



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
THURSDAY AUGUST 22, 2024
9:30 A.M.

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

The public may choose to view the session online via Zoom. **Registration is required:**
https://us02web.zoom.us/webinar/register/WN_wjgml0TtSEu4r3ERRDichg

AGENDA

1. Call to Order and Introductions
2. Public Comment
3. Chairman's Report
4. Executive Director's Report
 - A. Executive Director Update
5. Consent Agenda Items
 - A. Recommendation as to Approval of June 20, 2024 Board Minutes
 - B. Recommendation as to Approval to Accept Workforce Funding
 - C. Recommendation as to Approval of for Take Stock in Children Scholarship Administration
6. Executive Committee Update
 - A. Information – WIOA Local Plan
 - B. Information – ITA Expenditure Requirement Waiver

- C. Information – WIOA Reauthorization Senate HELP Committee
- D. Information – New Workforce Area Designation
- E. Information – Board Resignation
- F. Information – Draft Grantee / Sub Grantee Agreement
- 7. Finance and Efficiency Council Update
 - A. Information – Financial Report – March 2024
- 8. Global Talent and Competitiveness Council Update
- 9. Performance Council Update
- 10. Action Items
 - A. Recommendation as to Approval of the Revised SFWIB Bylaws
 - B. Recommendation as to Approval of the Related Party
 - C. Recommendation as to Approval of the Revised One-Stop Operator Memorandum of Understanding
 - D. Recommendation as to Approval to Renew External Auditing Firm
 - E. Recommendation as to Approval of a Culinary Skills Training Program

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



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 2

AGENDA ITEM SUBJECT: PUBLIC COMMENT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **National leader in an ROI-focused enterprise**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: SFWIB CHAIRMAN'S REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **National leader in an ROI-focused enterprise**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 4A

AGENDA ITEM SUBJECT: SFWIB EXECUTIVE DIRECTOR'S REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **National leader in an ROI-focused enterprise**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: CONSENT AGENDA ITEMS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

DATE: 8/22/2024

AGENDA ITEM: 5A

AGENDA TOPIC: MEETING MINUTES

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING MINUTES

DATE/TIME: June 20, 2024, 9:30am

LOCATION: Virtual Meeting Only

Zoom: https://us02web.zoom.us/webinar/register/WN_wjgmIoTtSEu4r3ERRDichg

- CALL TO ORDER:** Vice-Chairman del Valle called to order the regular meeting of the South Florida Workforce Investment Board at 9:48AM on June 20 2024.

ROLL CALL: 29 members; 16 required; 18 present: Quorum established

<p>SFWIB Members Present <i>(All members attended via Zoom)</i></p> <ol style="list-style-type: none"> Brecheisen, Bruce Bridges, Jeff Brown, Clarence Chi, Joe Datorre, Roberto del Valle, Juan-Carlos, Vice Chair Ferradaz, Gilda Garza, Eddie Gazitua, Luis Gibson, Charles, Chair Glean-Jones, Camela Mantilla, Rene' Palacios, Carol Perez, Andy Pintado, Kirenia Rolle, Andrei Roth, Tom Whitaker, David 	<p>SFWIB Members Absent</p> <ol style="list-style-type: none"> Androver, Bernado Clayton, Lovey Diggs, Bill Grice, Sonia Lincoln, Michelle Commissioner Maxwell, Michelle Rod, Denis <p>SFWIB Members Excused</p> <ol style="list-style-type: none"> Canales, Dequasia Loynaz, Oscar, MD Piedra, Obdulio Scott, Kenneth 	<p>SFWIB Staff</p> <ol style="list-style-type: none"> Beasley, Rick Bennett, Renee Morgan, Ebony Parson, Robert Perrin, Yian Petro, Basil Smith, Robert Vice, Karlisha Washington, Jarvis <p>SFWIB Administration</p> <ol style="list-style-type: none"> Blanco, Wilson Gonzalez, Yoandy McFarland, Casandra <p>Miami-Dade County Attorney's Office</p>
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Guest Attendees

1. Alexandre, Francois, General Public
2. Allen, Latoya, Department of Economic
3. Austin, Tamika, Department of Commerce
4. Blanco, Aleida, Community Coalition
5. Brito, Hilma, Equus Works
6. Brown, Allanah, General Public
7. Charles, Reginald, General Public
8. Farinas, Irene, Adults Mankind Organization
9. Foxx, Bryan, My IT Future Institute
10. Grigsby, Christine, Equus Works
11. Gutierrez, Maria, Miami-Dade County Public School Board
12. Ilcheva, Dr. Maria, Florida International University
13. Martinez, Lisa, LM Genuine Solutions
14. Lamy, Sammy, General Public
15. Someillan, Ana, Adults Mankind Organization

Chairman Gibson delegated the facilitation of the meeting to Vice-Chairman del Valle as he was physically present at the meeting.

Agenda items are displayed in the order they are discussed.

2. Public Comments

Public comments should be two minutes or less.

Vice-Chairman del Valle opened the floor for comments from the public.

Request to Speak Form Received

Mr. Bryan Foxx, General Manager, My IT Future Institute requested to address the Board to provide a more comprehensive understanding of the background/history associated with agenda item 11D. He explained that the "My IT Future Institute" is currently in the process of separating from New Horizons. Additionally, he clarified that the United States Attorney's Office views all New Horizons franchises as a single entity. Franchises that have not engaged in misconduct should be identified and cleared within 45-60 days.

Ms. Allanah Brown and Ms. Nancy Massuet of the Department of Corrections raised their hand to address the Board; however, they did not have a specific agenda item in which to address.

No additional requests were received. Item closed.



4A. Executive Directors Report

Mr. Beasley provided an overview of the following items in the Executive Director's Report:

- The passing of Ordinance 24-61 which re-established the South Florida Workforce Investment Board servicing Miami-Dade County exclusively. Mr. Beasley also provided an overview of the documentation that needed to finalize the transition process with the State and the Chief Local Elected Official (CLEO).
- The U.S. Department of Labor has awarded a 3.4 million grant to a new restoration project in Broward County, with PeriClean, a company that offers clean-up services in the aftermath of natural disasters. The U.S. Secretary of Labor extended an invitation to Mr. Beasley to participate in the event, as they intend to establish a training program with Mr. Newton Sanon, of OIC South Florida.
- Third quarter letter grades were released. SFWIB received an A+ rating.

Presentation

Mr. Beasley introduced Dr. Maria Ilcheva and Ms. Lisa Martinez, who will be presenting the key findings of the "Employer Perspectives on Education and Workforce Development" study. The survey conducted by Florida International University in collaboration with the Greater Miami Chamber of Commerce offers valuable insights into the challenges that employers are facing in recruitment, retention and offering competitive salaries to match the cost of living. The report also emphasizes a significant gap between skills available in the current talent market and the in-demand skills sought by employers.

The 2024 Miami-Dade Education and Workforce Development Survey is included in the June 20, 2024, SFWIB Meeting agenda packet for review.

Mr. Beasley informed the council that the survey results would be presented to the Academic Leaders Council in the near future. The hope is to engage in a discussion about the education survey that was presented to the board in December 2023 and the findings of this study to ascertain the most effective approach to addressing this concern for Miami-Dade County.

Vice-Chairman del Valle inquired about the impact of rising costs of living in other large metropolitan areas and the methods by which other communities are addressing similar challenges. Dr. Ilcheva emphasized that in several large metropolitan areas, the cost of living, workforce retention, housing affordability, and business expansion have become significantly challenging. Miami-Dade distinguishes itself through the convergence of business and economic development leaders and numerous higher education institutions deeply committed



to identifying solutions to these challenges. She advised that this will be a long-term solution, but she is confident that the union of business, education, and workforce development professionals will be able to devise programs that are tailored to the unique requirements of various sectors of the economy. Dr. Ilcheva stressed the importance of presenting economic development, business expansion, and comprehensive business support solutions to large employers and small/medium-sized organizations, as 52% of our workforce is employed by small businesses.

Sector by sector with knowledge of divergent needs and capabilities of businesses by size is the correct approach.

No further questions or comments were presented. Item closed.

6. Consent Agenda Items

Vice-Chairman del Valle introduced the following consent agenda items for review:

[Mr. Joe Chi, Ms. Camela Glean-Jones were temporarily placed on hold during the discussion, consideration, and voting process for item 6E.]

- 6A: SFWIB Meeting Minutes – April 18, 2024
- 6B: Acceptance of Additional Workforce System Funding (\$5,204)
- 6C: Summer youth Employment Program for the City of Miami Gardens (\$100,000 General Revenue funds from the City of Miami Gardens; allocate matching funds \$100,000 in TANF dollars, program administered by Adult Mankind Organization.
- 6D: Summer youth Employment Program for the City of Opa-Locka (\$50,000 General Revenue funds from the City of Opa-Locka; allocate matching funds \$50,000 in TANF dollars, program administered by Youth Co-Op, Inc.
- 6E: Business Intermediary Contract Renewals for PY 2024-2025 (\$575,000)
- 6F: Workforce Services Contract Renewals for PY 2024-2025
- 6G: Youth Services Contract Renewals for PY 2024-2025
- 6H: Program Year 2024-2025 American Job Center: Schedule of Operations

Vice-Chairman del Valle inquired whether any member desired to pull an item for additional discussion prior to the vote. None of the consent agenda items were selected for deliberation.

Without objection, consent agenda items adopted by consensus of members present.

No further questions or comments were presented. Item closed.



[Ms. Glean-Jones and Mr. Chi returned to the meeting.]

Vice-Chairman del Valle recommended that the action items, which require a vote from the members, be prioritized on the agenda to ensure a quorum and save time. Immediately afterwards, updates on the council meeting will be provided.

11. Action Items

Vice-Chairman del Valle introduced agenda items 11A–11D, permitting staff to go over each item with the members and answer any questions presented.

11A. PY 2024-2025 South Florida Workforce Investment Board Budget

Mr. Beasley provided a concise overview of the performance metrics and projected expenditure for PY 23-24, reviewed the PY23-24/PY24-25 comparison chart, and PY 24-25 SFWIB budget allocations.

Mr. Beasley informed that new funding had decreased by 1% to \$29.9 million, with a 50% allocation to training in accordance with state law. He will be submitting a proposal to the state board requesting to modify this allocation to 40%, which will include the youth. There was further discussion around budget allocations for headquarters, training, facility expenditures, and contracts and Mr. Beasley concluded his update by sharing a few of the projects and initiatives slated for program year 2024-2025.

Motion: by Ms. Glean-Jones to approve the PY 2024-2025 SFWIB Budget. Mr. Chi seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

11B. 2024 – 2025 WDA 23 Demand Occupations List (TOL) Addition

Vice-Chairman del Valle introduced the item; Mr. Beasley presented the request for SOC Code 49-3021, Automotive Body and Related Repairers, to be added to the regions Demand Target Occupation List for Miami-Dade County Public Schools.

[Mr. Manilla was temporarily placed on hold during the discussion, consideration, and voting process for this item.]



Motion: Mr. Datorre to approve SOC Code 49-3021, Automotive Body and Related Repairers, to be added to the regions Demand Target Occupation List for Miami-Dade County Public Schools.

Mr. Bridges seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

11C. New Training Provider and New Registered Apprenticeship Programs; New Programs for an Existing Provider

[Mr. Manilla remained on hold during the discussion, consideration, and voting process for this item.]

Vice Chairman del Valle introduced the item, and Mr. Beasley subsequently presented the request to add ACI Learning Apprenticeship Program as a new training provider with two new programs: Cybersecurity Support Technician and Tech Support Specialist. In addition, he presented a request to add two additional programs Miami-Dade County Public Schools, an established training provider: Commercial AC and Diesel Off-Road Maintenance Technician.

Motion: Ms. Ferradaz to approve the addition of ACI Learning Apprenticeship Program as a new training provider with the programs submitted; and the addition of new programs for Miami-Dade County Public Schools.

Mr. Rolle seconded the motion; **item is passed without dissent.**

No further questions or comments were presented. Item closed.

[Mr. Mantilla returned to the meeting]

11D. New Training Vendor Application

Vice Chairman del Valle introduced the item, and Mr. Beasley provided further details regarding the request to deny My IT Future Institute's application to become a new training provider for the agency at this time.

Mr. Bryan Foxx, General Manager of My IT Future Institute, provided feedback during public comments.

Motion: Mr. Brown to approve the recommendation to reject the Training Vendor Application for 'My Future IT Institute' at this time. The provider may re-apply for



consideration after all legal matters have been resolved. Ms. Ferradaz seconded the motion; **item is passed without dissent.**

8. SFWIB Finance and Efficiency Council Update

Chairman Roth provided an overview provided an overview of the items discussed and approved during today's FEC meeting.

No questions or comments were presented. Item closed.

9. Global Talent and Competitiveness Council Update

Chairwoman Ferradaz provided an overview of the items discussed and approved during today's GTCC meeting.

No questions or comments were presented. Item closed.

10. Performance Council Update

Mr. Garza provided an overview of the items discussed and approved during today's Performance Council meeting.

No questions or comments were presented. Item closed.

8. Executive Committee Update

Vice-Chairman del Valle gave an overview of the items discussed during the June 13th Executive Committee meeting which included the following:

- The committee then turned its focus to an update on the SFWIB Governance Agreement that was presented to the board of county commissioners as an ordinance on June 4 and again on June 18th. The new ordinance passed its first reading on the 4th and received final approval on the 18th. With its passing, the SFWIB was re-established as the workforce board for Miami-Dade County.
- The 2024-2025 Florida Gap Map. The map was developed as the nations' first root cause analysis tool aimed at supporting Florida leaders in securing the path to prosperity in every zip code. CSSF began using the map this year to identify areas in which the board could concentrate programs to assist those living in poverty.



Based on the updated Map, staff have identified 10 zip codes in particular with a child poverty rate of 30 percent or higher. The SFWIB will place an emphasis on serving individuals through targeted initiatives in the identified zip codes. Additionally, the 33136 zip code is the only one in which over 50 percent of children are living in poverty.

- The WIOA 3rd Quarter performance update, which was covered during the Performance Council Update.

No questions or comments were presented. Item closed.

Next Meeting

The next SFWIB meeting is scheduled to take place on August 15, 2024. Location TBD. Notifications will be forwarded to all members in advance of the session.

Being as there were no further questions or concerns, the SFWIB Meeting adjourned at 11:07am.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 5B

AGENDA ITEM SUBJECT: ACCEPTANCE OF ADDITIONAL WORKFORCE SYSTEM FUNDING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Finance and Efficiency Council recommend to the Board the approval to accept an additional \$651,878 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 (SFWIB) has received multiple Notices of Fund Availability (NFA) from the Florida Department of Commerce (formerly the Department of Economic Opportunity).

Below is a detailed list of all the funding notices allocated to Workforce Development Area 23. These funds will support various employment and training service programs. This list is provided for the Council's review.

Date Received	NFA #	Funding / Program	Initial Award	Award Increase	Total Award Amount	Award Purpose
5/6/2024	043278	Local Veterans	\$ 28,686	\$ 5,204	\$ 33,890	To hire FL DOC LVER staff to serve veterans and conduct outreach to employers to increase employment opportunities for veterans.
6/10/2023	043729	WIOA - AMT Initiative	N/A	\$ 237,780	\$ 237,780	To provide funding for implementing the Automated Monitoring Tool (AMT)

7/24/2023	043932	Rapid Response (Layoff Aversion)	N/A	\$ 408,894	\$ 408,894	To provide support for staff engaged in rapid response activities.
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TOTAL			\$ 33,890	\$ 651,878	\$ 685,768
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FUNDING: Workforce Funding

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 5C

AGENDA ITEM SUBJECT: TAKE STOCK IN CHILDREN SCHOLARSHIP PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The SFWIB Global Talent Competitiveness Committee recommends to the Board the approval to allocate an amount not to exceed \$300,000 in Temporary Assistance for Needy Families funds to Big Brother Big Sisters of Miami, Inc. for Take Stock in Children (TSIC) administration, as set forth below.

