Personal Banking Representative is designed to provide participants with valuable banking experience in tasks such as filing and maintaining customer records, reconciling teller drawers, and handling bank transfers.



Participants will participate in the on-the-job training component with Amerant Bank and Miami Dade College will conduct the related technical instruction for the program. The MDC Works staff will assist with recruitment efforts.

**Motion:** Mr. Piedra presented a motion to approve.

Seconded by: Mr. Brecheisen and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

### **8G. Approval – Apprentice Navigators**

SFWIB staff recommends funding two apprenticeship navigators to help promote the value of the programs to businesses, education providers, and associations in the local workforce area. Apprenticeship navigators convene businesses, related training instruction providers, and potential sponsors in order to recruit and establish new apprenticeship and pre-apprenticeship programs.

**Motion:** Mr. Mantilla presented a motion to approve.

Seconded by: Mr. Piedra and **passed without dissent.**

No additional questions or comments were presented from the members. Item closed.

### **9. SFWIB Performance Council**

The **Performance Council** Chair, Ms. Canales, reviewed the Performance Council Summary, which provided an overview of items discussed during the August 17, 2023 meeting.

#### **9A. Information – REACH Act Performance Update**

Florida's Reimagining Education and Career Help (REACH) Act of 2021 outlines the criteria for assigning a letter grade to each local workforce development board (LWDB).

The Board received a 94.80 rating for Quarter 3, which equates to an assigned letter grade of "A". The assigned letter grade "A" ranks the Board 7th in the state amongst the 24 local boards.

Staff will continue to implement new strategies and local monitoring tools to increase the letter grade for Quarter 4 and future quarters to come.

No questions or comments were presented from the members. Item closed.



## **9B. Information – WIOA Performance Update**

Staff received the latest update regarding the Indicators of Performance for the PY 2022-2023 3rd Quarter performance. Currently, the board is meeting or exceeding 16 of the 18 measures, which is an increase from the 2nd Quarter performance in which board met only 13 of the 18 measures.

In an effort to ensure the required performance goals for Q4 are met for PY 2022-2023, SFWIB staff has placed an emphasis on the WIOA Dislocated Worker, Employed 2nd Quarter After Exit and Employed 4th Quarter After Exit measures.

The increase from Q2 to Q3 is attributed to the implementation of the WIOA performance strategies set by SFWIB staff. SFWIB staff is currently working to meet or exceed all 18 of the Q4 measures for PY 2022-2023.

No questions or comments were presented from the members. Item closed.

## **9C. Information – One Stop Operator RFP Update**

On June 5, 2023, staff issued an RFP for a One Stop Operator. Because of the RFP's lack of success, staff issued a revised RFP on July 27, 2023. In the event of success, staff will propose a new One Stop Operator; in the event of failure, we have initiated the process of renewing the existing temporary authorization to serve as the One Stop Operator.

No questions or comments were presented from the members. Item closed.

## **9D. Information – The Mayor's Career & Job Fair Series Update**

Staff provided an update on the Mayor's Career & Job Fair Series that began in February 2022 with over 26 of the county departments participating. Each county department conducts same-day on-site interviews and background screenings of candidates.

To date, the job fair series has attracted over 6,970 job seekers and resulted in 956 subsequent job offers.

In addition to the monthly events for all of the departments, two specialized recruitment events are held for the Regulatory & Economic Resource (RER) and Miami-Dade Police Departments (M-DPD).



- The RER event took place in March 2023 at their location in Tamiami, where a total of 70 candidates attended, 24 of whom received contingent job offers.
- The M-DPD event took place at the Samuel K. Johnson Youth Center in April 2023, where a total of 229 candidates attended, 37 of whom received conditional job offers.

The next event in the series will be held on Wednesday, August 23, 2023 at the Dennis C. Moss Cultural Arts Center.

No questions or comments were presented from the members. Item closed.

#### **9E. Information– Adult Balance Scorecard Report**

Staff provided an update on the Workforce Services Balance Scorecard which measures the performance of the service providers. The current report is from July 1, 2022 through June 30, 2023, which indicates only one of the ten AJC/CareerSource center locations are meeting the required 65 percent performance standard.

The Job Placements Year-to-Date summary report for the same period shows the Board has a total of 5,576 job placements, which is 43.6 percent of the minimum standard and 37.1 percent of the maximum standard.

None of the AJC's met the minimum or maximum YTD Job Placements standard for program year 2022-23.

Staff has revised several local tools to help improve service delivery and ensure alignment with the WIOA local negotiated Adult, Dislocated Worker and Wagner-Peyser programs primary performance indicators for PY 2023-24.

The service providers will continue implementing their corrective action plans to increase and achieve the performance standards for PY 2023-24. Staff will continue to monitor and track the effectiveness of the corrective actions and program performance.

No questions or comments were presented from the members. Item closed.

#### **9F. Information – Youth Balanced Score Card Update**

Staff provided an update on the Youth Balance Scorecard. The Scorecard measures the performance of contracted Youth Service providers from July 1, 2022 thru June 30, 2023.





The In-School Youth program exceeded its enrollment and measurable skills gains standards. The program recorded 193 credential attainments for PY 2022-23. Although the ISY program did not meet the WDA 23 Youth Education and Employment Rate for the 2nd and 4th Quarter After Exit outcome, the program exceeded the state required outcomes as documented by the Florida Department of Commerce (Florida Commerce) indicators of performance.

The Out-of-School Youth (OSY) Program enrollment performance was impacted by the local labor environment that showed fewer participants enrolling in training and an unemployment rate that was lower than the national average. However, the OSY program was still able to achieve 338 new obtained employments and 87 new training enrollments, while also exceeding the state required outcomes as documented by the Florida Commerce indicators of performance.

Youth service providers will continue to implement their corrective action plans to increase performance numbers; and staff will continue to monitor the progress of the corrective actions and track any increase in program performance.

No questions or comments were presented from the members. Item closed.

#### **9G. Information – Consumer Report Card Update**

Staff provided an update on the Consumer Report Card, which monitors the performance of approved Training Vendors.

The performance program year 2022-2023, dated July 1, 2022 through June 30, 2023, indicates the following:

- \$3,278,608.96 of wages was generated into the regional economy.
- For every dollar spent on training, the board obtained a return of \$3.34.
- Seventy-eight percent of the training participants completed classroom training.
- Of those completing training, 70 percent have obtained employment with an average wage of \$23.81.
- Eighty-eight percent of the participants were placed in a training-related occupation.
- The net economic benefit per placement is \$38,123.36.

No questions or comments were presented from the members. Item closed.



### **5B. Take Stock in Children Presentation**

Mr. Beasley welcomed Ms. Vanessa Lopez, the Director of Continuing Education for Big Brothers Big Sisters of Miami, who was scheduled to provide an update on the Take Stock in Children Program.

Being as there were no further questions or concerns, the SFWIB Meeting adjourned at 11:42am.

DRAFT





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 6B

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF ADDITIONAL WORKFORCE SYSTEM FUNDING

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

**RECOMMENDATION:** The Finance and Efficiency Council recommends to the Board the approval to accept an additional \$978,617.67 in Workforce System Funding, as set forth below.

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

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

### **BACKGROUND:**

The South Florida Workforce Investment Board received several Notices of Fund Availability (NFA) from the Florida Department of Commerce (formerly Department of Economic Opportunity).