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

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

BACKGROUND:

On June 15, 2023, the SFWIB Global Talent and Competitiveness Council approved a \$1.4 million allocation of Temporary Assistance for Needy Families (TANF) funds to purchase 186 Florida Prepaid College Plan scholarships for the Take Stock in Children (TSIC) program. However, this allocation did not include administrative costs for the program.

Take Stock in Children, Inc. is dedicated to supporting economically disadvantaged youth and their families, with a primary mission of keeping youth in school and offering scholarships to those who successfully complete high school.

Previously, TSIC managed the scholarship program independently. However, in July 2018, TSIC entered into a collaborative partnership with Big Brothers Big Sisters of Miami, Inc. (BBBS-Miami) through a lead agency agreement. BBBS-Miami now serves as the administrator and fiscal agent for all agencies allocated scholarships. They will provide management and administrative services on behalf of TSIC for the Florida Prepaid College Plans purchased by the SFWIB.

There are a total of eight participating agencies. Each agency is responsible for program implementation and case management, working collaboratively to keep youth in school and provide scholarships to those who successfully complete high school. Additionally, these agencies offer educational, social, and mentoring services to at-risk youth who are less likely to enroll in post-secondary education. To ensure comprehensive support, youth will participate in dual activities with both the respective agencies and BBBS-Miami, receiving multiple services from each.

In following the procurement process of Miami-Dade County, Administrative Order No.:3-38, it is recommended that the SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interests of the SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$300,000 in Temporary Assistance to Needy Families funding to Big Brothers Big Sisters of Miami, Inc. for the programmatic and administrative cost of the Take Stock in Children Scholarship Program.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: SFWIB EXECUTIVE BOARD UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 6A

AGENDA ITEM SUBJECT: GUIDELINES FOR DEVELOPMENT OF THE 2025-2029 WIOA LOCAL WORKFORCE PLAN

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On April 29, 2024, CareerSource Florida released the Workforce Innovation and Opportunity Act Local and Regional Workforce Plan Guidelines for 2025 -2029. The guidelines were provided under Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), which requires each LWDB, in partnership with the chief local elected official(s), to develop and submit a comprehensive four-year local plan to the state. The local and regional plan provides the framework for local areas to define how their workforce development systems will achieve the purposes of WIOA, pursuant to 20 Code of Federal Regulations (CFR) 679.500 and 20 CFR 679.540.

WIOA emphasizes the importance of collaboration and transparency in the development and submission of local and regional plans. LWDBs provide leadership, and should seek broad stakeholder involvement, in the development of their local and regional plans. Chief local elected officials, LWDB members, core program partners, combined planning partners, mandatory one-stop career center partners, and local economic development entities are an integral part of the planning process.

The WIOA Local & Regional Plan guidelines outline specific requirements local plans must address in eight strategic areas:

- LWDBs must identify and describe policies, procedures, and local activities that are carried out in the local workforce development area (local area), consistent with the strategic and operational elements of the state's WIOA combined plan and CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy.

- Additionally, LWDB's must address how the service delivery will coordinate with core programs of the Florida Department of Education's Division of Vocational Rehabilitation, Division of Blind Services and Division of Career and Adult Education, and other state plan partner programs (per WIOA § 103(a)(1) and (2)): Provide individuals with an opportunity to develop skills intended to meet the present and future needs of employers;
- Align with the CareerSource Florida Board of Director's (state board) business and market- driven principles to be the global leader for talent. These principles include;
 - Increasing the prosperity of workers and employers.
 - Reducing welfare dependency.
 - Meeting employer needs.
 - Enhancing productivity and competitiveness.

The following are the eight strategic areas:

- **Organizational Structure**
 - Chief Local Elected Official(s)
 - Local Workforce Development Board
 - Local Grant Sub-recipient (Local fiscal agent or administrative entity)
 - One-Stop Operator and One-Stop Career Centers
 - Provider of Workforce Services
 - Youth Services Provider
 - Career Center Staff
- **Analysis of Need and Available Resources**
- **Local Workforce Development Board Strategic Vision and Goals**
- **Description of Strategies and Program Services**
 - Workforce Development System Description
 - Adult and Dislocated Worker Employment & Training Activities
 - Training Services
 - Youth Workforce Investment Activities
 - Self-Sufficiency Definition
 - Supportive Services and Needs-Related Payments
 - Individuals with Disabilities
 - Linkage with Unemployment Insurance (referred to as Reemployment Assistance in Florida) programs
 - Highest Quality of Services to Veterans and Covered Persons
 - Entities Carrying Out Core Programs and Combined State Plan Partner Programs
 - Employer Engagement
 - Enhancing Apprenticeships

- **Description of the Local One-Stop Delivery System**
 - General System Description
 - Customer Access
 - Integration of Services
 - Sub-grant and Contracts
 - Service Provider Continues Improvement

- **Coordination of Services**
 - Coordination of Program / Partners
 - Coordination with Economic Development Activities
 - Coordination with Rapid Response
 - Industry Partnerships
 - Coordination with Relevant Secondary and Postsecondary Education
 - Coordination of Wagner-Peyser Services
 - Coordination of Adult Education and Literacy
 - Reduction of Welfare Dependency

- **Performance & Effectiveness**

- **Regional Planning Requirements**

SFWIB Staff is drafting a new plan and will host a series of town hall meetings to solicit feedback from key stakeholders and the community at large. Once complete, staff will present the new plan to the SFWIB Board for approval.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2014

AGENDA ITEM NUMBER: 6B

AGENDA ITEM SUBJECT: INDIVIDUAL TRAINING ACCOUNT EXPENDITURE REQUIREMENT WAIVER

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On June 17, 2024, CareerSource Florida approved a revision to Administrative Policy 074 - Individual Training Account Expenditure Requirements and Waiver Request Process. The previous version of the policy described required activities and allowable costs for ITA expenditures and allowed an automatic waiver each local area could claim for the fiscal year based on calculations provided to each local area by FloridaCommerce's Bureau of Financial Management. In addition, the policy provided guidance for local boards to request permission to allocate and expend less funding on ITAs.

The board has sense decided to ammend the original policy affirming the state workforce development board's guiding principles to develop and implement strategies that support Floridians who need new skills and develop guidance that enables all workforce development partners, including LWDBs, to facilitate access to education, training and meaningful employment for job seekers, while also aiding business in identifying, developing, and retaining employees through high-impact support.

The revised policy requires LWDBs to allocate and expend a minimum of 50 percent of the WIOA Adult and Dislocated Worker formula funds that they expect to expend each fiscal year (July-June) to satisfy the state ITA requirement. The required minimum allocation of 50 percent (or waiver percentage) of funds to be expended in the fiscal year must be reflected in the local board's budget that is submitted to FloridaCommerce. On June 20, 2024, the SFWIB approved the 2024-2025 budget and in doing so approved the waiver request that was written into the budget to reduce the expenditure rate for this workforce region to fourty percent.

The revised policy also removed the automatic waiver each local area could claim for the fiscal year based on CareerSource Florida's sliding scale provided by FloridaCommerce's Bureau of Financial Management. As a result of which, SFWIB staff will prepare a formal written waiver request that must be approved by the CLEO for submission to Florida Commerce.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 6C

AGENDA ITEM SUBJECT: WIOA REAUTHORIZATION - SENATE HELP COMMITTEE LEGISLATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

Ten years ago, the Workforce Innovation and Opportunity Act (WIOA) was enacted to enhance U.S. workforce development. Signed into law in 2014, WIOA stands as the cornerstone federal legislation funding and guiding the nation's workforce development system. Its primary aim has been to bridge the gap between workers and labor market opportunities, particularly for those facing employment barriers.

As WIOA marks its tenth anniversary, discussions among policymakers have gained momentum, focusing on the act's role and the overall workforce development system in the context of a tight labor market and the Biden administration's ambitious industrial policy. Over the past decade, and particularly following the COVID-19 pandemic, significant labor market shifts have highlighted the critical need for robust investment in and modernization of WIOA to align with federal workforce strategies and objectives.

In December 2023, the U.S. House of Representatives Committee on Education and the Workforce introduced the Stronger Workforce for America Act, a WIOA-related legislation, which passed the House in April 2024. Currently, the Senate Committee on Health, Education, Labor, and Pensions (HELP) is actively discussing workforce issues and the reauthorization of WIOA.

Policymakers must prioritize training and connecting workers to quality jobs that offer family-sustaining wages, promote economic mobility, and enhance U.S. global competitiveness. This report provides recommendations for the next reauthorization of WIOA to benefit workers, employers, communities, and the economy over the next decade and beyond. Key recommendations include:

- Adequate funding for WIOA
- Better alignment of higher education with the workforce system
- Establishment of sector training partnership grants
- Strategies to assist young people, older individuals, and people with disabilities in securing good jobs

These measures are essential for fostering a dynamic and inclusive workforce that can meet the challenges and opportunities of the future.

There are nine guiding principles for reauthorization:

1. **Centering workers.** A key goal of WIOA is to support good jobs that provide family-sustaining wages that grow the American middle class and lead to economic mobility. Good jobs provide security and standards that incentivize positive working conditions. Policymakers should prioritize outcomes around wages first, not just education and training program completion rates or the number of workers trained, as well as high road training programs and employers. Workers should be given a seat at the table, and worker representation should occur at the state and local levels and include participation from unions. The United States' workforce development system should support workers' rights, including collective bargaining rights.
2. **Encouraging fair pay.** WIOA should encourage pay transparency in the recruitment and hiring process. Workers should be able to expect wages that are stable and predictable and that will increase over time with training and skills development. Policymakers should encourage equity in hiring by promoting policies such as pay audits and eliminating problematic job interview questions on salary history, age, and/or graduation year, which can lead to discrimination and bias.
3. **Providing supportive services.** Wraparound supports for workers, such as child care, adult care, and transportation, are crucial to ensuring that no workers are left out or behind and promoting equity in the labor market. Supportive services are an evidence-based strategy to help underrepresented workers remain in the workforce. A reauthorization of WIOA should include funding to provide wage subsidies for workers in training and education programs to increase retention and completion rates.
4. **Ensuring diversity, equity, inclusion, and accessibility.** WIOA should ensure inclusive access to good jobs for historically marginalized and underrepresented workers. Discussions of policies should include and center the lived experiences of workers and communities who would be affected by these policies to improve program design and outcomes. WIOA should also aim to continue work to increase access for workers with barriers to employment, such as those with disabilities, long-term unemployment, and young people facing challenging circumstances, among others.
5. **Promoting skills and career advancement.** Training and education services and programs should lead to transferable skills and career advancement. Workers and job seekers should have access to lifelong learning and training opportunities to help them pivot at necessary junctures in their careers.
6. **Using evidence-based decision-making.** Decisions should be informed by evidence and studies about what works in workforce development and reflect the body of research that has been built since 2015, the year after WIOA's passage. Good outcomes should be prioritized for workers and job seekers, and proven models should be prioritized and scaled to reach more workers.
7. **Prioritizing accountability.** A reauthorization should prioritize safeguards for workers, including measuring job quality and outcomes, and maintaining existing protections.
8. **Factoring in current technology.** The changing role of technology in work should be factored into WIOA program design. Additionally, a reauthorization should include funding and resources for technology to assist job seekers and incumbent workers in taking advantage of aspects of services, such as educational opportunities and career navigation.

9. Aligning with adjacent programs. WIOA reauthorization should take into account the broader ecosystem of federal programs and laws around workforce development and workforce-adjacent programs and align with the broader landscape to maximize outcomes.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



Workforce Innovation and Opportunity Act (WIOA) Reauthorization

Bipartisan HELP Committee Discussion Draft

Section-by-Section

TITLE I—Workforce Development Activities

Subtitle A—Introductory Provisions

Sec. 101. Purposes – Amends Section 2 of the *Workforce Innovation and Opportunity Act* (WIOA) to add a reference to youth and expand the purposes to provide upward economic mobility, reduce dependency on public assistance programs, and prepare youth for a globally competitive workforce.

Sec. 102. Definitions – Amends Section 3 of WIOA to update existing definitions and define the terms “adult high school,” “co-enrollment,” “digital literacy,” “employer-directed skills development program,” “evidence-based,” “foundational skill needs,” “labor organization,” “universal design for learning,” and “work-based learning.” Additional definition term changes include changing “secondary school diploma” to “regular high school diploma;” the term “English language learner” to “English learner;” “out-of-school youth” to “opportunity youth;” “homeless individual” to “individuals experiencing homelessness; and “ex-offenders” to “justice-involved individuals.”

Subtitle B—System Alignment

CHAPTER 1—STATE PROVISIONS

Sec. 111. State workforce development boards – Amends Section 101 of WIOA to include representatives of historically Black colleges and universities, minority-serving institutions and Tribal colleges and universities in the list of who may be appointed by the Governor to sit on state workforce development boards.

Sec. 112. Unified State plan – Amends Section 102 of WIOA to change the timeline for unified state plans from four years to five years. Requires state plans to include an analysis of the state’s opportunity youth population, a description of activities to expand economic opportunities, a

description of the availability of apprenticeship and pre-apprenticeship programs, and a description of how the state intends to prioritize evidence-based programs.

CHAPTER 2—LOCAL PROVISIONS

Sec. 115. Workforce development areas – Amends section 106 of WIOA to revise the process for designating local workforce development areas (local areas) by requiring the governor to conduct reviews every eight years of the alignment of local areas to labor market or economic areas and propose designations for the next eight years, which shall be subject to the approval of a majority of the local workforce development boards (local boards) in the state. If the local boards reject the proposed designations, the local boards must choose between aligning the local areas with the economic development areas or the planning regions of the state. The first review period by the governor will occur before the third program year after enactment, with the first designation of local areas occurring at the start of the fourth program year. Also clarifies the circumstances under which interim revisions to the local areas may be made, establishes a process for multiple local areas to form a regional consortium to improve operational efficiency, and allows the governor to provide incentives to local areas that choose to merge together or form a regional consortium.

Allows a governor, subject to approval by the state legislature, to designate the state as a single state local area if its population was less than five million at the time of the most recent Census or has 5 or fewer local workforce boards. If after five years from the time of becoming a single state local area, the state's performance falls below the average for the five years preceding when it became a single state local area, the state shall reestablish its local boards.

Sec. 116. Local workforce development boards – Amends Section 107 of WIOA to encourage representatives of historically Black colleges and universities, minority-serving institutions and Tribal colleges and universities in the list of institutions of higher education who may sit on local boards.

Prescribes specific standing committees the local boards shall convene, including to address operational issues related to the one-stop delivery system, focus on serving youth, focus on serving individuals with disabilities, engage representatives of the workforce, engage educational entities, and focus on serving justice-involved individuals. Outlines the required membership of the standing committees.

Clarifies the local boards' authority over the budget and administration of the adult, dislocated worker, and youth workforce development activities of the local area.

Sec. 117. Local plan – Amends section 108 of WIOA to change the timeline for local plans from four years to five years, modify the required elements of the local plan to ensure the analysis of economic conditions and workforce needs of the region are continually assessed using real-time labor market information, remove the requirement on local boards to submit an update to the four-year local plan after two years, and include analysis of the opportunity youth in the local area and the service needs of this population.

Sec. 118. Funding of State and local boards. – Amends section 111 of WIOA to update a cross-reference.

CHAPTER 3—PERFORMANCE ACCOUNTABILITY

Sec. 119. Performance accountability system – Amends section 116 of WIOA to revise the performance accountability system for States and local boards:

- Updates the primary indicators of performance to focus on employment relevant to training received where applicable, reduces the timing milestones to six months instead of a year for several metrics, converts the “employment fourth quarter after exit” indicator into a measure of retention in the labor force and relevance to the training received, adds an indicator comparing wages to that of a high school graduate, calculates the “measurable skill gains” indicator in the six-month period after program entry, and replaces the “effectiveness in serving employers” metric with a metric for completion of training methods provided through employers.
- Updates the primary indicators of performance for the youth program to focus on employment or education relevant to training or services received, and revises the cross reference to the “effectiveness in serving employers” indicator to measure the percentage of youth participants who completed paid or unpaid work experiences.
- Connects training provider indicators to the state’s overall indicators of performance.
- Revises the process under which states negotiate and agree upon state levels of performance with the Department of Labor and Department of Education (Departments) to require the Departments to first propose levels based on their statistical adjustment model (SAM) and gives states the opportunity to react and offer counterproposals, as they determine necessary. Requires the Departments to publish their statistical adjustment model and clarify it must involve factors found to be predictive of performance.
- Adds a provision requiring the three lowest performing states to describe in more detail what they will do to improve.
- Elongates the levels of performance periods to match new WIOA planning period length of five years.
- Directs the Departments to update the performance reporting templates to collect common data elements across the core programs in an identical manner and make the performance reports available in transparent and accessible formats.
- Updates elements of the performance reports to include the median earnings gain of program participants in the state performance report and the percentage spent on skills development and supportive services in the local performance report, while clarifying that states will submit one performance report that includes the performance of each eligible training provider in the state, as well as an overall analysis of the effectiveness of the training provided.
- Clarifies the circumstances under which a state or local area is subject to performance improvement actions or fiscal sanctions.
- Connects the performance data systems to verifiable wage records databases like the National Directory of New Hires and state agencies’ Unemployment Insurance wage data.

Subtitle C—Workforce Investment Activities and Providers

CHAPTER 1—ONE-STOP DELIVERY SYSTEMS AND PROVIDERS

Sec. 121. Establishment of one-stop delivery systems. – Amends section 121 of WIOA to allow workforce development programs funded by the CHIPS and Science Act and Infrastructure Investment and Jobs Act to collocate at one-stop centers. Modifies the requirements for the one-stop delivery system to allow area Career and Technical Education (CTE) schools, institutions of higher education, and public libraries to serve as the one-stop operator. Allows one-stop centers to be virtual, coordinates virtual services between adjacent local areas, and requires a network of at least three physical affiliated locations, such as libraries, mobile centers, or community colleges, in local areas with no physical locations. Removes the requirement on local boards to negotiate an “infrastructure funding agreement” with the one-stop partners.

Sec. 122. Identification of eligible providers of training services. – Amends section 122 of WIOA:

- Reforms the process for states to determine eligible providers and programs of training services by establishing a “standard eligibility” and “Workforce Innovation Leader (WIL) eligibility” framework for the Eligible Training Provider List (ETPL) that gives the Governor and Secretary of Labor, respectively, authority to approve and revoke eligibility for the standard and WIL provider lists.
- Makes labor organizations and community colleges providing a training program that leads to a recognized postsecondary credential automatically eligible for the ETPL.
- Requires providers applying to receive standard eligibility to have a valid State or local business license, be in business for at least 2 years, have a federal employer identification number, prepare participants for employment that is high-skill, high-wage, or in-demand, provide a recognized postsecondary credential, and demonstrate verified education and employment outcomes.
- Requires providers intending to maintain standard eligibility to demonstrate verified education, employment, earnings, and value-added earnings outcomes to the Governor.
- Requires providers intending to gain WIL eligibility to demonstrate to the Governor, who will transmit to the Secretary of Labor, verified education, employment, earnings, and value-added earnings outcomes that exceed the requirements for the standard provider list.
- Requires the annual submission of performance information to the Governor to determine continued eligibility for the standard and WIL provider lists, prohibit providers with repeated failures to meet the minimum performance outcomes from remaining on the standard provider list, and provides for notification to participants and opportunities to complete training programs in the event that the Governor revokes standard eligibility for a program.
- Formalizes an industry or sector partnership designation for training providers.
- Requires for-profit providers with particularly poor outcomes to repay a small portion of WIOA funds to the local board.
- Provides transparency on the credentials that are awarded by eligible providers to include credential-specific information.

- Allows States or local boards to establish performance incentives for providers that achieve high levels of performance, serve a significant number of individuals with barriers to employment, or place participants into high-paying, family sustaining employment.

Sec. 123. Eligible providers of youth workforce investment activities. – Amends section 123 of WIOA to clarify that providers of pre-apprenticeships and apprenticeships for youth can serve as eligible training providers for youth programs.

CHAPTER 2—YOUTH WORKFORCE INVESTMENT ACTIVITIES

Sec. 131. State allotments. – Amends section 127 of WIOA to clarify how the additional Governor’s reservation under section 128 of WIOA and section 132 of this bill affects outlying areas receiving WIOA funding, and to promote more stability in year-over-year funding levels for States by ensuring no State receives less than 95 percent or more than 115 percent of its previous year’s youth formula allotment.

Sec. 132. Within State allocations. – Amends section 128 of WIOA to authorize States to make an additional reservation of up to 10 percent from the State’s adult, dislocated worker, and youth allotments, and requires that the additional reservation be used to establish an Industry or Sector Partnership Development Fund or for employer-based training activities.

Sec. 133. Use of funds for youth workforce investment activities. – Amends section 129 of WIOA to modify the workforce activities for youth:

- Replaces “out-of-school youth” with “opportunity youth” and includes youth experiencing homelessness and those involved with the justice or foster care systems as opportunity youth, regardless of their school status.
- Revises the waiver authority for spending on opportunity youth by raising the required minimum spending on opportunity youth from 50 percent to 60 percent in the case that a State uses a waiver.
- Increases the percentage of funding dedicated to work experiences to 30 percent, establishes core elements of summer and year-round employment opportunities requiring that internships lasting for longer periods be paid. Requires 33.33 percent of the dedicated work experiences fund to go towards apprenticeships and pre-apprenticeships for youth.
- Expands the list of statewide allowable activities to include raising public awareness about career and technical education programs and developing partnerships between educational institutions to create or improve workforce development programs.
- Updates the elements of youth workforce programs to include activities to develop fundamental workforce readiness skills, authorizes the use of “individual training accounts” (ITAs) for in-school youth over the age of 18 and for opportunity youth, and increases the cap on the amount of funding that can be used on pay-for-performance contract strategies.
- Streamlines the enrollment process by allowing programs to begin serving youth while an eligibility determination is pending, shifts the burden of determining eligibility to

program or one-stop operator staff, and aligns the documentation requirements to determine foster or homeless youth status with the *Higher Education Act*.

CHAPTER 3—ADULT AND DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES

Sec. 141. State allotments. – Amends section 132 of WIOA to reflect that the dislocated worker funds reserved by the Secretary of Labor (Secretary) will also be used for the Workforce Data Quality Initiative established in section 174 of this Act.

Sec. 142. Reservations for State activities; within State allocations. – Amends section 133 of WIOA to reduce the reservation for statewide rapid response activities from 25 to 15 percent, except in the case of exceptional need. Conforms with a change in section 131 to allow the Governor to reserve an additional 10 percent for the Industry or Sector Partnership Development Fund and a fund for employer-based training activities. Provides States more flexibility in determining an allocation formula within the State for adult and dislocated worker funding.

Sec. 143. Use of funds for employment and training activities. – Amends section 134 of WIOA:

- Revises the statewide workforce activities for adults and dislocated workers by adding the Industry or Sector Partnership Development Fund and employer-based training activities to the list of required statewide activities for the Governor out of the additional portion reserved by the Governor.
- Clarifies that rapid response activities are provided through a rapid response unit, and allows for supplemental ITAs authorized under this section to be used toward rapid response activities.
- Establishes new required statewide activities to improve support and assistance for workforce boards, connect participants with supportive services, and support the development of skills-based hiring practices.
- Improves service delivery and training opportunities through apprenticeships, industry or sector partnerships, and innovative and accessible programs such as universal design for learning and model comprehensive transition and postsecondary programs for individuals with disabilities.
- Establishes the Industry or Sector Partnership Development Fund and employer-based training activities fund as statewide allowable activities with any additional funds reserved by the governor for these purposes under section 133. Through the Industry or Sector Partnership Development Fund, states will establish a competitive grant to award implementation and expansion grants to new or existing industry or sector partnerships to fund a range of education, training, and employment-related activities, with a non-federal cost sharing requirement based on the size of the participating employers. The employer-based training activities fund reserves funding for pre-apprenticeship and apprenticeship, on-the-job training, employer-directed skills development, and other employer-provided training activities.

- Improves local employment and training opportunities for adults and dislocated workers to provide differentiated “basic career services” provided primarily by Employment Service staff under the *Wagner-Peyser Act* and “individualized career services”.
- Requires labor exchange services under individualized career services to provide information on wage and benefit levels in industry sectors and occupations across the local area and State, and to support participants in develop a resume, cover letter, or similar document;
- Revises “customized training” under current law to “employer-directed skills development”, and requires participating employers to reach an agreement with a local board to provide skills development to participants and make a number of commitments, which include a commitment that a participating employer does not have proven violations of laws enforced by the Department of Labor, Equal Employment Opportunity Commission, and the National Labor Relations Board.
- Clarifies that a participating employer in employer-directed skills development or incumbent worker training cannot abrogate any collective bargaining agreements that cover its employees.
- Develops “business services” as its own service category, while allowing these services to include technical assistance and support to employers seeking to implement skills-based hiring practices.
- • Increases the cap on the amount of funds a local board may use on “incumbent worker training” to 30 percent and providing for further increases if the local area has been experiencing low rates of unemployment or a high rate of labor force participation.] LLA
- Increases the cap on the amount of funds a local board may use on transitional jobs to 15 percent.
- Repurposes a portion of the Department of Labor’s H1-B funding toward “Supplemental ITAs” for adults, dislocated workers, and youth to pursue training services. Specifies that supplemental ITAs are distributed to States based on a formula that allocates one-third of the funding based on the relative number of unemployed individuals, one-third of the funding based on the relative number of disadvantaged adults, and one-third based on the relative number of individuals in the civilian labor force. Also includes a minimum allotment to ensure that small states receive equitable funding under the new formula. Additionally, sets the minimum amount for supplemental ITAs at \$5,000 per ITA, and stipulates that funding for supplemental ITAs supplement, not supplant, ITA funding provided through the adult and dislocated worker formulas.

CHAPTER 4—GENERAL WORKFORCE INVESTMENT PROVISIONS

Sec. 149. Authorization of appropriations. – Amends section 136 of WIOA to authorize appropriations for each of the Fiscal Years 2025 through 2029 at the amount of such sums as may be necessary for the youth, adult, and dislocated worker programs.

Subtitle D—Job Corps

Sec. 151. Purposes. – Amends section 141 of WIOA to update the terminology in the program to refer to each site as a Job Corps “campus.” This change is carried throughout the subtitle.

Sec. 152. Definitions. – Amends section 142 of WIOA to clarify that the term “graduate” includes the receipt of a regular high school diploma and may include a recognized postsecondary credential.

Sec. 153. Individuals eligible for the Job Corps. – Amends section 144 of WIOA to modify the eligibility criteria for the Job Corps program, including increasing the maximum age from not more than 21 to not more than 24, and allowing residents of Opportunity Zones to qualify without further documentation of income status. Clarifies that transitioning servicemembers also qualify for the military income exemption and streamlines the determination of homeless or foster youth status to match the process described in section 479D of the Higher Education Act.

Sec. 154. Recruitment, screening, selection, and assignment of enrollees. – Amends section 145 of WIOA to direct the Secretary to assist in the development of joint applications for Job Corps, YouthBuild, and the youth activities program.

Clarifies the existing drug test procedures for enrollees to require an initial drug test within 48 hours upon arrival on campus, and if the results of the initial test are positive, requires a subsequent drug test at the earliest appropriate time to determine if the enrollee has continued using drugs since arrival on campus.

Revises the number of days the results of the subsequent drug test must be received, from 45 days after arrival to within 50 days after arrival, and if the test is positive with similar levels of potency that were found in the initial test, the enrollee must be terminated from the program and referred to a substance use disorder treatment program or behavioral counseling.

Sec. 155. Job Corps campuses. – Amends section 147 of WIOA to modify the process through which the Secretary selects entities to operate Job Corps campuses to require the consideration of evidence of effectiveness the entities’ past effectiveness based on the primary indicators of performance, a description of the policies that will be implemented to maintain a secure campus, and agreements to provide off-campus work-based learning opportunities to enrollees. Revises the threshold for being considered a high-performing campus to include those that are ranked in the top 25 percent of all campuses and raises the percentage of enrollees that can be non-residential to 30 percent.

Sec. 156. Program activities. – Amends section 148 of WIOA to require campuses to provide residential enrollees productive activities outside of program hours and clarify that any eligible provider on the state “eligible training provider list” and aligned with the CTE the enrollee has completed may be used to provide advanced career education for selected enrollees. Campuses may also incorporate the principles of universal design for learning.

Sec. 157. Counseling and job placement. – Amends section 149 of WIOA to require the Secretary to coordinate counseling and job placement with Job Corps operators assigned to campuses.

Sec. 158. Support – Amends section 150 of WIOA to allow a Job Corps graduate to remain a resident on campus for up to one month after graduation with written approval from the director of the Job Corps campus and only if such individual receives written approval to remain a resident.

Sec. 159. Operations. – Amends section 151 of WIOA to grant Job Corps operators authority to determine how learning is delivered and what tools can be used for that purpose, determine the appropriate policy and protocols with respect to enrollees leaving campus and guests visiting campus, hire and develop staff, enter into agreements with educational entities and employers, and educate stakeholders about Job Corps activities without prior approval of the Secretary of Labor, while making clear that any such agreements that do not involve monetary compensation are not considered subcontracts. Requires the Secretary to solicit information on any operational costs that may arise prior to making changes to the operating agreement.

Sec. 160. Standards of conduct. – Amends section 152 of WIOA to require the Secretary to adopt guidelines establishing a disciplinary policy for dismissing an enrollee that committed an act of violence or an illegal activity and establishes an appeals process.

Sec. 161. Community participation. – Amends section 153 of WIOA to include industry or sector partnerships in Jobs Corps campus networks.

Sec. 162. Workforce councils. – Amends section 154 of WIOA to expand workforce councils to include representatives of community-based organizations and clarify that recognized postsecondary credentials may be necessary to obtain employment opportunities.

Sec. 163. Advisory committees. – Amends section 155 of WIOA to update the terminology in the program to refer to each site as a Job Corps “campus.”

Sec. 164. Experimental projects and technical assistance. – Amends section 156 of WIOA to authorize the Secretary to provide technical assistance in incorporating the principles of universal design for learning.

Sec. 165. Special provisions. – Amends section 158 of WIOA to permit Job Corps campus operators to accept charitable donations on behalf of an individual Job Corps campus and require any property acquired to be directly transferred to the Secretary. Directs the Secretary to ensure equal opportunity and that no individual is excluded from a Job Corps program on the basis of race, color, religion, sex (except otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Sec. 166. Management information. – Amends section 159 of WIOA to revise the performance assessment of Job Corps campuses by specifying that the Secretary shall make arrangements with a state or other entity to use state wage records for evaluation of the Job Corps programs.

Sec. 167. Job Corps oversight and reporting. – Amends section 161 to strike outdated financial reporting and require a report on campus closures by December 2025.

Sec. 168. Authorization of appropriations. – Amends section 162 of WIOA to authorize appropriations for the Job Corps program for each of the Fiscal Years 2025 to 2029 at an amount of such sums.