A detailed list of all of the funding notices provided to Workforce Development Area 23 to operate various employment and training services programs is attached for the review of the Council.

**FUNDING:** Workforce System Funding

**PERFORMANCE:** N/A

*ATTACHMENT*

Date Received	NFA #	Funding / Program	Initial Award	Award Increase	Total Award Amount	Award Purpose
08/07/23	042352	Disabled Veterans	\$ 45,228.41	\$ 5,204.00	\$ 50,432.41	To hire FL DOC DVOP Staff to serve disabled veterans and veterans with significant barriers to employment.
08/07/23	042221	Local Veterans	\$ 17,838.00	\$ 5,204.00	\$ 23,042.00	To hire FL DOC LVER staff to serve veterans and conduct outreach to employers to increase employment opportunities for veterans.
08/15/23	042897	Military Family Employment	\$ -	\$ 76,552.00	\$ 76,552.00	To hire FL DOC Staff to serve spouses and dependents of active duty military.
08/15/23	042920	Wagner Peyser Apprenticeship Navigator	\$ -	\$ 62,500.00	\$ 62,500.00	To hire two new Apprenticeship Navigator Service Manager positions.
08/23/23	041922	TANF	\$ 3,192,674.37	\$ 324,626.25	\$ 3,517,300.62	To serve more SYIP participants.
09/11/23	043041	Wagner Peyser - Hope Florida	\$ -	\$ 89,687.84	\$ 89,687.84	Navigator staffing and related expenses.
09/11/23	043065	WIOA - Hope Florida	\$ -	\$ 128,125.58	\$ 128,125.58	Navigator staffing and related expenses.
09/11/23	042352	Disabled Veterans	\$ 50,432.41	\$ 3,851.00	\$ 54,283.41	To hire FL DOC DVOP Staff to serve disabled veterans and veterans with significant barriers to employment.
09/19/23	043090	RESEA	\$ -	\$ 282,867.00	\$ 282,867.00	Reemployment Assistance.
<b>TOTAL</b>			<b>\$ 3,306,173.19</b>	<b>\$ 978,617.67</b>	<b>\$ 4,284,790.86</b>	



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 6C

**AGENDA ITEM SUBJECT:** SUMMER YOUTH INTERNSHIP PROGRAM

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

**RECOMMENDATION:** The Global Talent and Competitive Council recommends to the Board the approval to allocate an amount not to exceed \$2,500,000 in Temporary Assistance for Needy Families funds to Miami Dade County Public Schools for the 2024 Summer Youth Internship Program, as set forth below.

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

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

### **BACKGROUND:**

The Summer Youth Internship Program (SYIP) initiative is a partnership that includes Miami-Dade County, The Children's Trust, the Educational Federal (EdFed) Credit Union, the Kenneth C. Griffin Charitable Foundation, the Foundation for New Education Initiatives, Miami-Dade County Public Schools (The School Board), and the South Florida Workforce Investment Board (SFWIB). Launched in 2016, the SYIP initiative provides employment opportunities to South Florida's future workforce, while decreasing crime within Miami-Dade County.

As part of the partnership, the SFWIB and The Children's Trust will each provide \$2,500,000 toward the 2024 Summer Youth Internship Program for an overall total of \$5,000,000. SFWIB staff is recommending to the Council to recommend to the Board to invest Temporary Assistance for Needy Families funds to cover summer youth employment activities and services for youth with barriers to employment, particularly those youth whose families are receiving cash and or free/reduced lunch. The SYIP will provide participants ages 15-18 with 30 hours of work per week and a stipend of \$1,500 over a five week period. In addition to receiving a stipend for summer work experience, participants can earn high school course credits and college credits through dual enrollment.

Participating youth will earn stipends that will consist of two subsequent payments of \$750.00. The funds will be distributed via direct deposit through collaboration with the EdFed Credit Union and the Foundation for New Education Initiatives, Inc.

The SFWIB staff has established 2024 SYIP enrollment goals to serve 1,250 youth interns, 15 percent of whom will be youth with disabilities. Recruitment for the program will begin in April 2024 and the program will end in August 2024.

Below are some of the most notable program results from the 2023 SYIP:

- Of the 4,657 youth who were recruited and applied to the internship program, 3,060 were enrolled (which is the highest number in the program's history).
- Of the 3,060 enrolled, 99 percent successfully completed the program.
- The program intentionally recruited participants from high risk populations. Of those that enrolled in the program, 73 percent (2,234) qualified for free/reduced price lunch and 31 percent (937) were exceptional youth.

As shown in the results, the SYIP speaks to the importance of early work experience that extends well beyond the weeks of summer employment. These work experiences are linked to positive short- and long-term outcomes for teens, such as increased school-year attendance, higher graduation rates, decreased incidences of youth-involved violence, improved future employment prospects, and increased earnings later in life.

In the following procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement as it recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Miami-Dade County Public Schools, an allocation not to exceed \$2,500,000 in Temporary Assistance for Needy Families funds for the Summer Youth Internship Program.

**FUNDING:** Temporary Assistance for Needy Families

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** FINANCE & EFFICIENCY COUNCIL UPDATE

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

**STRATEGIC PROJECT:** **Leverage Resources to Enhance Grant Revenue**

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 7A

**AGENDA ITEM SUBJECT:** FINANCIAL REPORT

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

**RECOMMENDATION:** N/A

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

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

### **BACKGROUND:**

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently. Accordingly, the attached un-audited financial report for the month of August 2023 is being presented for review by the Board members.

The initial two months of the new fiscal year appears to be following the historical trend for the period. The projected expenditure rate for two months is 17 percent. The actual expenditure rate is 8.9 percent. The attached August Financial Report provides a detailed outline of revenue and expenditures.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# FINANCIAL REPORT

FOR THE PERIOD OF:

JULY 1, 2023 THRU AUGUST 31, 2023  
(UNAUDITED)

**Accompanying Notes to the Financial Report (unaudited)**  
**For the Period of July 1, 2023 through August 31, 2023**

The initial two months of the new fiscal year appears to be following the historical trend for the period. The projected expenditure rate for two months is 17 percent. The actual expenditure rate is 8.9 percent.