Subtitle E—National Programs

Sec. 171. Native American programs. – Amends section 166 of WIOA to make adjustments to the Native American Programs by limiting the administrative costs to 12 percent of a grant, allowing for the transfer of unobligated funds, requiring the Secretary to make arrangements with a state to use wage records in the performance reporting of grantees, and having the performance of grantees published annually on the website of the Department of Labor. Clarifies how vacancies to the Native American Employment and Training Council are to be filled and allow tribes to consolidate funding from various sources for workforce training. Extends the authorization of appropriations for assistance to unique populations in Alaska and Hawaii for each of the Fiscal Years 2025 to 2029 at such sums as may be necessary.

Sec. 172. Migrant and seasonal farmworker programs. – Amends section 167 of WIOA to make adjustments to the Migrant and Seasonal Farmworkers Programs by limiting the administrative costs to 10 percent of a grant, requiring the Secretary to make arrangements with a state to use wage records in the performance reporting of grantees, having the performance of grantees published annually on the website of the Department of Labor, allowing for digital literacy skills to be an authorized activity and clarifying the timelines under which grant funds must be obligated and spent.

Sec. 173. Evaluations and research. – Amends section 169 of WIOA to require evaluations carried out under WIOA to describe the extent to which states are using emerging technology (such as artificial intelligence) to improve data collection. Strikes the required or allowable studies that have already been completed. Includes new studies on the employment conditions and job quality for participants after program exit, improving workforce services for individuals with disabilities, the effectiveness of pay-for-performance contract strategies, the use of ITAs by adults, dislocated workers, and youth, the effectiveness of employer-based training activities, the effectiveness and use of emerging technology in the workforce system, the effectiveness and use of statewide rapid response activities, the provision and effects of supportive services, and the alignment between education and workforce systems. Codifies the Workforce Data Quality Initiative and provides funds from the dislocated worker national reserve and funds authorized for this section to award grants to state agencies or consortiums to create and improve state education and workforce longitudinal data systems.

Sec. 174. National dislocated worker grants. – Amends section 170 of WIOA to update the National Dislocated Worker Grants by codifying the ability to award grants to entities serving areas with employment and upskilling needs related to widespread opioid addiction while clarifying that grants awarded for this purpose can be used to upskill individuals in health professions involved in the prevention and treatment of opioid use and misuse disorders. Requires the Secretary of Labor to collect performance information of each entity receiving a

grant under this section and publish such information on a privacy-protected website hosted by the Department of Labor.

Sec. 175. YouthBuild program. – Amends section 171 of WIOA to modify the YouthBuild program by directing the Secretary to reserve 5 percent of any amount appropriated to tribes, tribal communities, or organizations serving tribes, and not less than 5 percent of any amount appropriated to rural areas. Requires the Secretary to make arrangements with a state to use wage records in the performance reporting of grantees, having the performance of grantees published annually on the Department of Labor’s website, and encouraging the Secretary to announce the funding opportunities at the same time each year. Clarifies that an eligible activity is informing and assisting participants in applying to SNAP and child care. Additionally, this section authorizes appropriations for the YouthBuild program for each of Fiscal Years 2025 to 2029 in an amount of such sums as may be necessary.

Sec. 176. Reentry employment opportunities. – Amends WIOA to create a new section 172 and codify the Reentry Employment Opportunities program to improve the reentry of justice-involved individuals into the workforce. Directs the Secretary to award competitive grants and contracts to eligible entities, including not less than 10 percent of appropriated funds for regional or national intermediaries, to conduct reentry projects. Requires 10 percent of funds to be used for pay-for-performance contracts, and 30 percent to be used to carry out youth Reentry Employment Opportunities Program with priority given to entities that will serve high-poverty areas, use evidence-based strategies, enroll individuals before release, establish partnerships with businesses and institutions of higher education, and provide on-the-job learning. Directs the Secretary to evaluate the reentry projects.

→ *Sec. 177. Youth apprenticeship readiness grant program.* – Amends WIOA to create a new section 173 to establish the Youth Apprenticeship Readiness Grant Program to increase youth participation in new or existing pre-apprenticeship and apprenticeship programs. Requires an eligible education and training provider, a workforce development system entity, a qualified intermediary, or a state agency of the state where a partnership is located to lead in the youth apprenticeship partnership. Eligible entities must provide a 25 percent match of funds through non-federal sources (such as cash or in-kind). Protects minors from on-the-job training in hazardous occupations and ensures compliance with child safety standards. Additionally, directs the Secretary to evaluate the youth apprenticeship grant and the sharing of best practices for youth apprenticeships.

Sec. 178. Authorization of appropriations. – Amends section 172 of WIOA (redesignated as section 174) to authorize appropriations for each of the Fiscal Years 2025 through 2029 for Native American Programs, Migrant and Seasonal Farmworker Programs, Technical Assistance, Evaluations and Research, Reentry Employment Opportunities, and Youth Apprenticeship Readiness Grants at such sums as may be necessary.

Subtitle F—Administration

Sec. 191. Requirements and restrictions. – Amends section 181 of WIOA to require compliance with all applicable Federal labor law. Clarifies that supportive services may be provided using WIOA funding only in combination with career or training services, and if such services cannot be obtained elsewhere.

Sec. 192. Fiscal controls. – Amends section 184 of WIOA to give Governors thirty months, rather than two years, to certify to the Secretary that the State has been compliant with requirements consistent with the Unified State Plan timelines in section 112.

Sec. 193. Secretarial administrative authorities and responsibilities. – Amends section 189 of WIOA to require Governors requesting a waiver of statutory or regulatory requirements to explain how the state will continue to promote access to services for individuals impacted by the waiver and permits, rather than requires, the Secretary to expedite the determination of a waiver for a State or local area if such a waiver has been approved for another state or local area.

Sec. 194. State flexibility pilot program. – Strikes and replaces section 190 of WIOA to establish a state flexibility pilot authority to allow a state, local area, or consortia of multiple local areas to receive its adult, dislocated worker, and youth funds as a consolidated grant for five years. These pilot projects must continue to follow the priority of service requirements of the law, adhere to existing workforce protections, set performance targets higher than their current level of performance, and have a rigorous evaluation completed. The Secretary may approve up to four statewide demonstration projects and four local area or consortium demonstration projects, with authority for an additional two eligible states after five years if the first four states show an improvement in performance. Statewide demonstration projects may only be approved for states that are designated as a single state local area at the time of applying or have a labor force participation rate of less than 60 percent and a population of less than five million.

TITLE II—ADULT EDUCATION AND LITERACY

Sec. 201. Purpose. – Amends section 202 of WIOA to update the purpose of the Adult Education and Literacy program to include assisting adults in obtaining digital literacy skills.

Sec. 202. Definitions. – Amends section 203 of WIOA to define “digital literacy skills,” include digital literacy skills under the definition of “adult education,” replace the term “English language learner” with “English learner,” update the definitions of “integrated English literacy and civics education,” “family literacy activities,” “literacy” and “define the term “college and career preparation activities.”

Sec. 203. Authorization of appropriations. – Amends section 206 of WIOA to authorize appropriations as such sums may be necessary for Title II for Fiscal Years 2025 to 2029.

Sec. 204. Special rule. – Amends section 211 of WIOA to make a conforming change to reflect the renumbering of the definitions in section 3 of WIOA.

Sec. 205. Performance accountability system. – Amends section 212 of WIOA to provide that the primary indicator of performance measuring participant completion of employer-connected

learning will be applied to Title II as the percentage of program participants who exited the program during the program year and completed an “integrated education and training” program. Additionally, the section is amended to allow for additional measurable skill gains such as those described in section 202.

Sec. 206. Matching requirement. – Amends section 222 of WIOA to direct each State agency to make publicly available the sources of the required matching funds and an explanation of how these funds are being distributed to eligible providers.

Sec. 207. State leadership activities. – Amends section 223 of WIOA to update the required state leadership activities to include the identification of opportunities to align with activities supported under the *Carl D. Perkins Career and Technical Education Act* to expand integrated education and training programs, assistance to providers in reporting participant outcomes, including facilitating partnerships with State entities to conduct matches on wages records or support integration with statewide longitudinal data system, and the development or identification of instructional materials designed to meet the needs of adult and English learners. Updates the allowable state leadership activities to include the development of policies to award recognized postsecondary credentials to adult educators with demonstrated effectiveness, partnerships with local educational agencies or public agencies to recruit individuals, and activities to strengthen the quality of standards and accreditation requirements.

Sec. 208. Education programs for justice-involved individuals and other institutionalized individuals. – Amends section 225 of WIOA to establish a priority of service to an agency also served by a program under section 172. Requires each eligible agency using funds to carry out corrections education and education for other institutionalized individuals to coordinate these activities with funds reserved under the *Carl D. Perkins Career and Technical Education Act*, to develop “integrated education and training” opportunities, to coordinate eligible prison education programs, and to coordinate with REO programs. Redefines the term criminal offender to “justice-involved individual” and defines the term “prison education program.”

Sec. 209. Grants and contracts for eligible providers. – Amends section 231 of WIOA to update the considerations state agencies must use when awarding grants and contracts to eligible providers to include consideration of the instructional materials used by the provider. Clarifies that states may consider the costs of providing learning in context, and the extent to which eligible providers intend to use these strategies when determining the amount of funds awarded.

Sec. 210. Local application. – Amends section 232 of WIOA to update the local application that must be submitted by each eligible provider to include a description of how the eligible provider will provide learning in context, in a manner integrated with college and career pathways to enable participating students to attain a recognized postsecondary credential or enroll in postsecondary education.

Sec. 211. Local administrative cost limits. – Amends section 233 of WIOA to revise the local administrative cost limits to move professional development for adult educators into its own category, subject to a 10 percent cost limit.

Sec. 212. Prompt allocation of funds. – Amends section 241 of WIOA to establish that funds shall be made available under section 211 for an eligible agency not later than 30 days after the date the eligible agency has a unified State plan approved under section 102 or a combined State plan approved under section 103.

Sec. 213. National leadership activities. – Amends section 242 of WIOA to update the national leadership required activities to include dissemination of effective practices used by states to use statewide longitudinal data systems. Adds new allowable activities of developing and evaluating programs for preparing adult educators, carrying out initiatives to disseminate effective staffing models, program quality standards, and accreditation requirements that may be voluntarily adopted, and providing professional development and technical assistance to educators.

Sec. 214. Integrated English literacy and civics education. – Amends section 243 of WIOA to update the terms to read “English learners” and to add goals that further align with the purpose of Title II.

TITLE III—GENERAL PROVISIONS

Subtitle A—Data Provisions

Sec. 301. Data Exchange Standardization for Improved Interoperability. – Amends section 503 of WIOA to include an Act-wide requirement for data interoperability across all data collections and reporting to ensure that workforce data functions seamlessly within the workforce development system and with other data systems, including those that provide supportive services, created now and in the future.

Sec. 302. Report on data capability of Federal and State databases and data exchange agreements. – Amends section 505 of WIOA to direct the Government Accountability Office to prepare a report, similar to the one required by the 2014 reauthorization, to identify current data system weaknesses and opportunities, with a focus on the State Wage Interchange System (SWIS) developed by the Department of Labor.

Subtitle B—Transition Provisions

Sec. 311. Transition. – Enables the transition to begin and prioritizes the implementation of the performance accountability SAM.

Sec. 312. Effective date. – Makes the effective date the first July 1 that is not less than 1 calendar year after the date of enactment of this Act.

Subtitle C—Amendments to Other Laws

Sec. 321. Amendments to the Wagner-Peyser Act. – Amends the Wagner-Peyser Act to include the Commonwealth of the Northern Mariana Islands and American Samoa in the Employment Service, providing each of these territories one half of the amount of funding that Guam is provided, beginning the first fiscal year the total amount available for allotment is greater than the amount for Fiscal Year 2024. Makes adjustments to support the integrated delivery of career

services provided by the Employment Service within the one-stop delivery system. Additionally, modifies the workforce and labor market information system to promote the use of real-time data to identify trends in emerging occupation roles and skills and disseminate information in a manner that is user-friendly.

Sec. 322. Amendment to the American Competitiveness and Workforce Improvement Act. – Amends section 414 of the American Competitiveness and Workforce Improvement Act to strike the current subsection (c), Job Training Grants, and authorize \$65 million from the Department of Labor’s H1-B allocation to be spent on the Youth Apprenticeship Readiness Grant program in section 177 of this bill and the remainder to be spent on supplemental ITAs authorized under section 143 of this bill.

Sec. 323. Access to National Directory of New Hires. – Amends section 453 of the Social Security Act to authorize state agencies responsible for conducting the reporting and evaluation activities under section 116 of WIOA to receive information from the National Directory of New Hires.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2014

AGENDA ITEM NUMBER: 6D

AGENDA ITEM SUBJECT: NEW LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On March 26, 2024, Florida Commerce, Bureau of One-Stop and Program Support, issued a memorandum to all workforce boards. This memo requires each board to submit a new or subsequent Local Workforce Development Area (LWDA) designation request and LWDA composition rosters to Florida Commerce. Specifically, LWDA's that are consolidating or realigning counties as part of Florida's Transformation Plan must submit a request for designation as a new LWDA.

In alignment with the Workforce Innovation and Opportunity Act (WIOA), the Governor has the authority to approve requests for LWDA designation from any unit of local government, or a combination thereof, if the state workforce development board (state board) recommends designation. The state board must determine that the proposed area:

- Aligns with the local labor market area;
- Has a common economic development area; and
- Possesses the necessary federal and non-federal resources, including relevant education and training institutions, to manage activities under the WIOA youth, adult, and dislocated worker formula programs.

Furthermore, the state board is required to certify each Local Workforce Development Board (LWDB) as mandated by section 107 of WIOA. Attached to this agenda item is the request from the South Florida Workforce Investment Board (SFWIB) for a new designation due to the realignment of counties under the 2021 Reimagining Education and Career Help (REACH) Act. The SFWIB staff will complete the necessary form for Mayor Levin Cava's review and signature.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

Request for New Local Workforce Development Area Designation

Select the appropriate box that describes this request:

New Designation – New Local Workforce Development Area (LWDA), including LWDA's that are fully consolidating.

Realignment of Counties – Existing LWDA that is removing or adding one or more counties.

1. Point of Contact

Name of Contact Person:

Rick Beasley

Phone Number:

(305) 929-1501

Title:

Executive Director

Email Address:

Rick.beasley@careersourcesfl.com

Date of Request:

June 7, 2024

2. LWDA Information

Name of Local Workforce Development Area:

LWDA 23

3. County/Counties Information

List the county/counties that will be included in the proposed LWDA:

Miami-Dade County

For new designations and realignment of counties, list the county/counties that is/are being added to the LWDA and the LWDA they are currently designated to:

For realignment of counties, list the county/counties that is/are being removed from the LWDA and the LWDA they will be realigned to:

Monroe County, CareerSource Southwest Florida, LWDA 24

4. Substantive Requirements for Designation of a New LWDA

a. Describe how the proposed LWDA is consistent with local labor market areas.

Local Workforce Development Area (LWDA) 23, which encompasses Miami-Dade County, stands out as one of the nation's most vibrant regions. It boasts a diverse array of industries and a varied population with a wide range of economic and educational needs.

Annually, the SFWIB/CSSF collaborates with the Miami-Dade County, Beacon Council (the local economic development agency) and the five primary local chambers of commerce to conduct a thorough examination of the area's workforce and employer requirements. The latest assessment highlights the continued strong growth of Miami's Leisure and Hospitality sector, fueled by its allure as a premier vacation destination.

Moreover, Miami-Dade County is witnessing rapid expansion across several sectors, including health care, trade and logistics, technology, data centers, back-office support technology, simulation technology, mobile applications, computational science technology, and tourism technology. These findings underscore the dynamic and evolving nature of the local economy.

b. Describe how the proposed LWDA has a common economic development area.