**Budget Variance Explanations**

- The expenditure rate for Headquarters costs is 13.1 percent. The actual expenditure rate is 3.9 percent lower than the projected expenditure rate.
- The expenditure rate for Adult Services costs is 11.1 percent. The actual expenditure rate is 5.9 percent lower than the projected expenditure rate.
- The expenditure rate for Youth Services costs is 8.6 percent. The actual expenditure rate is 8.4 percent lower than the projected expenditure rate.
- The expenditure rate for Other Programs and Project costs is 6.6 percent. The actual expenditure rate is 10.4 percent lower than the projected expenditure rate.
- The expenditure rate for Facilities costs is 11.6 percent. The actual expenditure rate is 5.4 percent lower than the projected expenditure rate.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
AGENCY SUMMARY  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA ADULT  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 17.00%		
<b>Revenues:</b>							
WIOA	\$ 5,425,427			\$ 5,425,427		\$ 5,425,427	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 4,698,531			\$ 4,698,531	\$ 1,100,125	\$ 3,598,407	23.4%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 10,123,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,123,959</b>	<b>\$ 1,100,125</b>	<b>\$ 9,023,834</b>	<b>10.9%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 1,898,242			\$ 1,898,242	\$ 316,098	\$ 1,582,144	16.7%
Adult Services	\$ 3,085,225	\$ -	\$ (57,237)	\$ 3,027,988	\$ 432,949	\$ 2,595,039	14.3%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside				\$ -		\$ -	
Facilities Costs	\$ 890,908			\$ 890,908	\$ 159,832	\$ 731,076	17.9%
Training & Support Services	\$ 4,249,583	\$ -	\$ (99,372)	\$ 4,150,211	\$ 187,782	\$ 3,962,430	4.5%
Allocated Funds	\$ 3,520,317			\$ 3,520,317	\$ 187,782	\$ 3,332,535	5.3%
Set Asides	\$ 729,267		\$ (99,372)	\$ 629,895		\$ 629,895	0.0%
Other Programs & Projects	\$ -	\$ -	\$ 156,609	\$ 156,609	\$ 3,464	\$ 153,145	2.2%
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training			\$ 99,372	\$ 99,372		\$ 99,372	0.0%
YWCA, FMU, St. Thomas			\$ 17,508	\$ 17,508	\$ 3,464	\$ 14,044	19.8%
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MidCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Chater Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)			\$ 39,729	\$ 39,729		\$ 39,729	0.0%
<b>Total Expenditures</b>	<b>\$ 10,123,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,123,959</b>	<b>\$ 1,100,125</b>	<b>\$ 9,023,834</b>	<b>10.9%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
*see accompanying notes							

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA DISLOCATED WORKER  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 17.00%		
<b>Revenues:</b>							
WIOA	\$ 3,473,536			\$ 3,473,536		\$ 3,473,536	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 4,078,824			\$ 4,078,824	\$ 710,565	\$ 3,368,260	17.4%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 7,552,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,552,361</b>	<b>\$ 710,565</b>	<b>\$ 6,841,796</b>	<b>9.4%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,416,068</b>			<b>\$ 1,416,068</b>	<b>\$ 212,380</b>	<b>\$ 1,203,688</b>	<b>15.0%</b>
<b>Adult Services</b>	<b>\$ 2,300,741</b>	<b>\$ -</b>	<b>\$ (42,703)</b>	<b>\$ 2,258,038</b>	<b>\$ 307,399</b>	<b>\$ 1,950,639</b>	<b>13.6%</b>
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	<b>\$ 664,608</b>			<b>\$ 664,608</b>	<b>\$ 129,888</b>	<b>\$ 534,720</b>	<b>19.5%</b>
<b>Training &amp; Support Services</b>	<b>\$ 3,170,944</b>	<b>\$ -</b>	<b>\$ (74,140)</b>	<b>\$ 3,096,804</b>	<b>\$ 58,139</b>	<b>\$ 3,038,665</b>	<b>1.9%</b>
<i>Allocated Funds</i>	\$ 2,626,813			\$ 2,626,813	\$ 58,139	\$ 2,568,674	2.2%
<i>Set Asides</i>	\$ 544,131		\$ (74,140)	\$ 469,991		\$ 469,991	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 116,843</b>	<b>\$ 116,843</b>	<b>\$ 2,759</b>	<b>\$ 114,084</b>	<b>2.4%</b>
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>			\$ 74,140	\$ 74,140		\$ 74,140	<b>0.0%</b>
<i>YWCA, FMU, St. Thomas</i>			\$ 13,062	\$ 13,062	\$ 2,759	\$ 10,303	<b>21.1%</b>
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MidCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>			\$ 29,641	\$ 29,641		\$ 29,641	<b>0.0%</b>
<b>Total Expenditures</b>	<b>\$ 7,552,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,552,361</b>	<b>\$ 710,565</b>	<b>\$ 6,841,796</b>	<b>9.4%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA RAPID RESPONSE  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 17.00%		
<b>Revenues:</b>							
WIOA	\$ 742,630			\$ 742,630		\$ 742,630	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 1,285,102			\$ 1,285,102	\$ 132,627	\$ 1,152,475	10.3%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 2,027,732</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,027,732</b>	<b>\$ 132,627</b>	<b>\$ 1,895,105</b>	<b>6.5%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 380,200</b>			<b>\$ 380,200</b>	<b>\$ 36,351</b>	<b>\$ 343,848</b>	<b>9.6%</b>
<b>Adult Services</b>	<b>\$ 607,999</b>	<b>\$ -</b>	<b>\$ (11,468)</b>	<b>\$ 596,531</b>	<b>\$ 75,460</b>	<b>\$ 521,071</b>	<b>12.6%</b>
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	<b>\$ 178,440</b>			<b>\$ 178,440</b>	<b>\$ 20,070</b>	<b>\$ 158,371</b>	<b>11.2%</b>
<b>Training &amp; Support Services</b>	<b>\$ 861,093</b>	<b>\$ -</b>	<b>\$ (19,909)</b>	<b>\$ 841,184</b>	<b>\$ -</b>	<b>\$ 841,184</b>	<b>0.0%</b>
<i>Allocated Funds</i>	\$ 714,491			\$ 714,491		\$ 714,491	0.0%
<i>Set Asides</i>	\$ 146,602		\$ (19,909)	\$ 126,693		\$ 126,693	0.0%
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,377</b>	<b>\$ 31,377</b>	<b>\$ 745</b>	<b>\$ 30,632</b>	<b>2.4%</b>
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>			\$ 19,909	\$ 19,909		\$ 19,909	
<i>YWCA, FMU, St. Thomas</i>			\$ 3,508	\$ 3,508	\$ 745	\$ 2,763	21.2%
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>			\$ 7,960	\$ 7,960		\$ 7,960	0.0%
<b>Total Expenditures</b>	<b>\$ 2,027,732</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,027,732</b>	<b>\$ 132,627</b>	<b>\$ 1,895,105</b>	<b>6.5%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD REVENUE AND EXPENDITURES COMPARED TO BUDGET									
WIOA YOUTH									
FISCAL YEAR 2023/2024									
YTD Operations (07/01/23-08/31/23)									
		BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE	
									Std Rate= 17.00%
<b>Revenues:</b>									
WIOA		\$ 4,855,396			\$ 4,855,396		\$ 4,855,396	0.0%	
TANF					\$ -		\$ -		
DEO					\$ -		\$ -		
Second Year Allocation from FY 22-23		\$ 5,391,204			\$ 5,391,204	\$ 559,507	\$ 4,831,698	10.4%	
Other					\$ -				
<b>Total Revenue</b>		<b>\$ 10,246,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,246,600</b>	<b>\$ 559,507</b>	<b>\$ 9,687,094</b>	<b>5.5%</b>	
<b>Expenditures:</b>									
Headquarter Costs		\$ 1,921,238			\$ 1,921,238	\$ 134,619	\$ 1,786,618	7.0%	
Adult Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Youth Services		\$ 6,673,662	\$ (2,523,083)	\$ -	\$ 4,150,579	\$ 357,362	\$ 3,793,217	8.6%	
Set Aside		\$ 750,000		\$ -	\$ 750,000		\$ 750,000	0.0%	
Facilities Costs		\$ 901,701			\$ 901,701	\$ 33,144	\$ 868,557	3.7%	
Training & Support Services		\$ -	\$ 2,523,083	\$ -	\$ 2,523,083	\$ 34,381	\$ 2,488,702	1.4%	
Allocated Funds			\$ 2,523,083		\$ 2,523,083	\$ 34,381	\$ 2,488,702	1.4%	
Set Asides					\$ -		\$ -		
Other Programs & Projects		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Big Brothers Big Sisters					\$ -		\$ -		
Summer Youth Employment (City of Homestead)					\$ -		\$ -		
Summer Youth Employment (City of Opa-Locka)					\$ -		\$ -		
MDC WORKS Training					\$ -		\$ -		
YWCA, FMU, St. Thomas					\$ -		\$ -		
Summer Youth Employment (City of Miami Gardens)					\$ -		\$ -		
MiDCPS Summer Youth Internship - 2023					\$ -		\$ -		
Miami-Dade Chater Schools Summer Youth Employment Program					\$ -		\$ -		
Apprenticeship Navigators (MDC)					\$ -		\$ -		
<b>Total Expenditures</b>		<b>\$ 10,246,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,246,600</b>	<b>\$ 559,507</b>	<b>\$ 9,687,094</b>	<b>5.5%</b>	
<b>Balance of Funds Available</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