Based on the Department of Economic Opportunity (DEO) 2021 – 2029 Statewide, Regional, and County projections, the SFWIB/CSSF has pinpointed six major industry groups poised for significant growth over the next seven years. These industry segments are central to the Opportunity Miami strategy, formerly known as One Community, One Goal, either as primary industries or as key subindustries. The identified sectors and their projected growth rates along with estimated job openings are as follows:

1. Leisure and Hospitality: Expected to grow by 31.7 percent, with approximately 42,922 new job openings.
2. Information Technology: Anticipated growth of 13.2 percent, leading to around 2,577 new jobs.
3. Other Services: Projected growth of 13.0 percent, resulting in an estimated 5,266 new jobs.
4. Educational and Health Services: Predicted growth rate of 12.8 percent, with approximately 35,584 new jobs.
5. Professional and Business Services: Estimated growth of 12.7 percent, generating around 23,157 new jobs.
6. Financial Services: Expected to grow by 10.9 percent, creating an estimated 9,004 new jobs.

These projections serve as a valuable guide for strategic planning and workforce development initiatives in the region.

c. Describe the federal and non-federal resources that will be available to the proposed LWDA, including appropriate education and training institutions, to administer activities under the Workforce Innovation and Opportunity Act youth, adult and dislocated worker formula programs.

The South Florida Workforce Investment Board (SFWIB) secures funding from multiple sources, including the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser, Temporary Assistance to Needy Families, Unemployment Compensation, and Supplemental Nutrition Assistance, to develop, implement, and oversee workforce programs in the region.

Under the purview of WIOA, the SFWIB/CSSF has effectively deployed various training options, such as classroom instruction, on-the-job training, work experience programs, customized training initiatives, and apprenticeships. Leveraging our strengths in workforce training and education, we foster collaborations with the Academic Council of Opportunity Miami (formerly One Community One Goal), cultivate robust relationships within the business community, and forge partnerships with a diverse range of private and public post-secondary institutions conveniently accessible to our constituents. This comprehensive approach ensures the effective delivery of workforce development services tailored to meet the needs of our region.

5. Additional Information

a. Describe how the proposed new LWDA designation will impact the other LWDA(s) from which it is withdrawing.

The realignment process led by Earnest & Young revealed that the demographics and needs of Miami-Dade and Monroe County, both within Local Workforce Development Area 23, differ significantly. As a result, it was determined that Monroe County's needs align more closely with CareerSource Southwest Florida (LWDA 24) and should be transitioned accordingly. This realignment is expected to have no impact on other workforce development areas. We support this decision, as it will enhance the capacity of each LWDA to address the unique needs of its residents more effectively.

6. Public Comments

a. Local areas requesting to create a new LWDA must post its intent for 10 days to allow the receipt of public comments. Was this request posted for public comments? **Yes** **No**

b. Were any public comments received? **Yes** **No**

If yes, a copy of public comments received regarding the proposed newly designated LWDA must be submitted with this request.

CERTIFICATION AND APPROVAL OF REQUEST

By signing below, the local workforce development board chairperson and the chief local elected official (CLEO) representing each county/unit of local government that comprises the proposed local workforce development area certify that the information contained in this request is true and accurate based on their knowledge. Additionally, the signatures below demonstrate the consensus of each county/unit of local government involved.

Local Workforce Development Board Chairperson	
Name:	
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

A certification page is required for each of the impacted local workforce development areas. The completed request and certification page(s) must be submitted to: LWDBGovernance@commerce.fl.gov.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 6E

AGENDA ITEM SUBJECT: SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEMBER RESIGNATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Executive Director has received a letter of resignation from Mr. William Diggs, an SFWIB Board member who represented Economic Development interest in the local workforce region and was a committee member of the Performance Council. In accordance with the SFWIB Bylaws, a Board member may elect to voluntarily resign from the Board for personal reasons providing sufficient notice of their intention to do so.

The Executive Director will notify the Chief Elected Official of the resignation and the Executive Committee, subject to Board approval, will work with the Executive Director to solicit potential members to fill the vacancy. The CLEO or Executive Committee will send the Executive Director a document identifying potential candidates to fill the vacancy within 15 days of receipt of the notice of the vacancy. Once the Executive Director has determined the nomination(s) are consistent with the membership requirements of federal and state laws, as well as, local board requirements, the nominee will be provided with a Membership Nomination Form.

If the vacancy is from the Economic Development Board membership category, the CLEO or Executive Committee shall solicit nominations from both public and private local economic development agencies.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 6F

AGENDA ITEM SUBJECT: GRANTEE/SUB-GRANTEE AGREEMENT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

Once every three years each of the state's 24 workforce boards signs a Grantee/Sub-Grantee Agreement with Florida Commerce previously known as the Florida Department of Economic Opportunity (DEO). The agreement outlines specific requirements that each local workforce board must follow as a condition of receiving workforce funding.

The current Grantee/Sub-Grantee Agreement for Local Workforce Development Board (LWDB) 23 was signed on June 3, 2021 with a termination date of May 15, 2024. On April 18, 2024, Florida Commerce extended the agreement until August 31, 2024.

On July 18, SFWIB received a final draft of the 2024-2027 Grantee / Sub-Grantee Agreement. The agreement has been submitted to the Miami-Dade County Attorney's Office and determined to be sufficient. A comprehensive review of the entire agreement has been conducted and the sections are listed below.

- Section 1. Definitions and Acronyms
- Section 2. Term and Expiration
- Section 3. Fiscal and Administrated Controls
 - Reduction or Suspension of Funding
 - Recoupment
 - Overpayments
 - Discovery of Overpayments
- Section 4. Performance, Reporting, Monitoring, and Auditing
- Section 5. The Board's One-Stop Delivery System
- Section 6. Services Delivered by Florida Commerce Staff within the Board's One-Stop Delivery System
- Section 7. Open Government and Confidentiality
- Section 8. Background Screenings
- Section 9. Local Plan and Assurances

- Section 10. Procurement
- Section 11. Compensation and Travel
- Section 12. Board Governance, Responsibilities, and Transparency
- Section 13. Ethics
- Section 14. Local Board Composition, Board Member Selection and Training
- Section 15. Related Parties
- Section Additional Provisions
- Section 17. Services to Individuals with Disabilities
- Section 18. Service to Individual with Limited English Proficiency
- Section 19. Response to Customer Service Complaints
- Section 20. Liaisons
- Section 21. Required Local Positions
- Section 22. Construction; Interpretation
- Section 23. Preservation of Remedies; Severability; Right to Set-Off
- Section 24. Entire Agreement; Amendment; Waiver

Please find attached the full draft agreement for your review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

AGREEMENT
BETWEEN CAREERSOURCE (insert)
AND THE
FLORIDA DEPARTMENT OF COMMERCE

This Agreement is entered into between the State of Florida, Department of Commerce (“FloridaCommerce”), and (insert), d/b/a (insert) (“Board” or “Subrecipient”). FloridaCommerce and the Board are sometimes referred to herein individually as a “Party” and collectively as “the Parties.”

WHEREAS, FloridaCommerce is Florida’s designated state agency for receipt of federal workforce development funds, and is required to carry out the duties and responsibilities assigned by the Governor under each federal grant assigned to FloridaCommerce; and

WHEREAS, pursuant to section 107(d)(12)(B)(i) of the Workforce Innovation and Opportunity Act (Pub. L. 113-128), the chief local elected official in a local workforce development area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local workforce development area under sections 128 and 133; and

WHEREAS, the chief local elected official may designate an entity to serve as a local grant subrecipient for such funds, although such designation shall not relieve the chief local elected official of the liability for any misuse of grant funds; and

WHEREAS, the Board has been designated by the chief local elected official as a “subrecipient” of funds (as that term is defined by federal law), and is a “recipient” of funds (as that term is defined by state law); and

WHEREAS, pursuant to section 121(h) of the Workforce Innovation and Opportunity Act (Pub. L. 113-128) and section 445.009(2)(c), Florida Statutes, FloridaCommerce and the Board intend for this Agreement to satisfy the requirements that the Board enter into a memorandum of understanding and infrastructure funding agreement with each mandatory or optional partner participating in the one-stop delivery system.

1. DEFINITIONS AND ACRONYMS.

- a. **“Board”** means the Local Workforce Development Board.
- b. **“CDBG-DR”** means Community Development Block Grant-Disaster Recovery.
- c. **“CFR”** means Code of Federal Regulations.
- d. **“CLEO”** means the Chief Local Elected Official.
- e. **“DCF”** means the Florida Department of Children and Families.
- f. **“FDLE”** means the Florida Department of Law Enforcement.
- g. **“JVSG”** means the Jobs for Veterans State Grant program.
- h. **“LWDA”** means Local Workforce Development Area.
- i. **“MOU”** means Memorandum of Understanding.
- j. **“NFA”** means Notice of Award/Notice of Fund Availability.
- k. **“RA”** means Reemployment Assistance.
- l. **“RESEA”** means the Reemployment Services and Eligibility Assessment program.
- m. **“SNAP E&T”** means the Supplemental Nutrition Assistance Program Employment & Training program.
- n. **“State Board”** means the State Workforce Development Board.
- o. **“TAA”** means Trade Adjustment Assistance.
- p. **“WIOA”** means the Workforce Innovation and Opportunity Act.
- q. **“WP”** means the Wagner-Peyser Act.
- r. **“WT”** means the Welfare Transition program.

2. TERM AND EXPIRATION. The Effective Date of this Agreement is September 1, 2024, and may continue through June 30, 2027 (the “Expiration Date”), unless otherwise terminated as set forth herein. In accordance with section 121(c)(2) of WIOA, this Agreement will be reviewed, and if substantial changes have occurred, renewed, at least once every three years to ensure appropriate funding and delivery of services. This Agreement may be renewed

55 or extended for a period of time to be determined by FloridaCommerce at its sole discretion, and without the Board's
56 approval, at any time prior to the Expiration Date. This Agreement terminates, supersedes, and replaces any prior
57 agreement in effect between FloridaCommerce and the Board regarding the subject matter set forth herein as of the
58 Effective Date. The period between the Effective Date and the Expiration Date or the termination date is the
59 "Agreement Period." Subrecipient is absolutely responsible for all work performed and all expenses incurred in
60 fulfilling the obligations of this Agreement. If the LWDA is redesignated in whole or in part, or the Board is
61 decertified, then FloridaCommerce may terminate this Agreement. If FloridaCommerce elects to terminate this
62 Agreement, then FloridaCommerce will notify the Board and the CLEO of such termination, when the termination
63 becomes effective, and any termination instructions.

64 3. FISCAL AND ADMINISTRATIVE CONTROLS.

65
66
67 FloridaCommerce will provide funds in consideration for the Subrecipient's successful performance under this
68 Agreement. The State of Florida's and FloridaCommerce's performance and obligation to pay under this Agreement
69 is contingent upon an annual appropriation by the Legislature of the State of Florida. FloridaCommerce shall have
70 final authority as to both the availability of funds and what constitutes an "annual appropriation" of funds. The lack
71 of appropriation or availability of funds will not create FloridaCommerce's default under this Agreement. If there is
72 a state or federal funding shortfall, then the funding otherwise made available under this Agreement may be reduced.
73 The Subrecipient shall not expend funding provided under this Agreement or made available pursuant to any NFA
74 to pay any costs incurred in connection with any defense against any claim or appeal of the State of Florida or any
75 agency or instrumentality thereof (including FloridaCommerce) or to pay any costs incurred in connection with the
76 prosecution of any claim or appeal against the State of Florida or any agency or instrumentality thereof (including
77 FloridaCommerce), which the Subrecipient instituted or in which the Subrecipient has joined as a claimant.

78
79 a. FloridaCommerce will make funding available to the Subrecipient by issuing NFAs through FloridaCommerce's
80 financial management information system, the Subrecipient Enterprise Resource Application (SERA). The
81 Subrecipient's receipt of funding made under an NFA may be conditioned upon the Subrecipient's successful
82 performance of certain requirements prior to the receipt of such funding. The Subrecipient must comply with all
83 terms, conditions, assurances, restrictions, or other instructions contained within the NFA as a condition
84 precedent to the Subrecipient's receipt of funding set forth in the NFA. Except as specifically set forth herein, if
85 a conflict exists between the terms of this Agreement and any NFA, the terms of the NFA shall control.

86 b. Accountability for Funds.

87
88 i. Reduction or Suspension of Funding. FloridaCommerce may partially, completely, temporarily, or
89 permanently reduce or suspend any funding provided under this Agreement or funding made available
90 pursuant to an NFA, if the Subrecipient fails to comply with all applicable state and federal laws, rules, and
91 regulations, or the terms of this Agreement or any NFA. FloridaCommerce will exercise its authority to
92 reduce or suspend funding in accordance with the applicable federal and state laws, rules, regulations, and
93 policies.

94
95
96 ii. Recoupment. Notwithstanding anything in this Agreement or any NFA to the contrary, FloridaCommerce
97 has an absolute right to recoup funds. FloridaCommerce may refuse to reimburse the Subrecipient for any
98 cost if FloridaCommerce determines that such cost was not incurred in compliance with the terms of this
99 Agreement. FloridaCommerce may demand a return of funds if FloridaCommerce terminates this
100 Agreement.

101
102 iii. Overpayments. If the Subrecipient's (a) noncompliance with this Agreement or any applicable federal, state,
103 or local law, rule, regulation, or ordinance, terms of any NFA, or (b) performance or nonperformance of any
104 term or condition of this Agreement results in:

105 (a) an unlawful use of funds;

106 (b) a use of funds that doesn't comply with the terms of this Agreement; or

107 (c) a use which constitutes a receipt of funds to which the Subrecipient is not entitled (each such event an
108 "Overpayment"), then the Subrecipient shall return such Overpayment of funds to FloridaCommerce.

110 iv. Discovery of Overpayments. The Subrecipient shall refund any Overpayment of funds to FloridaCommerce
111 within 30 calendar days of the Subrecipient's discovery of an Overpayment or receipt of notification from
112 FloridaCommerce that an Overpayment has occurred. FloridaCommerce is the final authority as to what may
113 constitute an Overpayment of funds. Refunds should be sent to FloridaCommerce's Agreement Manager
114 and made payable to the "Department of Commerce." Should repayment not be made in a timely manner,
115 FloridaCommerce may charge interest, pursuant to 2 CFR 200.410, at the lawful rate of interest on the
116 outstanding balance beginning 30 days after the date of notification or discovery.