\*see accompanying notes

**TANF**  
**FISCAL YEAR 2023/2024**  
**YTD Operations (07/01/23-08/31/23)**

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
Layoff Aversion  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 17.00%							
<b>Revenues:</b>							
WIOA	\$ -		\$ 300,000	\$ 300,000	\$ 44,762	\$ 255,238	14.9%
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other				\$ -			
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 44,762</b>	<b>\$ 255,238</b>	<b>14.9%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ -		\$ 300,000	\$ 300,000	\$ 44,762	\$ 255,238	14.9%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside				\$ -		\$ -	
Facilities Costs				\$ -		\$ -	
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MiDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Chater Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 44,762</b>	<b>\$ 255,238</b>	<b>14.9%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**FISCAL YEAR 2023/2024**  
**YTD Operations (07/01/23-08/31/23)**  
 (City of Miami Gardens/City of Opa-Locka/City of Homestead)

[illegible]



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET  
WIOA - Get There Faster At-Risk Floridians  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 17.00%							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other	\$ 171,778		\$ 192,528	\$ 364,306	\$ 77	\$ 364,229	
<b>Total Revenue</b>	<b>\$ 171,778</b>	<b>\$ -</b>	<b>\$ 192,528</b>	<b>\$ 364,306</b>	<b>\$ 77</b>	<b>\$ 364,229</b>	<b>0.0%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 32,208		\$ 51,232	\$ 83,440	\$ 21	\$ 83,419	0.0%
<b>Adult Services</b>	\$ 139,570	\$ -	\$ -	\$ 139,570	\$ -	\$ 139,570	0.0%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>				\$ -		\$ -	
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ 141,296	\$ 141,296	\$ 56	\$ 141,240	
<i>Allocated Funds</i>			\$ 141,296	\$ 141,296	\$ 56	\$ 141,240	0.0%
<i>Set Asides</i>				\$ -		\$ -	0.0%
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MiDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 171,778</b>	<b>\$ -</b>	<b>\$ 192,528</b>	<b>\$ 364,306</b>	<b>\$ 77</b>	<b>\$ 364,229</b>	<b>0.0%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**FSET**

FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 17.00%							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 782,000			\$ 782,000		\$ 782,000	0.0%
Second Year Allocation from FY 22-23	\$ 198,738			\$ 198,738	\$ 143,567	\$ 55,171	72.2%
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 980,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 980,738</b>	<b>\$ 143,567</b>	<b>\$ 837,171</b>	<b>14.6%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 183,888			\$ 183,888	\$ 53,383	\$ 130,505	29.0%
Adult Services	\$ 710,544	\$ -	\$ (12,442)	\$ 698,102	\$ 67,983	\$ 630,120	9.7%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside				\$ -		\$ -	
Facilities Costs	\$ 86,305			\$ 86,305	\$ 21,299	\$ 65,006	24.7%
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ 12,442	\$ 12,442	\$ 901	\$ 11,541	7.2%
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas			\$ 3,806	\$ 3,806	\$ 901	\$ 2,905	23.7%
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MIDCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)			\$ 8,636	\$ 8,636		\$ 8,636	0.0%
				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 980,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 980,738</b>	<b>\$ 143,567</b>	<b>\$ 837,171</b>	<b>14.6%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**RESEA**

FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 17.00%							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO			\$ 282,867	\$ 282,867	\$ 160,397	\$ 122,470	56.7%
Second Year Allocation from FY 22-23	\$ 178,274		\$ (178,274)	\$ -		\$ -	
Other				\$ -			
<b>Total Revenue</b>	<b>\$ 178,274</b>	<b>\$ -</b>	<b>\$ 104,593</b>	<b>\$ 282,867</b>	<b>\$ 160,397</b>	<b>\$ 122,470</b>	<b>56.7%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 33,426		\$ 19,611	\$ 53,038	\$ 54,645	\$ (1,608)	103.0%
Adult Services	\$ 129,159	\$ -	\$ 73,518	\$ 202,677	\$ 91,524	\$ 111,154	45.2%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside				\$ -		\$ -	
Facilities Costs	\$ 15,688		\$ 9,204	\$ 24,892	\$ 14,006	\$ 10,887	56.3%
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ 2,260	\$ 2,260	\$ 222	\$ 2,038	9.8%
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas			\$ 691	\$ 691	\$ 222	\$ 469	32.2%
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MidCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)			\$ 1,569	\$ 1,569		\$ 1,569	0.0%
<b>Total Expenditures</b>	<b>\$ 178,274</b>	<b>\$ -</b>	<b>\$ 104,593</b>	<b>\$ 282,867</b>	<b>\$ 160,397</b>	<b>\$ 122,470</b>	<b>56.7%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**LOCAL VETERANS**  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 17.00%		
<b>Revenues:</b>							
WIOA				\$ -		\$ -	
TANF				\$ -		\$ -	
DEO			\$ 28,246	\$ 28,246	\$ 345	\$ 27,901	1.2%
Second Year Allocation from FY 22-23	\$ 6,398			\$ 6,398	\$ 6,398	\$ -	100.0%
Other				\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 6,398</b>	<b>\$ -</b>	<b>\$ 28,246</b>	<b>\$ 34,644</b>	<b>\$ 6,743</b>	<b>\$ 27,901</b>	<b>19.5%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 774</b>		<b>\$ 3,418</b>	<b>\$ 4,192</b>	<b>\$ 665</b>	<b>\$ 3,527</b>	<b>15.9%</b>
<b>Adult Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	<b>\$ 5,623</b>		<b>\$ 24,828</b>	<b>\$ 30,452</b>	<b>\$ 6,078</b>	<b>\$ 24,374</b>	<b>20.0%</b>
<b>Training &amp; Support Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MidCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Chater Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 6,398</b>	<b>\$ -</b>	<b>\$ 28,246</b>	<b>\$ 34,644</b>	<b>\$ 6,743</b>	<b>\$ 27,901</b>	<b>19.5%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET

**DISABLED VETERANS**  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 17.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 15,658			\$ 15,658	\$ -	\$ -	
Other				\$ -	\$ 5,750	\$ 9,909	36.7%
<b>Total Revenue</b>	<b>\$ 15,658</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,658</b>	<b>\$ 5,750</b>	<b>\$ 9,909</b>	<b>36.7%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	<b>\$ 1,895</b>			<b>\$ 1,895</b>	<b>\$ 602</b>	<b>\$ 1,292</b>	<b>31.8%</b>
<b>Adult Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Youth Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	<b>\$ 13,764</b>			<b>\$ 13,764</b>	<b>\$ 5,147</b>	<b>\$ 8,616</b>	<b>37.4%</b>
<b>Training &amp; Support Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MidCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Chater Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 15,658</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,658</b>	<b>\$ 5,750</b>	<b>\$ 9,909</b>	<b>36.7%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**WAGNER PEYSER**  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 17.00%		
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 1,057,444			\$ 1,057,444		\$ 1,057,444	0.0%
Second Year Allocation from FY 22-23	\$ 1,206,968			\$ 1,206,968	\$ 82,569	\$ 1,124,399	6.8%
Other				\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 2,264,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,264,412</b>	<b>\$ 82,569</b>	<b>\$ 2,181,843</b>	<b>3.6%</b>
<b>Expenditures:</b>							
Headquarter Costs	\$ 424,577			\$ 424,577	\$ 27,709	\$ 396,868	6.5%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Set Aside				\$ -		\$ -	
Facilities Costs	\$ 1,839,835			\$ 1,839,835	\$ 54,860	\$ 1,784,975	3.0%
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Allocated Funds				\$ -		\$ -	
Set Asides				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas				\$ -		\$ -	
Summer Youth Employment (City of Miami Gardens)				\$ -		\$ -	
MidCPS Summer Youth Internship - 2023				\$ -		\$ -	
Miami-Dade Charter Schools Summer Youth Employment Program				\$ -		\$ -	
Apprenticeship Navigators (MDC)				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 2,264,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,264,412</b>	<b>\$ 82,569</b>	<b>\$ 2,181,843</b>	<b>3.6%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
REVENUE AND EXPENDITURES COMPARED TO BUDGET**

**TAC  
FISCAL YEAR 2023/2024  
YTD Operations (07/01/23-08/31/23)**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 08/31/23)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
<b>Std 17.00%</b>							
<b>Revenues:</b>							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 6,750			\$ 6,750	\$ 872	\$ 5,878	12.9%
Other				\$ -	\$ -		
<b>Total Revenue</b>	<b>\$ 6,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,750</b>	<b>\$ 872</b>	<b>\$ 5,878</b>	<b>12.9%</b>
<b>Expenditures:</b>							
<b>Headquarter Costs</b>	\$ 1,266			\$ 1,266		\$ 1,266	0.0%
<b>Adult Services</b>	\$ 4,890	\$ -	\$ -	\$ 4,890	\$ -	\$ 4,890	0.0%
<b>Youth Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
<b>Facilities Costs</b>	\$ 594			\$ 594	\$ 872	\$ (278)	146.8%
<b>Training &amp; Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<b>Other Programs &amp; Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>				\$ -		\$ -	
<i>MidCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
<b>Total Expenditures</b>	<b>\$ 6,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,750</b>	<b>\$ 872</b>	<b>\$ 5,878</b>	<b>12.9%</b>
<b>Balance of Funds Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*see accompanying notes

**FISCAL YEAR 2023/2024**  
**YTD Operations (07/01/23-08/31/23)**

\*see accompanying notes





**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** GLOBAL TALENT AND COMPETITIVENESS COUNCIL UPDATE

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

**STRATEGIC PROJECT:** **Streamline Youth Service Delivery**

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 9

**AGENDA ITEM SUBJECT:** PERFORMANCE COUNCIL UPDATE

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **EFFECTIVE DEMAND DRIVEN MANAGEMENT / CONTROL TOOLS**

**STRATEGIC PROJECT:** **Alignment of Performance Measures with SFWIB Plan**

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 9A

**AGENDA ITEM SUBJECT:** WIOA INDICATORS OF PERFORMANCE UPDATE

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

**RECOMMENDATION:** N/A

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

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

### **BACKGROUND:**

On May 5, 2022, the Florida Department of Commerce completed the state-level performance negotiations with the U.S. Department of Labor (USDOL) Employment and Training Administration for Workforce Innovation and Opportunity Act (WIOA) Titles I and III funded programs for Program Years (PY) 2022-2023 and 2023-2024. The negotiated WIOA primary performance indicators measures the Adult, Dislocated Worker, Youth, and Wagner-Peyser programs. The performance accountability indicators are used to assess the effectiveness of local workforce development boards to continue providing workforce services in their respective areas. The measures are defined as Not Met (less than 90% of negotiated), Met (90-100% of negotiated), and Exceeded (greater than 100% of negotiated).

South Florida Workforce Investment Board (SFWIB) staff created a Common Measures Tool (CMT) that monitors the negotiated federal performance indicators in real time. The tool provides American Job Center (AJC) staff with the ability to see which cases have exited the system with or without employment using information generated from various employment data sources including the New Hire Report, the Work Number, and the Wage Credit Report. The tool will also allow AJC staff to ensure all follow ups required by federal law have been conducted as the tool will identify cases with incomplete employment data per quarter.

The 18 Performance Indicators in which the SFWIB will be measured are as follows:

- Adults
  - Employed 2<sup>nd</sup> Quarter After Exit
  - Median Wages
  - Employed 4<sup>th</sup> Quarter After Exit
  - Credential Attainment
  - Measurable Skills Gain

- Dislocated Workers
  - Employed 2<sup>nd</sup> Quarter After Exit
  - Median Wages
  - Employed 4<sup>th</sup> Quarter After Exit
  - Credential Attainment
  - Measurable Skills Gain
  
- Youth
  - Employed 2<sup>nd</sup> Quarter After Exit
  - Median Wages
  - Employed 4<sup>th</sup> Quarter After Exit
  - Credential Attainment
  - Measurable Skills Gain
  
- Wagner-Peyser
  - Employed 2<sup>nd</sup> Quarter After Exit
  - Median Wages
  - Employed 4<sup>th</sup> Quarter After Exit

Based on the CMT, 17 of the 18 negotiated performance measures are being achieved. The Dislocated Workers Entered Employment Rate and Credential Attainment indicator is the only measure the Region is not meeting. As indicated on the CMT, there are still a number of follow-ups in which AJC staff are in the process of conducting.

SFWIB staff has identified several strategies to improve performance to ensure all 18 WIOA Indicators of Performance are met:

- Ensuring each case is properly documented in the Employ Miami-Dade and Employ Monroe systems. These guidelines include, the requirement for AJC staff to provide monthly updates regarding the status of follow-up cases;
- Required participation from CSSF Service Provider in the hands-on technical assistance provided by CSSF staff regarding the proper documentation of those cases;
- Implementation of the Work Number verification updates in the Common Measures tool to assist with any outstanding employment information which has not been documented, and;
- SFWIB staff will also incorporate an overview of the Common Measures tool at all Performance Improvement Team (PIT) meetings.

**FUNDING:** N/A

**PERFORMANCE:** Workforce Innovation Opportunity Act and Wagner Peyser

*ATTACHMENT*

## Summary

Number of Employed Participants not Exited:								320		
Total Number of Cases:								1,301		
Common Measures	Performance ( Quarters )								PY Year Performance Goals	% of PY Year Performance Goal Met
	Quarter 1	% of Quarter 1 Performance Goal Met	Quarter 2	% of Quarter 2 Performance Goal Met	Quarter 3	% of Quarter 3 Performance Goal Met	Quarter 4	% of Quarter 4 Performance Goal Met		
Adults										
Entered Employment Rate	90.00%	139.53%	98.75%	153.10%	90.00%	139.53%	88.00%	136.43%	64.50%	141.63%
Median Earnings	\$8,840.00	175.60%	\$9,880.00	196.26%	\$9,250.80	183.76%	\$13,182.00	261.85%	\$5,034.00	261.85%
Credential Attainment	55.77%	110.22%	71.93%	142.15%	100.00%	197.63%	76.19%	150.57%	50.60%	131.75%
Measurable Skills Gain	98.08%	393.88%	101.75%	408.65%	100.00%	401.61%	104.76%	420.73%	24.90%	404.65%
Dislocated Workers										
Entered Employment Rate	100.00%	125.47%	92.31%	115.82%	71.43%	89.62%	88.89%	111.53%	79.70%	114.32%
Median Earnings	\$14,560.00	178.43%	\$12,121.20	148.54%	\$8,741.20	107.12%	\$13,182.00	161.54%	\$8,160.00	178.43%
Credential Attainment	93.33%	117.40%	100.00%	125.79%	100.00%	125.79%	71.43%	89.85%	79.50%	115.00%
Measurable Skills Gain	100.00%	250.00%	100.00%	250.00%	100.00%	250.00%	100.00%	250.00%	40.00%	250.00%
Wagner-Peyser										
Entered Employment Rate	59.63%	96.64%	61.03%	98.91%	67.28%	109.05%	69.61%	112.82%	61.70%	44.65%
Median Earnings	\$7,703.80	148.92%	\$7,800.00	150.78%	\$7,217.60	139.52%	\$7,800.00	150.78%	\$5,173.00	150.78%
Youth										
Education and Employment Rate	59.15%	78.04%	70.83%	93.45%	78.75%	103.89%	80.77%	106.56%	75.80%	81.23%
Median Earnings	\$7,540.00	204.22%	\$7,800.00	211.26%	\$7,540.00	204.22%	\$7,800.00	211.26%	\$3,692.00	211.26%
Credential Attainment	50.57%	86.44%	64.86%	110.88%	81.48%	139.28%	69.57%	118.91%	58.50%	100.55%
Measurable Skills Gain	98.87%	196.56%	102.70%	204.18%	103.70%	206.17%	98.55%	195.93%	50.30%	198.34%

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 10

**AGENDA ITEM SUBJECT:** ACTION ITEMS

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

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **PREMIER NATIONAL PROVIDER OF EMPLOYMENT**

**STRATEGIC PROJECT:** **Leverage Resources to Enhance Grant Revenue**

**BACKGROUND:**

N/A

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 10A

**AGENDA ITEM SUBJECT:** 2023-2024 INTERNAL CONTROL QUESTIONNAIRE AND ASSESSMENT

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

**RECOMMENDATION:** The Finance and Efficiency Council recommends to the Board the approval of the completed Florida Department of Commerce 2023-2024 Internal Control Questionnaire and Assessment, as set forth below.

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

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

### **BACKGROUND:**

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce, Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal controls.

Internal control is a process, effected by an entity's board of directors, management and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity, will offer a reasonable level of assurance that operating objectives can be achieved.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# **2023-2024 Internal Control Questionnaire and Assessment**

**Bureau of Financial Monitoring and Accountability  
Florida Department of Commerce**

*September 25, 2023*

**FLORIDACOMMERCE**

107 East Madison Street  
Caldwell Building  
Tallahassee, Florida 32399  
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## OVERVIEW

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### Introduction and Purpose

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Florida Department of Commerce (FloridaCommerce), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal control.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, LWDB's submit them to FloridaCommerce by uploading to SharePoint.

### Definition and Objectives of Internal Control

Internal control is a process, effected by an entity's board of directors, management, and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity will offer a reasonable level of assurance that operating objectives can be achieved.

#### ***Need for Internal Control***

Internal control helps to ensure the direction, policies, procedures, and practices designed and approved by management and the governing board are put in place and are functioning as designed/desired. Internal control should be designed to achieve the objectives and adequately safeguard assets from loss or unauthorized use or disposition, and to provide assurance that assets are used solely for authorized purposes in compliance with federal and state laws, regulations, and program compliance requirements. Additionally, Title 2, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, § 200.303 Internal controls, states:

The non-federal entity must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the non-federal entity's compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive, or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

### ***What Internal Control Cannot Do***

As important as an internal control system is to an organization, an effective system will not guarantee an organization's success. Effective internal control can keep the right people, such as management and the governing board members, informed about the organization's operations and progress toward goals and objectives. However, this control cannot protect against economic downturns or make an understaffed entity operate at full capacity. Internal control can only provide reasonable, but not absolute, assurance the entity's objectives can be met. Due to limitations inherent to all internal control systems, breakdowns in the internal control system may be caused by a simple error or mistake, or by faulty judgments made at any level of management. In addition, control may be circumvented by collusion or by management override. The design of the internal control system is dependent upon the resources available, which means there must be a cost-benefit analysis performed as part of designing the internal control system.

### ***Five Components of Internal Control***

- **Control Environment** – is the set of standards, processes, and structures that provide the basis for carrying out internal control across the organization. The board of directors and senior

management establish the tone at the top regarding the importance of internal control and expected standards of conduct.

- **Risk Assessment** – involves a dynamic and iterative process for identifying and analyzing risks to achieving the entity’s objectives, forming a basis for determining how risks should be managed. Management considers possible changes in the external environment and within its own business model that may impede its ability to achieve objectives.
- **Control Activities** – are the actions established by policies and procedures to help ensure that management directives mitigate risks so the achievement of objectives are carried out. Control activities are performed at all levels of the entity and at various stages within business processes, and over the technology environment.
- **Information and Communication** – are necessary for the entity to carry out internal control responsibilities in support of achieving its objectives. Communication occurs both internally and externally and provides the organization with the information needed to carry out day-to-day internal control activities. Communication enables personnel to understand internal control responsibilities and their importance to the achievement of objectives.
- **Monitoring** – are ongoing evaluations, separate evaluations, or some combination of the two used to ascertain whether the components of internal controls, including controls to affect the principles within each component, are present and functioning. Findings are evaluated and deficiencies are communicated in a timely manner, with serious matters reported to senior management and to the board of directors.

## Makeup of the ICQ

Subsequent sections of this document emphasize the “17 Principles” of internal control developed by the COSO and presented in the Internal Controls – Integrated Framework. The five components of internal control listed above are fundamentally the same as the five standards of internal control and reflect the same concepts as the “Standards for Internal Control in the Federal Government.”

The principles are reflected in groupings of questions related to major areas of control focus within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

It should be noted that entities may have adequate internal control even though some or all of the listed characteristics are not present. Entities could have other appropriate internal control operating effectively that are not included here. The entity will need to exercise judgment in determining the most appropriate

and cost effective internal control in any given environment or circumstance to provide reasonable assurance for compliance with federal program requirements.