- 117
- 118 c. By signature below, the Subrecipient certifies to FloridaCommerce that it has written administrative procedures,
119 processes, and fiscal controls in place for the operation of WIOA, WP, TAA, RESEA, JVSG, SNAP E&T, WT,
120 CDBG-DR and any other program for which the Subrecipient receives funds from FloridaCommerce. The
121 written administrative procedures, processes, and fiscal controls described in this paragraph must, at minimum,
122 comply with applicable state and federal law, rules, regulations, policies, guidance, and the terms of this
123 Agreement. Subrecipient must update written administrative procedures and policies as applicable at least every
124 four years. FloridaCommerce may at any time request copies of the Board's written procedures and policies for
125 review. As needed, FloridaCommerce shall provide guidance and technical assistance to the Subrecipient to ensure
126 compliance with this section. If the Subrecipient cannot certify that it has written administrative procedures,
127 processes, and fiscal controls in place for the operation of any program for which it may receive funds at a future
128 date, then as a condition precedent to the award of any funds, the Subrecipient shall establish and adopt such
129 written administrative procedures, processes, and fiscal controls, as necessary for the applicable program.
- 130
- 131 d. By signature below, the Subrecipient certifies that it has written administrative procedures, processes, and fiscal
132 controls in place for the payment of supportive services including, but not limited to prepaid gas or prepaid debit
133 cards. Controls must address issuance, storage, and reconciliation of prepaid gas or prepaid debit cards. The
134 Subrecipient must maintain documentation supporting the eligibility of the receipt of supportive services and that
135 the value of the supportive service is consistent with the documented need of the participant.
- 136
- 137 e. The Subrecipient shall manage, maintain, and properly dispose of program and financial records in accordance
138 with governing state and federal laws and regulations.
- 139
- 140 f. The Board will appoint at least one Regional Security Officer who is responsible for ensuring the Board's
141 compliance with all information system security matters and system access control for users of FloridaCommerce-
142 owned systems. The Regional Security Officer will comply with policies and requirements imposed by
143 FloridaCommerce.
- 144
- 145 g. The Subrecipient will designate a custodian for purchased property and equipment who will be responsible for
146 ensuring the Subrecipient's compliance with 2 CFR 200.310-200.316.
- 147
- 148 h. The Subrecipient is responsible for managing real property and leases for all space utilized in the one-stop delivery
149 system. The Subrecipient and/or its designated one-stop operator shall be responsible for all activities involved
150 in securing space for local career centers, ensuring payment to lessors, and cost allocating rent charges, and
151 otherwise managing leases.
- 152
- 153 i. The Subrecipient will comply with all federal and state laws, policies, guidance, plans, or other similar documents
154 produced, approved, or disseminated by FloridaCommerce, the State Board, or any other entity whose funds are
155 made available to the Subrecipient through FloridaCommerce. These documents will be made available on
156 FloridaCommerce's website or distributed to the Subrecipient through other means.
- 157
- 158 j. Funds provided to the Subrecipient by FloridaCommerce may not be used to pay consultants, as that term is
159 defined in 5 CFR 304.102, in excess of \$815 per day and must be documented as reasonable and necessary.

160 4. PERFORMANCE, REPORTING, MONITORING, AND AUDITING.

- 161 a. FloridaCommerce may request from Subrecipient any information related to the Parties' performance under this
162
163

164 Agreement. The Subrecipient shall provide any requested information in the form and manner requested by
165 FloridaCommerce, within the time frame established by FloridaCommerce, so that FloridaCommerce may review
166 the Board's performance and compliance and compile and submit information to the appropriate parties. The
167 Board shall provide timely electronic data to FloridaCommerce, via the electronic financial and programmatic
168 data systems established by FloridaCommerce in order to allow FloridaCommerce to provide accurate reports to
169 state and federal funding agencies, the Legislature, the State Board, and other interested parties, and to review the
170 Board's fiscal status and performance.

- 171
- 172 b. The Subrecipient will comply with the audit requirements set forth in Exhibit A on an annual basis and take
173 prompt corrective action with respect to any audit findings.
- 174
- 175 c. The Subrecipient shall allow access to representatives of FloridaCommerce (including the Office of Inspector
176 General and Office of Civil Rights), appropriate representatives from other state and federal funding agencies,
177 and any other entity authorized by law for the purposes of conducting monitoring, reviews, inspections,
178 investigations, proceedings, hearings, or audits (each a "Compliance Review") without imposing burdensome
179 administrative processes to for such access. The Subrecipient will fully cooperate with any Compliance Review
180 conducted pursuant to this section. Failure to fully cooperate will constitute a material breach of this Agreement
181 and may result in the termination or suspension of this Agreement and any funding provided by
182 FloridaCommerce. FloridaCommerce reserves the right to, in its sole discretion, decide what constitutes full
183 cooperation under this paragraph. FloridaCommerce may exercise its rights under this paragraph at any time and
184 as frequently as FloridaCommerce deems necessary. The Subrecipient will reimburse FloridaCommerce for all
185 reasonable costs incurred by FloridaCommerce for any activity conducted pursuant to this section that results in
186 the suspension or termination of this Agreement. The Subrecipient will not be responsible for costs incurred
187 from activities conducted under this section that do not result in the suspension or termination of this Agreement.
188 Nothing in paragraph (b) of this section, or Exhibit A, is intended to limit the terms of this paragraph (4.c).
189
- 190 d. Annually, the subrecipient shall submit the following information electronically to the Bureau of Financial
191 Monitoring and Accountability at FMA-RWB@commerce.fl.gov and upload to SharePoint by the deadlines
192 prescribed below:
- 193
- 194 i. Completed Salary Cap by April 1;
- 195 ii. Annual detailed budget of revenues and expenditures by funding source no later than two weeks after the
196 chair of the Board approves the budget;
- 197 iii. Completed Internal Control Questionnaire signed by the Board Chairperson and Executive Director by
198 September 30 or within 30 calendar days after the Internal Control Questionnaire is provided to the
199 Subrecipient by FloridaCommerce, whichever is later; and
- 200 iv. A final indirect cost rate proposal and supporting documentation must be submitted to FloridaCommerce's
201 Bureau of Financial Monitoring and Accountability as soon after the Board's fiscal year end closes as practical,
202 but no later than six months after the end of the fiscal year, to the FMA-RWB email at [FMA-
203 RWB@commerce.fl.gov](mailto:FMA-RWB@commerce.fl.gov). Boards that negotiate their indirect cost rate with a federal agency must submit a
204 copy of the approved agreement as soon as it is available.
- 205
- 206 e. The State Board and FloridaCommerce have established special guidelines concerning audit quality as guidance
207 for the Board. The Board must procure audit services in accordance with federal law and the applicable state
208 policies that govern the expenditure of federal, state, and non-pass-through funds. The Board is also required to
209 communicate to its independent auditor the following procedures that must be performed:
- 210
- 211 i. It is essential that the auditor tests the Board's reconciliation of its financial records to SERA. The auditor
212 should include a note to the financial statements confirming whether such a reconciliation was performed by
213 the Board in a satisfactory manner.
- 214
- 215 ii. It is essential that the auditor tests the Board's reconciliation of its year-end financial records to ensure the
216 following conditions exist:
- 217 (a) Each federal award passed through FloridaCommerce must balance by the individual FloridaCommerce
218 NFA ID#. Each NFA is required to be a self-balancing set of accounts.

- (b) Net assets of each federal award must equal zero.
- (c) Federal awards must not have negative cash balances without a sufficient explanation.
- (d) All cost pools must be allocated to their final cost objectives.

If the conditions do not exist, the auditor should include an explanation in the audit report as to why they do not.

- iii. It is essential that the auditor tests the Board's application of its indirect cost rate agreement negotiated with its federal cognizant agency or FloridaCommerce and report areas of noncompliance.
 - iv. Auditors are required under federal audit guidelines to test compliance with federal cash management requirements and to report any material problems.
 - v. Auditors must prepare and submit a management letter specifying those findings and observations not included in the audit report. Providing only a verbal briefing is not acceptable. The Board must prepare a written statement of explanation or rebuttal, including corrective actions to be taken, addressing the deficiencies cited in the management letter. NOTE: If a management letter is not present, this should be stated in the schedule of findings and questioned costs.
 - vi. All funds overseen, managed, or administered by the Board must be included in the scope of the audit and within the audited financial statements. This includes funds that are provided to any auxiliary entity over which the Board exercises any controlling influence, such as a foundation or an association. For purposes of this Agreement, all foundations, associations, or other similar entities are considered to be affiliated organizations and, in some instances, may need to be classified as a component unit.
 - vii. For any affiliated organization, at a minimum the audit report should disclose the entity's mission or purpose; any and all controlling members; summarized financial data including total assets, liabilities, net assets, revenues, expenditures; sources of all revenues; the entity's relationship to the Board's activities; and a statement that the activities of the entity comply with Federal regulations and Florida Statutes, as applicable. The auditor may need to provide other disclosures and presentations (such as a consolidated financial statement) as appropriate after giving proper consideration of applicable accounting standards and other pronouncements regarding reporting of related entities.
 - viii. The auditor should state in the Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Awards Program that the audit was conducted in accordance with the special audit guidance provided by FloridaCommerce in this Agreement.
 - ix. The Board must limit the audit services to no more than five years and then must follow 2 CFR Part 200 and its own policies to competitively re-procure these services. The previous audit firm may be awarded the new contract for audit services through the competitive procurement process if the lead partner of the audit firm had not been engaged as the lead partner with the Board for any of the previous five years.
- f. FloridaCommerce will meet, in person or virtually, at least annually with the Board to review the Board's performance and compliance. The Board will strongly encourage the attendance of CLEOs at this meeting. FloridaCommerce will notify the Board and CLEO in writing of any findings, deficiencies, recommendations, or other areas of concern. The Board's failure to meet its negotiated level of performance or its failure to comply with state and federal laws, regulations, standards or the terms of agreements between the Board and FloridaCommerce may constitute grounds for corrective measures, sanctions and remedies, consistent with WIOA and any policies of FloridaCommerce or the State Board. FloridaCommerce may require corrective measures to be taken in accordance with applicable state policies. The Board's failure to comply with any reasonable and appropriate actions required by FloridaCommerce will constitute a material breach of this Agreement, may result in the suspension or termination of this Agreement, the reduction or withholding of funding provided under this Agreement, the modification of payment structures, or any other sanction or remedy available to FloridaCommerce by law and applicable state policy.

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5. THE BOARD'S ONE-STOP DELIVERY SYSTEM. The Board shall operate at least one physical comprehensive career center with access to partner programs, services, and activities in accordance with 20 CFR 678.300(c), 678.305, and applicable state policy. Comprehensive one-stop career centers must be open to the general public for walk-in service a minimum of eight hours per day during regular business days, Monday through Friday. In accordance with applicable state policy, LWDBs may establish additional service days and/or hours, or services by appointment, at other times to accommodate the schedules of individuals who work during business hours. Centers not open outside of regular business hours should have a plan for how services will be provided to individuals who cannot visit a center during regular business hours.

The Board shall designate a one-stop operator in accordance with 20 CFR 678.605-678.625, Section 445.009, F.S., and applicable state policies, including the following one-stop delivery system requirements:

- a. Each partner program in the Board's career centers will contribute to infrastructure costs at a rate negotiated and agreed upon by the Parties, or pursuant to a policy established by the Governor. The following infrastructure elements, set forth specifically in 20 CFR 678.755, must be incorporated into the period of time in which the infrastructure funding agreement is effective. This may be a different time-period than the duration of the MOU.
- b. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the career center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
- c. Identification of all career center partners, CLEO(s), and Board participating in the infrastructure funding arrangement.
- d. Steps the Board, CLEOs, and career center partners used to reach consensus or an assurance that the LWDA followed the guidance for the state funding process.
- e. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
- f. Description of the periodic modification and review process to ensure equitable benefit among one-stop partners.
- g. The Board shall incorporate infrastructure funding provisions in each MOU with its one-stop partners. Remedies or dispute resolution for nonperformance must also be included.

The Board's one-stop delivery system and career centers must meet all applicable requirements as outlined in applicable state policy.

6. SERVICES DELIVERED BY FLORIDACOMMERCE STAFF WITHIN THE BOARD'S ONE-STOP DELIVERY SYSTEM.

- a. Certain workforce development program services will be performed by FloridaCommerce staff assigned to work under the functional supervision and direction of the Board. These services include WP services, TAA services, JVSG program services, services to migrant and seasonal farmworkers, and other workforce services as agreed upon by the Parties. The provision of these services will be consistent with applicable federal and state law, rules, regulations, policies, and guidance, and State Board policies. The Board will refer any question or conflict regarding management of FloridaCommerce staff to FloridaCommerce Human Resource Management for resolution.
- b. The Parties shall maintain a staffing structure chart describing the Board's administrative oversight; each career center site location; all FloridaCommerce, Board, and/or service provider staff placed at each site location; and the position classification and program assignment for each FloridaCommerce staff member working at the site location. The Board must provide a copy of the staffing structure in a comprehensive organizational chart to

328 FMA-RWB@commerce.fl.gov and upload to SharePoint annually by July 1 or within 30 days upon changes to
329 the organizational structure. All necessary changes to the staffing structure chart will be made by the Parties in a
330 timely fashion.

- 331
- 332 c. The Board will ensure that vacant FloridaCommerce positions are filled timely. Positions that remain vacant for
333 greater than 180 days may be repurposed by FloridaCommerce for state use or reassigned to other LWDBs with
334 or without notice. Additionally, the Board must ensure JVSG-funded positions are filled with a qualified veteran
335 by submitting a completed hiring package to FloridaCommerce within 50 days of the position becoming vacant.
336 If the Board is unable to meet this timeline, the Board must provide notification to the State Veterans Program
337 Coordinator (SVPC) with written justification for any foreseen delay in filling the vacancy within 25 days of the
338 position becoming vacant. Notifications may be sent to the SVPC via email at VETS@commerce.fl.gov.
- 339
- 340 d. The Board will provide FloridaCommerce information and recommendations regarding the performance of
341 FloridaCommerce staff assigned to the Board pursuant to a procedure developed and implemented by the Parties.
342 The Board shall exercise due care with respect to its submission of information concerning the performance of
343 FloridaCommerce staff. FloridaCommerce will consider the information provided by the Board, but the ultimate
344 decision for any personnel action remains with FloridaCommerce.
- 345
- 346 e. FloridaCommerce staff assigned to the Board are subject to all statutes and rules applicable to State Personnel
347 System employees and all FloridaCommerce policies – including, but not limited to, FloridaCommerce’s travel,
348 leave, and time distribution policies. FloridaCommerce staff assigned to the Board will be required to obtain their
349 local manager’s approval prior to taking leave.
- 350
- 351 f. The Board shall consult with FloridaCommerce with regard to any issues that may affect, or be in conflict with,
352 the terms or conditions of the collective bargaining agreement for any FloridaCommerce staff holding positions
353 covered by a collective bargaining agreement. FloridaCommerce will provide guidance to the Board upon request
354 for the purpose of ensuring compliance with terms of any applicable collective bargaining agreement.
- 355
- 356 g. FloridaCommerce retains ultimate decision-making authority with respect to wages, salary, benefits, hiring, firing,
357 discipline, and promotion of FloridaCommerce staff.
- 358
- 359 h. The Board will appoint a local personnel liaison for the purpose of coordinating personnel related activities for
360 FloridaCommerce staff. The personnel liaison must be a FloridaCommerce staff member. The Board will provide
361 the name and contact information of the designated personnel liaison to the FloridaCommerce Human Resource
362 Office upon designation of this staff member and thereafter annually or upon changes in the designated staff
363 member.
- 364
- 365 i. The Board shall jointly plan with FloridaCommerce for the use of resources available to each partner to ensure a
366 coordinated and efficient approach to the delivery of customer services. The Board will provide the services
367 outlined in section 445.009, Florida Statutes. The Board will also provide basic and individualized career services
368 pursuant to section 134(c)(2) of WIOA, access to training services pursuant to section 134(c)(3)(D) of WIOA,
369 access to programs and activities carried out by the Board’s partners listed in 20 CFR 678.400 through 678.410,
370 including the Employment Service program authorized under WP, as amended by WIOA Title III, services to
371 employers as outlined in 20 CFR 680.140(b)(2), and workforce and labor market information. For clarification
372 purposes, “basic career services” are referred to as “core services” in section 445.009(6)(a)2.(c), Florida Statutes,
373 and “individualized career services” are referred to as “intensive services” in section 445.009(7), Florida Statutes.
- 374
- 375 j. The Board will develop methods for referring individuals between its one-stop operator(s) and its partners for
376 appropriate services and activities.
- 377

378 **7. OPEN GOVERNMENT AND CONFIDENTIALITY.**

- 379
- 380 a. The Board is subject to Chapters 119 and 286 of the Florida Statutes. The Board is responsible for responding
381 to public records requests and subpoenas. The Board is responsible for ensuring that its staff and agents have a
382 working knowledge of Chapter 119, Florida Statutes. The Board agrees to appoint a public records coordinator

383 for the purpose of ensuring that all public records matters are handled appropriately.
384