## Completing the Questionnaire

On a scale of 1 to 5, with “1” indicating the area of greatest need for improvements in internal control and “5” indicating that a very strong internal control exists, select the number that best describes your current operating environment. Please provide details in the comments/explanations column for each statement with a score of 1 or 2. **For questions requiring a narrative, please provide in the comments/explanations column.**

## Certification of Self-Assessment of Internal Controls

Attachment A, includes a certification which should be completed and signed by the LWDB Executive Director, reviewed, and signed by the LWDB Chair or their designee, and uploaded to SharePoint.

## CONTROL ENVIRONMENT

		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
<b>Principle 1. The organization demonstrates a commitment to integrity and ethical values.</b>							
1.	The LWDB's management and board of directors' commitment to integrity and ethical behavior is consistently and effectively communicated throughout the LWDB, both in words and deeds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	The LWDB has a code of conduct and/or ethics policy that is periodically updated and has been communicated to all staff, board members, and contracted service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	When the LWDB hires employees from outside of the organization the person is trained or made aware of the importance of high ethical standards and sound internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	The LWDB management has processes in place to evaluate the performance of staff and contracted service providers against the expected standards of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Principle 2. The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal controls.</b>							
5.	The board of directors define, maintain, and periodically evaluate the skills and expertise needed among its members to enable them to question and scrutinize management's activities and present alternate views, and act when faced with obvious or suspected wrongdoing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	The board of directors oversees the LWDB's design, implementation, and operation of the organizational structure so the board of directors can fulfil its responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	The board of directors and/or audit committee maintains a direct line of communication with the LDWB's external auditors and internal monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	The board of directors establishes the expectations and evaluates the performance of the chief executive officer or equivalent role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Principle 3. Management establishes, with LDWB oversight, organizational structure, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.</b>							
9.	Management periodically reviews and modifies the organizational structure of the LWDB in light of anticipated changing conditions or revised priorities. <b>Please provide the date of last review.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Specific lines of authority and responsibility are established to ensure compliance with federal and state laws and regulations and a proper segregation of duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	The LWDB management maintains documentation of controls, including changes to controls, to meet operational needs and retain organizational knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Principle 4. The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.</b>							
12.	The LWDB's recruitment processes are centered on competencies necessary for success in the proposed role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The LWDB provides training opportunities or continuing education to develop and retain sufficient and competent personnel. Training includes a focus on managing awards in compliance with federal and state statutes, regulations, and the terms and conditions of the award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	The LWDB has succession plans for senior management positions and contingency plans for assignments of responsibilities important for internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Succession planning continues to be an integral factor in ensuring business continuity and performance and this process enables the LWDB to identify the knowledge, skills and training needed if an external candidate is selected.
<b>Principle 5. The organization evaluates performance and holds individuals accountable for their internal control responsibilities in the pursuit of objectives.</b>							
15.	Job descriptions include appropriate knowledge and skill requirements for all employees. Components of performance expectations are consistent with federal and state requirements applicable to each position. For all employees, the LWDB regularly evaluates performance and shares the results with the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

16.	The LWDB has mechanisms in place to ensure that all required information is timely published to the LWDB's website in a manner easily accessed by the public in compliance with laws, regulations, and provisions of grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	The LWDB's management structure and tone at the top helps establish and enforce individual accountability for performance of internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	The LWDB has policies, processes and controls in place to evaluate performance and promote accountability of contracted service providers (and other business partners) and their internal control responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## RISK ASSESSMENT

RISK ASSESSMENT		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
Principle 6. The organization defines objectives clearly to enable the identification of risks and define risks tolerances.							
19.	Management establishes a materiality threshold for each of its major objectives and identifies risk at each location where the LWDB conducts activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Management uses operational objectives as a basis for allocating the resources needed to achieve desired operational and financial performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	The LWDB sets entity-wide financial reporting controls and assesses the risks that those controls will not prevent material misstatements, errors, or omissions in the financial statements. Financial reporting controls are consistent with the requirements of federal awards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principle 7. The organization identifies risks to the achievement of its objectives across the organization and analyzes risks as a basis for determining how the risks should be managed.							
22.	Management ensures that risk identification and analysis consider internal and external factors and their potential impact on the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## RISK ASSESSMENT

		<i>Self-Assessment of Policies, Procedures, and Processes</i>					
		<i>Weak</i>		<i>Strong</i>			
		1	2	3	4	5	Comments/Explanations
23.	The LWDB adequately and effectively manages risks to the organization and has designed internal controls in order to mitigate the known risks. <b>What new controls, if any, have been implemented since the prior year and which organizational risks do they mitigate?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	The LWDB's risk identification/assessment is broad and includes both internal and external business partners and contracted service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Principle 8. The organization considers the potential for fraud in assessing risks to the achievement of objectives.</b>							
25.	The LWDB periodically performs an assessment of each of its operating locations' exposure to fraudulent activity and how the operations could be impacted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	The LWDB's assessment of fraud risks considers opportunities for: <ul style="list-style-type: none"> <li>• unauthorized acquisition, use and disposal of assets;</li> <li>• altering accounting and reporting records;</li> <li>• corruption such as bribery or other illegal acts; and</li> <li>• other forms of misconduct, such as waste and abuse.</li> </ul> <b>Provide a narrative of the system/process for safeguarding cash on hand, such as prepaid program items (i.e. gas cards, Visa cards) against unauthorized use/distribution.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 9. The organization identifies, assesses, and responds to changes that could significantly impact the system of internal control.							
27.	The LWDB has mechanisms in place to identify and react to significant changes presented by internal conditions including the LWDB’s programs or activities, oversight structure, organizational structure, personnel, and technology that could affect the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	The LWDB has mechanisms in place to identify and react to significant changes presented by external conditions including governmental, economic, technological, legal, regulatory, and physical environments that could affect the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Considering significant changes affecting the LWDB, existing controls have been identified and revised to mitigate risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## CONTROL ACTIVITIES

						Self-Assessment of Policies, Procedures, and Processes	Comments/Explanations
						Weak Strong	
						1 2 3 4 5	
Principle 10. The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.							
30.	The LWDB has a written business continuity plan which includes contingencies for business processes, assets, human resources, and business partners, and is periodically evaluated and updated to ensure continuity of operations to achieve program objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Controls employed by the LWDB include authorizations, approvals, comparisons, physical counts, reconciliations, supervisory controls, and ensure allowable use of funds. <b>What type of training is provided to program and administration staff to ensure the allowable use of grant funds?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 11. The organization selects and develops general control activities over technology to support the achievement of objectives.							
32.	The LWDB periodically (e.g., quarterly, semiannually) reviews system privileges and access controls to the different applications and databases within the IT infrastructure to determine whether system privileges and access controls are appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Management selects and develops control activities that are designed and implemented to restrict technology access rights to authorized users commensurate with their job responsibilities and to protect the organization’s assets from external threats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Management has identified the appropriate technology controls that address the risks of using applications hosted by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	The LWDB has considered the protection of personally identifiable information (PII), as defined in section 501.171(1)(g)1, F.S., of its employees, participants/clients and vendors, and have designed and implemented policies that mitigate the associated risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36.	The LWDB has established organizational processes and procedures to address cybersecurity risks to its critical information infrastructure. (Reference: National Institute of Standards and Technology (NIST) Cybersecurity Framework) <b>What measures are being taken to address the risk of cybersecurity in the organization?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 12. The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.							
37.	The LWDB has policies and procedures addressing proper segregation of duties between the authorization, custody, and recordkeeping for the following tasks, if applicable: Prepaid Program Items (Participant Support Costs), Cash/Receivables, Equipment, Payables/Disbursements, Procurement/Contracting, and Payroll/Human Resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	The LWDB has written procedures that minimize the time elapsing between the receipt of advanced funds and disbursement of funds as required by 2 CFR 200.305(b)(1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	The LWDB has processes to ensure the timely submission of required reporting (i.e., financial reports, performance reports, audit reports, internal monitoring reviews, or timely resolution of audit findings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	The LWDB has a records retention policy and has implemented internal controls to ensure all records are retained, safeguarded, and accessible, demonstrating compliance with laws, regulations, and provisions of contracts and grant agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.	LWDB periodically reviews policies, procedures, and related control activities for continued relevance and effectiveness. Changes may occur in personnel, operational processes, information technology, or governmental regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## INFORMATION AND COMMUNICATION