385 **b. IF THE BOARD HAS QUESTIONS REGARDING THE APPLICATION OF**
386 **CHAPTER 119, FLORIDA STATUTES, TO THE BOARD'S DUTY TO**
387 **PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT,**
388 **CONTACT FLORIDACOMMERCE'S CUSTODIAN OF PUBLIC RECORDS**

389 by telephone at 850-245-7140, via e-mail at PRRequest@commerce.fl.gov, or by mail at
390 FloridaCommerce, Public Records Coordinator, 107 East Madison Street, Caldwell Building,
391 Tallahassee, Florida 32399-4128.
392

- 393 c. The Board will have access to varying types of confidential information as a result of its performance under this
394 Agreement. The Board will protect the confidentiality of any information to which it has access in accordance
395 with applicable law. The Board will obtain guidance from FloridaCommerce with respect to confidentiality
396 matters. FloridaCommerce will facilitate the Board's requests for guidance from other state agencies.
397
- 398 d. Staff of the Board, its agents, contractors, subcontractors and any other entity performing services on behalf of
399 the Board granted access to workforce information systems, including systems containing confidential
400 information, must complete Exhibit B to this Agreement, "Individual Non-Disclosure and Confidentiality
401 Certification Form," prior to accessing said workforce information systems. A copy of each completed form must
402 be retained by the Board and made available to FloridaCommerce upon request.
403
- 404 e. Board requests for FloridaCommerce data must come from Board executive staff to FloridaCommerce.
405 FloridaCommerce will not accept data requests from the Board's contractors. FloridaCommerce will only grant
406 access to FloridaCommerce-owned systems to staff of the Board, its agents, contractors, subcontractors and
407 entities performing services on behalf of the Board.
408
- 409 f. FloridaCommerce may provide the Board access to RA information on an ongoing basis as a result of the Board's
410 use of shared information systems and the provision of integrated services. Access to such information will
411 typically be at no cost (any cost imposed by FloridaCommerce will be reflected in a separate agreement between
412 the Parties). Certain RA information is made confidential by section 443.1715, Florida Statutes; and 20 CFR
413 603.9(b)(1) requires the Board to agree to the following terms as a condition of accessing this information.
414 FloridaCommerce will immediately suspend or cease providing the Board access to RA information if
415 FloridaCommerce determines the Board is not in compliance with section 443.1715, Florida Statutes, 20 CFR
416 603, and the conditions set forth below. FloridaCommerce may, in its sole discretion, provide access once
417 FloridaCommerce is satisfied that the Board has cured the deficiency. The Board shall:
418
- 419 i. use the information it receives only for purposes authorized by law and consistent with this Agreement;
 - 420 ii. store the information, whether physically or electronically, in such a manner that is secure from
421 unauthorized access;
 - 422 iii. ensure the information is only accessible by authorized individuals that have an actual need to access the
423 information for a legitimate and lawful purpose;
 - 424 iv. ensure that any entity to which the Board further discloses the information complies with these terms;
 - 425 v. not store the information on any portable storage media device (e.g., laptops, external hard drives, thumb
426 drives, iPads, tablets, or smartphones, etc.);
 - 427 vi. to the extent practicable, and considering the arrangement in place under this Agreement (shared
428 information systems), destroy the information after the purpose for which it is disclosed is accomplished
429 in accordance with 20 CFR 603.9(b)(1)(vi). However, the Board may not seek to delete information from
430 FloridaCommerce's information systems;
 - 431 vii. to the extent practicable, and considering the arrangement in place under this Agreement, maintain a
432 system sufficient to allow FloridaCommerce to conduct an audit of transactions concerning the
433 information;
 - 434 viii. ensure all individuals obtaining access to the information are aware of the penalties established by section
435 443.1715, Florida Statutes, and acknowledges that all individuals have been so instructed through the
436 execution of this Agreement; and

437 ix. allow FloridaCommerce or its representatives access to conduct onsite inspections to ensure the Board's
438 compliance with section 443.1715, Florida Statutes.

439
440 g. The Board will immediately notify FloridaCommerce of any breach of security, as defined by section 501.171,
441 Florida Statutes, occurring in any operation under its control. If the breach of security concerns data belonging
442 to FloridaCommerce, FloridaCommerce reserves the right to determine whether the provisions of section
443 501.171, Florida Statutes, apply. FloridaCommerce will determine if notifications are necessary and, if so, the
444 procedure for making, and the content included in, those notifications. The Board will provide the notifications
445 if deemed necessary by FloridaCommerce and will not provide said notifications without prior approval from
446 FloridaCommerce. FloridaCommerce will not unreasonably withhold approval to send notifications and will
447 make all decisions regarding said notifications as quickly as possible and consistent with the timelines in section
448 501.171, Florida Statutes. The Board is responsible for all fees and costs incurred due to a breach of security
449 occurring in an operation, program, or physical setting under the Board's control, including, but not limited to,
450 the cost of sending breach notifications.

451 452 **8. BACKGROUND SCREENINGS.**

453
454 a. Level 1 Screenings.

- 455
456 i. The Board will require and obtain a Level 1 background screening as a condition of employment or contract
457 award for all Board, career center staff, contractors, and subcontractors. Additionally, the Board will require
458 and obtain a Level 1 background screening for all individuals performing financial management activities.
459 The Level 1 background screening must be conducted prior to employment or, for contract awards, prior to
460 contractor's employees beginning work. The Level 1 background screening must be conducted at least every
461 five years of consecutive employment, and upon re-employment in all circumstances (including assignment
462 to a new or different contract for Board contractors). The Board will develop a policy for implementing
463 background screenings.
- 464 ii. The Level 1 background screenings are further explained in section 435.03, Florida Statutes. The Board will
465 contract with an FDLE-approved provider to perform the Level 1 background screenings. The Board is
466 responsible for all costs associated with obtaining the Level 1 background screening described in this section.
- 467 iii. The Board will maintain its background screening material in a locked file cabinet or other secure location
468 and store the material separately from any official employee personnel file. The Board will protect the
469 confidentiality of the screening materials as required by law or contract.
- 470 iv. The Board is responsible for maintaining a current list of all individuals for whom it has obtained a Level 1
471 background screening. The list must include, but need not be limited to, the name of the individual, the last
472 four digits of the individual's social security number, the date the screening was completed, the date the
473 results of the screening were reviewed, and the individual responsible for reviewing and approving the
474 employment or access granted to the individual that was the subject of the screening.

475 476 **9. LOCAL PLAN AND ASSURANCES.**

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478 a. The Board must submit and receive approval of local plans which outline the Board's delivery and administration
479 of all workforce services delivered within its LWDA. The plan must identify and describe the policies, procedures,
480 and local activities that are carried out in the LWDA consistent with the state plan and must contain all content
481 required by FloridaCommerce. Further, the plan must describe the Board's methods for ensuring the needs of
482 workers and youth, and individuals with barriers to employment, including individuals with disabilities, are
483 addressed in the provision of necessary and appropriate access to services, including access to technology and
484 materials, made available through the one-stop delivery system. The Board will continue to develop and update
485 its local plan in accordance with applicable provisions of law and as directed by FloridaCommerce or the State
486 Board.
- 487
488 b. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form
489 I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the
490 United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify
491 system can be found at: <https://www.e-verify.gov/>.

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- c. In accordance with 448.095, Florida Statutes., the State of Florida expressly requires the following:
 - i. Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
 - ii. An employer shall verify each new employee's employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility.
 - d. If an entity does not use E-Verify, the entity shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

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10. PROCUREMENT.

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- a. If the Board enters into a contract in the amount of \$1,000,000 or more, in accordance with the requirements of section 287.135, Florida Statutes, the Board will obtain a certification that the contractor is not listed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. The Board certifies that it is in compliance with this provision. Upon request, FloridaCommerce will provide a form the Board may utilize in connection with any procurement for the purpose of ensuring compliance with this paragraph. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.
 - b. If the Board is affiliated with a local government entity, it will ensure compliance with section 287.133(2)(a), Florida Statutes. Any person or affiliate, as defined by that section of the Florida Statutes, placed on the convicted vendor list following a conviction for a public entity crime may not submit a response to any solicitation for the provision of goods or services to the Board. The Board will not accept any solicitation response from such an entity and will not award a contract in excess of \$35,000 for a period of 36 months from the date an entity is placed on the convicted vendor list. Upon request, FloridaCommerce will provide an attestation form the Board may utilize in connection with any procurement for the purposes of ensuring compliance with this paragraph. The Board must include a clause in all procurement solicitations and contracts that the respondent or contractor is not on the state's convicted vendor list.
 - c. The Board will not accept responses to procurement solicitations from, or award a contract to, any entity that appears on the discriminatory vendor list described in section 287.134, Florida Statutes. FloridaCommerce recommends the Board include a clause in all procurement solicitations and contracts that the respondent or contractor is not on the state's discriminatory vendor list.
 - d. FloridaCommerce encourages the Board to seek goods and services through the Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE), and from RESPECT of Florida (products and services produced by individuals with disabilities).
 - e. The Board will obtain prior written approval from FloridaCommerce prior to purchasing any information technology resource or conducting any activity that will, in any way, access FloridaCommerce data and FloridaCommerce-owned systems. To ensure statewide efficiency of funding, prior approval from FloridaCommerce must also be obtained prior to requesting any changes or enhancements to Employ Florida.
 - f. The Board shall comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. The Board shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors. The

546 Board shall maintain oversight of all activities under this Agreement and shall ensure that for any procured
547 contract or agreement, its contractors perform according to the terms and conditions of the procured contracts
548 or agreements, and the terms and conditions of this Agreement.
549

- 550 g. Funds expended for events must be compliant with 2 CFR 200.421, and FloridaCommerce’s Guidance on Use of
551 Funds for the Purchase of Outreach/Informational Items (FG-OGM-84). Documentation must be retained to
552 support the cost of the funds expended and must demonstrate that the costs are reasonable and necessary to
553 connect individuals to employment and training services.
554
- 555 h. The Board must use tools and services negotiated and acquired at the state level where the Board has an identified
556 need for the specific purpose the tools and services have been acquired to fulfill. As such, in accordance with the
557 applicable state policy, the Board is prohibited from using funds subgranted by FloridaCommerce for the
558 purchase of tools and services that are duplicative of state-procured resources without an approved waiver
559 request.
560

561 11. COMPENSATION AND TRAVEL.

562

- 563 a. Funds provided by FloridaCommerce may not be used to fund the salary, bonus, or incentive of any employee
564 in excess of Federal Executive Level II, regardless of the funding source.
565
- 566 b. No changes to compensation for executive staff of the Board are allowed without documented approval of the
567 Board of Directors and must be in alignment with local policies and procedures. The Board shall ensure that all
568 bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and
569 are a prudent use of federal funds.
570
- 571 c. The Board shall comply with section 445.007(10), Florida Statutes, and the following per diem and travel expense
572 provisions, consistent with section 112.061, Florida Statutes:
573
- 574 i. Board members may receive reimbursement for per diem and travel expenses pursuant to section 112.061,
575 Florida Statutes.
576
- 577 ii. Lodging expenses for an employee of the Board may not exceed the daily limit for that of employees of the
578 State of Florida, excluding taxes and fees, unless the Board is participating in a negotiated group rate discount
579 or the Board obtains and maintains documentation of at least three comparable alternatives demonstrating
580 that such lodging at the required rate is not available. However, an employee of the Board may expend his or
581 her own funds for any lodging expenses over the limit for employees of the State of Florida.
582
- 583 iii. The Board shall ensure that travel and expense reimbursements made to vendors and subrecipients are in
584 accordance with the Board’s travel and expense policy. The Board’s travel and expense policy must ensure
585 that vendor reimbursements are made at the lowest possible cost necessary to ensure a reasonable level of
586 service, comfort, and security.

586 12. BOARD GOVERNANCE, RESPONSIBILITIES, AND TRANSPARENCY.

587

- 588 a. The Board shall ensure that the local area designation complies with the requirements outlined in WIOA and
589 applicable state policy.
590
- 591 b. The following information must be posted on the Board’s website in a manner easily accessed by the public:
592
- 593 i. **Local Plans** – Information about the local plan, or modification of the local plan, before submission.
594
- 595 ii. **LWDB members** – A list of current Board members and their affiliation (company or entity that the Board
596 member is employed by or owns), and their terms of service.
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- 598 iii. **CLEO(s)** – Information regarding the designated CLEO for each unit of local government that comprises
the LWDA. In the event of a multi-county consortium, the current chairperson of the consortium must also
be identified.

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- iv. **Selection of One-Stop Operators** – Information about the activities of the Board to select a one-stop operator, including Request for Proposals, question and answers, and executed contracts.
 - v. **Notice of all Board meetings** – Notification of all Board meetings, including committee meetings, at least seven days before the meeting is to occur. Notice of special or emergency meetings must be posted at least 72 hours before the meeting is to occur. All meetings must be made available to the public remotely or virtually via resources such as Zoom, Microsoft Teams or other appropriate resource, and notices must include information on how the public can access the meetings.
 - vi. **Minutes of meetings of the Board** – Meeting minutes must be made available publicly on the Board’s website within 15 days of approval by the Board. The two most recent years of Board meeting minutes must be posted.
 - vii. **Board Bylaws** – The most current version of the Board’s bylaws must always be publicly available on the Board’s website. Changes to the bylaws must be posted within 15 days of approval.
 - viii. **Interlocal Agreement** – Changes to the interlocal agreement must be posted within 15 days of a new or amended agreement being executed by all parties.
 - ix. **Budget** – The Board must publish the Board’s budget on its website within 10 days after approval by FloridaCommerce. The budget must remain published on the website for the duration of the fiscal year for which it accounts for the expenditure of funds.
 - x. **Compensation disclosures** – The Total Compensation for Executive Leadership and Other Specific Employees (Exhibit E) form must be posted on the Board’s website upon it being submitted to FloridaCommerce within 30 days after the end of each Board’s fiscal year and remain posted for three years after it is first published. The disclosures must be accompanied by a written declaration provided by the chief financial officer or their designee that they have read the compensation disclosure documents and the facts stated in it are true.
 - xi. **Employee position and salary information** – Current employee positions and specific salary information for each position (including performance bonuses).
 - xii. **LWDB’s IRS Form 990** – Annually, the Board must publish its most recent IRS form 990 within 60 calendar days after it is filed with the IRS and the form must remain posted for three years after it is filed. Tax returns for the three most recent years must be posted.
 - xiii. **Statements of Financial Interest** – The Board’s website must inform the public that disclosures or statements of financial interest (consistent with requirements in section 112.3144, F.S. or section 112.3145, F.S., whichever is appropriate) for each Board member and executive director or designated person responsible for the operational and administrative functions of the Board, have been filed with the Commission on Ethics and provide information on how each disclosure or statement may be reviewed. The notice to the public must remain on the website throughout the term of office or employment of the filer and until one year after the term on the Board or employment ends.
 - xiv. **Single Audit** – Must be posted for the two most recent years.
 - xv. Awards of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities.
 - xvi. **Related Party Contracts** – All contracts between the Board and a member of the Board, relative of a Board member, an organization or individual represented on the Board, or an employee of the Board approved on or after July 1, 2021, must be published on the Board’s website within 10 days after approval by the Board or FloridaCommerce, whichever is later. Such contracts must remain on the website for at least one year after termination of the contract. Such contracts will be identified as related party contracts.
 - xvii. **Contracts in excess of \$35,000** – An executed copy of the plain language version of any contract that is estimated to exceed \$35,000 with a private entity, municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the purchase or lease or use of lands, facilities, or properties for the five most recent years.
 - xviii. All active agreements with another board that delegate partial or complete responsibility for any duties the Board is expected, required, or mandated to perform under this Agreement or WIOA, even if the cost is not expected to exceed \$35,000.

649 xix. **Hours of Operation** – Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of
650 operations for the upcoming state fiscal year and post it on the Board’s website in a conspicuous location.