		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
<b>Principle 13. The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.</b>							
42.	Federal, state, or grant program rules or regulations are reviewed by one or more of the following: governing board, audit, finance or other type committee. <b>How often are these reviewed?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43.	The LWDB considers both internal and external sources of data when identifying relevant information to use in the operation of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44.	The LWDB has controls in place to ensure costs are accurately recorded and allocated to the benefiting federal/state fund or grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Principle 14. The organization internally communicates quality information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.</b>							
45.	Communication exists between personnel, management, and the board of directors so that quality information is obtained to help management achieve the LWDB's objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	There is a process to quickly disseminate critical information throughout the LWDB when necessary. <b>Provide a description of the dissemination process.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.	Management has a process for the development, approval and implementation of policy updates and communicates those updates to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Principle 15. The organization communicates with external parties regarding matters affecting the functioning of internal controls.							
48.	The LWDB has a means for anyone to report suspected improprieties regarding fraud; errors in financial reporting, procurement, and contracting; improper use or disposition of equipment; and misrepresentation or false statements. <b>Describe the process of how someone could report improprieties. Who receives/processes/investigates, etc.?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	The LWDB has processes in place to communicate relevant and timely information to external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	The LWDB has processes in place to communicate the results of reports provided by the following external parties: Independent Auditor, FloridaCommerce Bureau of Financial Monitoring and Accountability, FloridaCommerce Bureau of One-Stop and Program Support, FloridaCommerce Office of Inspector General, Florida Auditor General, and federal awarding agencies (U.S. Department of Labor, U.S. Department of Health and Human Services, and U.S. Department of Agriculture to the Board of Directors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## MONITORING ACTIVITIES

MONITORING ACTIVITIES		Self-Assessment of Policies, Procedures, and Processes					
		Weak		Strong			Comments/Explanations
		1	2	3	4	5	
Principle 16. The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal controls are present and functioning.							
51.	The LWDB periodically evaluates its business processes such as cash management, comparison of budget to actual results, repayment or reprogramming of interest earnings, draw down of funds, procurement, and contracting activities.  Describe the process of how funding decisions are determined. What is the criteria, who initiates/approves, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## MONITORING ACTIVITIES

		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations
		Weak		Strong			
		1	2	3	4	5	
52.	The LWDB considers the level of staffing, training and skills of people performing the monitoring given the environment and monitoring activities which include observations, inquiries and inspection of source documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53.	LWDB management periodically visits all career center locations in its local area (including subrecipients) to ensure the policies and procedures are being followed and functioning as intended. <b>When was the most recent visit performed, by whom, and who were the results communicated to?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Principle 17. The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.</b>							
54.	The LWDB management takes adequate and timely actions to correct deficiencies identified by the external auditors, financial and programmatic monitoring, or internal reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55.	The LWDB monitors all subrecipients to ensure that federal funds provided are expended only for allowable activities, goods, and services and communicates the monitoring results to the board of directors. <b>Are subrecipient monitoring activities outsourced to a third party? If so, provide the name of the party that performs the subrecipient monitoring activities.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## ATTACHMENT A

### Florida Department of Commerce Certification of Self-Assessment of Internal Controls

Local Workforce Development Board Number: \_\_\_\_\_

**To be completed by the Executive Director:**

A self-assessment of internal control has been conducted for the 2023-2024 fiscal monitoring period. As part of this self-assessment, the Internal Control Questionnaire developed by the Florida Department of Commerce has been completed and is available for review.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the Board Chairperson or their designee:**

I have reviewed the self-assessment of internal control that was conducted for the 2023-2024 fiscal monitoring period.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please scan and upload to SharePoint an executed copy of this certification on or before **October 25, 2023**.





## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 10B

**AGENDA ITEM SUBJECT:** 2022-2023 WDA 23 DEMAND OCCUPATIONS LIST (TOL) ADDITION

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

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval to add new occupations to the 2023-2024 Targeted Occupations List, as set forth below.

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

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

### **BACKGROUND:**

On June 9, 2023, the Florida Department of Commerce released the 2023-2024 Demand Occupations List for the 24 workforce development areas (WDA) in the State of Florida. In accordance with CareerSource Florida's Administrative Policy #82, local areas may revise the list, as needed, based on local demand in support of an occupation's addition.

SFWIB staff received requests with supporting documentation from two education providers to add Standard Occupational Classification (SOC) codes to the 2023-2024 Targeted Occupations List (TOL) for WDA 23.

The SOC codes requested to be added to the 2023-2024 TOL for WDA 23 are as follows:

1. Miami Dade County Public Schools:
  - SOC code 49-9031 – Home Appliance Repairers
2. Miami Dade College
  - SOC code 25-2011 – Preschool Teachers, Except Special Education

SFWIB staff completed the review process and is presenting the requested additions to the Global Talent and Competitiveness Council for a recommendation to the Board for approval.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**DATE:** 10/19/2023

**AGENDA ITEM NUMBER:** 10C

**AGENDA ITEM SUBJECT:** HIS HOUSE CHILDREN'S HOME

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

**RECOMMENDATION:** The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$65,000 in Workforce Innovation and Opportunity Act Youth funds to Adults Mankind Organization, Inc. (AMOR) to hire a youth programs staff to provide onsite services for His House, Inc., as set forth below.

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

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

### **BACKGROUND:**

His House, Inc. d/b/a His House Children's Home is a private non-profit, faith-based organization dedicated to restoring the lives of children from newborn to 18 years of age. The organization was founded on the principles that every child should have a place to call home. As a result, His House, Inc. has successfully brought stability to the lives of over 20,000 children and remains a frontline provider of residential and child placement services for more than 31 years.

The His House, Inc. Children's Home is licensed by the Florida Department of Children and Families, and is contracted by the Citrus Family Care Network in Miami-Dade and Monroe Counties and ChildNet, Inc. in Broward County.

SFWIB staff recommends allocating funding to Adult Mankind Organization, Inc. (AMOR) to hire a full-time, onsite staff person to provide workforce services at His House Children's Home for program year 2023-24. The projected salary and fringe benefits for the position is up to \$65,000. The AMOR youth staff will also be responsible for providing Workforce Innovation and Opportunity Act In-School Youth services.

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

**PERFORMANCE:** N/A

*NO ATTACHMENT*