- 651
- 652 c. The Board shall comply with the requirements of 2 CFR 25 Universal Identifier and System for Award
653 Management (SAM). The Subrecipient must have an active registration in SAM in accordance with 2 CFR part
654 25, appendix A, and must have a Unique Entity Identifier assigned by Sam.gov. The Subrecipient must also
655 comply with provisions of the Federal Funding Accountability and Transparency Act, which includes
656 requirements on executive compensation and 2 CFR 170 Reporting Subaward and Executive Compensation
657 Information.
- 658
- 659 d. In compliance with sections 39.201 and 415.1034, Florida Statutes, if the Board, its agents, employees,
660 contractors, subcontractors or any other entity performing the services on behalf of the Board, knows or has
661 reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or
662 exploited, the Board agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by
663 calling 1-800-96ABUSE, or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report>, or via fax
664 at 1-800-914-0004.
- 665
- 666 e. Consistent with 2 CFR 200.113, the Board must, within one business day of discovery, disclose any violation of
667 federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
668 Additionally, the Board shall disclose any other on-going civil or criminal litigation, investigation, arbitration, or
669 administrative proceeding upon execution of this Agreement. For purposes of this paragraph, “discovery” means
670 when the Board has knowledge of or should reasonably know that there has been a violation of federal criminal
671 law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
- 672
- 673 f. For all funds provided by FloridaCommerce, when issuing statements, press releases, requests for proposals, bid
674 solicitations and other documents describing projects or programs funded in whole or in part with federal money,
675 the Subrecipient shall clearly state (i) the percentage of the total costs of the program or project which will be
676 financed with federal money; (ii) the dollar amount of federal funds for the project or program; and (iii) the
677 percentage and dollar amount of the total costs of the project or program that will be financed by non-
678 governmental sources. Consolidated Appropriations Act of 2018, Pub. L. No. 115-141, 132 Stat. 348, div. H,
679 Title V, Sec. 505 (Mar. 23, 2018).
- 680
- 681 g. In compliance with section 286.25, Florida Statutes, the Board will ensure any nongovernmental organization
682 which sponsors a program financed, in whole or in part, with funds provided under this Agreement will, in
683 publicizing, advertising, or describing the sponsorship of the program, state: “Sponsored by (entities name) and
684 the State of Florida, Department of Commerce.” If the sponsorship reference is in written form, the words “State
685 of Florida, Department of Commerce” will appear in the same font size as the name of the entity. As required by
686 20 CFR. 678.900, each one-stop delivery system must include the “American Job Center” identifier or “a proud
687 partner of the American Job Center network” on all primary electronic resources used by the one-stop delivery
688 system, and on any newly printed, purchased, or created materials and must include the “American Job Center”
689 identifier or “a proud partner of the American Job Center network” on all products, programs, activities, services,
690 electronic resources, facilities, and related property and new materials used in the one-stop delivery system.

691
692 **13. ETHICS.**
693

- 694 a. The Board shall adopt an employee Ethics Code modeled after the provisions of Chapter 112, Florida Statutes,
695 and shall name a Chief Ethics Officer. The Officer shall be responsible for the periodic training of Board staff
696 and for maintaining the Ethics Code and for, which addresses:
- 697
- 698 i. The acceptance of gifts;
699 ii. Self-dealing;
700 iii. A prohibition on unauthorized compensation;
701 iv. Conflicting employment or contractual relationships;
702 v. Appropriate disclosure and use of information; and

703 vi. Nepotism.

- 704
- 705 b. The Board will adopt and abide by a conflict of interest policy that ensures compliance with state and federal law
- 706 and applicable state policies. The Board will make reasonable modifications to the policy if requested by
- 707 FloridaCommerce. The Board must ensure that adequate firewalls are in place to prevent actual or perceived
- 708 conflicts of interest, poor internal controls, or the appearance of impropriety.
- 709
- 710 c. The Board must ensure that grievance procedures and Equal Opportunity representation, consistent with 20 CFR
- 711 683.285, are available and made known to staff, participants, and other interested parties in the local workforce
- 712 development system. The Board must also adopt a whistle blower policy that facilitates the reporting of violations
- 713 of policy or law without fear of retaliation.
- 714
- 715 d. The Board will comply with sections 11.062 and 216.347, Florida Statutes. The Board will not, in connection with
- 716 this or any other agreement with the state, directly or indirectly: (1) offer, confer, or agree to confer any pecuniary
- 717 benefit on anyone as consideration for any state officer or employee's decision, opinion, recommendation, vote,
- 718 or other exercise of discretion, or violation of a known legal duty; or (2) offer, give, or agree to give to anyone
- 719 any gratuity for the benefit of, or at the direction or request of, any state officer or employee. For purposes of
- 720 this paragraph, "gratuity" means any payment of more than a nominal monetary value in the form of cash, travel,
- 721 entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or
- 722 contracts of any kind. FloridaCommerce encourages the Board to contact the Florida Commission on Ethics for
- 723 any questions regarding its compliance with this paragraph.
- 724
- 725 e. Prohibition on Lobbying. The Subrecipient shall not, directly or indirectly, expend either state or federal funds
- 726 either (i) for the purpose of lobbying any branch, unit, or instrumentality of the state or federal governments, or
- 727 (ii) for any otherwise allowable purpose which could result in unauthorized lobbying.
- 728

729 **14. LOCAL BOARD COMPOSITION, BOARD MEMBER SELECTION AND TRAINING.**

730

- 731 a. The Board must ensure that the local workforce development board composition is compliant with all federal
- 732 and state laws, polices, procedures, and rules.
- 733
- 734 b. The Board, in consultation with the CLEO(s), must develop and implement clear processes and procedures for
- 735 recruiting, vetting, and nominating Board members and documenting their qualifications in alignment with the
- 736 requirements of WIOA, and compliant with all federal and state laws, polices, procedures, and rules.
- 737
- 738 c. The Board shall prohibit any Board staff from serving as members of a committee or subcommittee of the Board.
- 739
- 740 d. The Board shall ensure Board members complete mandatory Board member orientation and annual training.
- 741 The Board shall also strongly encourage CLEOs to attend new Board member orientation and annual training,
- 742 and Board meetings. The Board shall retain and provide to FloridaCommerce upon request the dates of training
- 743 and sign-in sheets (or other evidence of attendance) of training participants. Failure of Board members to
- 744 complete mandatory orientation and annual training may result in removal from the Board along with all other
- 745 remedies available to FloridaCommerce.
- 746

747 **15. RELATED PARTIES.** The purpose of this section is to help FloridaCommerce ensure transparency and

748 accountability, to prevent impropriety or the appearance of impropriety in public business, and to limit the possibility

749 of the improper expenditure of state or federal funds.

750

- 751 a. Related Parties. For purposes of this Agreement, "Related Party" includes any: Board member; Board employee
- 752 or staff; relative of any Board member or employee or staff; any organization represented by or employing a
- 753 Board member or employee or staff; any organization, the board of directors of which a Board member or
- 754 employee or staff holds a board position; or any vendor with which a Board member has a relationship.
- 755
- 756 b. Related Party Contract. For purposes of this Agreement, "Related Party Contract" means any relationship,
- 757 transaction, or expenditure, contractual in nature, which results in or could result in an expenditure of state or

758 federal funds by the Board with a Related Party. The term “Related Party Contract” does not include retail
759 purchases made in the ordinary course of business or payments for utility services.

- 760
- 761 c. Related Parties Compliance. The Board shall comply with section 445.007(11), Florida Statutes. The Board and
762 its employees must annually disclose to FloridaCommerce’s financial monitors any conflicts of interest that may
763 arise during the upcoming year or that did arise in the current year and was not previously disclosed.
- 764
- 765 i. Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract
766 must be brought before the Board for consideration and approval. The Board shall ensure that the Board
767 member with the conflict abstains from any vote regarding the Related Party Contract.
- 768 ii. If the disclosure was not made prior to the meeting because the conflict was unknown prior to the meeting,
769 the Board shall ensure that disclosure is made at the next possible meeting after knowledge of the conflict
770 becomes available.
- 771
- 772 d. Completion of Forms. For each Related Party Contract, the Board must ensure that the forms attached hereto as
773 Exhibits C and D are completed, dated, executed, and certified prior to execution of the contract or incurring of
774 expenditures for the current fiscal year. For conflicts unknown at the time of entering into the Related Party
775 Contract, the Board shall ensure that completed forms of Exhibits C and D are filed within 15 days after the
776 disclosure with the person responsible for recording the minutes of the meeting. The disclosure shall be
777 incorporated into the minutes of the meeting at which the oral disclosure was made.
- 778
- 779 e. Required Documents for all Related Party Contracts. The following documentation is required to be submitted
780 for each Related Party Contract:
- 781
- 782 i. A certified Board membership roster listing all members on the Board at the time of the vote on the approval
783 of the contract, with a vote tally indicating attendance or absence at the meeting(s), including subcommittee
784 meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- 785 ii. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict
786 of interest form that was submitted at or before the Board meeting(s) in which a vote related to the contract
787 took place, for Board member/employee who has any relationship with the contracting vendor.
- 788 iii. A draft copy of the Related Party Contract and amendments, as applicable.
- 789 iv. Documentation supporting the method of procurement of the Related Party Contract, for contracts that
790 require competitive selection/procurement process.
- 791 v. A copy of the Board meeting and committee meeting minutes that document the discussion and approval of
792 the Related Party Contract (including the name of the contractor and the value of the contract). The minutes
793 must clearly reflect the verbal disclosure of the conflict during the meeting.
- 794
- 795 f. Related Party Contracts \$10,000 or Greater. Prior to execution of any contract equal to or greater than \$10,000,
796 the Board must approve and electronically submit the documentation set forth below, along with completed
797 copies of the forms attached hereto as Exhibits C and D, to WorkforceContract.Review@commerce.fl.gov.
798 FloridaCommerce may disapprove, in its sole discretion, any contract for the Board’s failure to submit any
799 required document or form as required by this section.
- 800
- 801 g. Related Party Contracts Less Than \$10,000. Within 30 days after execution of any contract less than \$10,000, the
802 Board must approve and electronically submit the documentation set forth above. For those in attendance, the
803 affirmative and negative votes and abstentions for each member, along with completed copies of the forms
804 attached hereto as Exhibits C and D, to WorkforceContract.Review@commerce.fl.gov.
- 805

806 **16. ADDITIONAL PROVISIONS.**

- 807
- 808 a. This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and
809 regulations of the State of Florida. Each Party will perform its obligations herein in accordance with the terms
810 and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates
811 to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Leon
812 County, Florida. In any such action, the Parties waive any right to jury trial.

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- b. Should any term of this Agreement conflict with any applicable law, rule, or regulation, the law, rule, or regulation will control over the provisions of this Agreement.
 - c. The Board is fully liable for its actions, and the actions of the Board's officers, agents, contractors and employees. The Board will indemnify, defend, and hold harmless the state, the State Board, and FloridaCommerce, and their respective officers, agents, and employees from any suit, action, damage, judgment, and costs of every name and description, including attorney's fees, arising from or relating to any action of the Board.
 - d. The Board must notify FloridaCommerce within 24 hours of the termination or separation of an employee that has access to FloridaCommerce managed information systems to ensure the appropriate system access(es) is terminated. Information regarding the terminated or separated employee must be sent to: (Insert here FloridaCommerce contact information)
 - e. If any provision of this Agreement, whether in whole or in part, is held to be void or unenforceable by a Court of competent jurisdiction, that provision will be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions will remain in full force and effect.
 - f. This Agreement may be executed in counterparts, each of which will be an original and all of which will constitute but one and the same instrument.
 - g. Any amendment or modification to the terms of this Agreement must be in written form signed by both Parties.
 - h. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a temporary closure or shutdown, the Board shall ensure that FloridaCommerce is informed of such temporary closure/shutdown or potential temporary closure/shutdown as soon as reasonably possible to LWDB.InfoUpdate@commerce.fl.gov.
 - i. The Board shall submit annually the disclosure of the Total Compensation for Executive Leadership and Other Specified Employees (Exhibit E), detailing the total compensation for the Grantee's executive leadership team(s). Total compensation shall include salary, bonuses, cash-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real property gifts and any other payout. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations. The annual disclosure is due within 30 days after the end of the Board's fiscal year. The schedule is due July 30 for Boards with a June 30 year end and by October 30 for Boards with a September 30 year end. Information must be completed in SERA and submitted electronically to FMA at FMA-RWB@commerce.fl.gov. The Board shall submit annually, IRS Form 990, Return of Organization Exempt from Income Tax, following submittal to the IRS electronically to FMA-RWB@commerce.fl.gov and post same to the Board's website within 60 days of said submission. The Board must inform FloridaCommerce of any changes in total executive compensation between annual reports within 60 calendar days of the change at FMA-RWB@commerce.fl.gov.

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17. SERVICES TO INDIVIDUALS WITH DISABILITIES. The Board shall designate at least one staff member for the LWDA to promote and develop employment opportunities for individuals with disabilities to ensure that job counseling and placement efforts are made for such individuals.

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18. SERVICES TO INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY. The Board shall establish a policy and procedure for providing free language services to customers who have a limited ability to read and/or speak the English language.

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869 **19. RESPONSE TO CUSTOMER SERVICE COMPLAINTS.** FloridaCommerce will forward any customer
870 concerns or complaints about the Board received directly or forwarded from the Governor’s or legislative offices, to
871 the Board staff for review. Board staff will investigate the complaint in a timely manner, take appropriate action, and
872 report the action in writing to FloridaCommerce so that the complaint can be closed.
873

874 **20. LIAISONS.**

- 875
876 a. The Parties acknowledge they have a close working relationship and that neither Party desires an overly
877 bureaucratic or formal communication structure. To that effect, the Parties may communicate with each other
878 through any appropriate liaison, as context may dictate.
879
880 b. FloridaCommerce’s formal liaison for purposes of this Agreement is (Insert). (Insert) can be reached at [\(Insert](#)
881 [email\)](#) or (Insert phone number). All communication for which the Parties’ course of dealing does reveal a more
882 appropriate liaison will be directed to (Insert), or other designee.
883
884 c. The Board’s formal liaison for purposes of this Agreement is (Insert). (Insert) can be reached at (Insert email), or
885 (Insert phone number). All communication for which the Parties’ course of dealing does reveal a more appropriate
886 liaison will be directed to (Insert), or other designee.
887
888 d. If different liaisons are designated by either Party after the execution of this Agreement, notice of the name,
889 telephone number, and email address of the new liaison shall be provided in writing to the other Party and said
890 notification shall be attached to this Agreement.
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892 **21. REQUIRED LOCAL POSITIONS.** Appointed individuals may serve in more than one capacity or perform other
893 job duties and functions, as appropriate, to the extent that no conflict of interest arises or may arise. The Board shall
894 appoint:
895

- 896 a. A Regional Security Officer.
897 b. A custodian for purchased property and equipment.
898 c. A personnel liaison (must be a FloridaCommerce merit staff member).
899 d. A public records coordinator.
900 e. A staff member to promote and develop employment opportunities for individuals with disabilities.
901 f. An Equal Opportunity Officer, consistent with 29 CFR part 38.
902 g. An Ethics Officer
903

904 **22. CONSTRUCTION; INTERPRETATION.** The title of and the section and paragraph headings in this
905 Agreement are for convenience of reference only and shall not govern or affect the interpretation of any of the terms
906 or provisions of this Agreement. The term “this Agreement” means this Agreement together with all Exhibits hereto,
907 as the same may from time to time be amended, modified, supplemented, or restated in accordance with the terms
908 hereof. The use in this Agreement of the term “including” and other words of similar import mean “including, without
909 limitation” and where specific language is used to clarify by example a general statement contained herein, such
910 specific language shall not be deemed to modify, limit, or restrict in any manner the construction of the general
911 statement to which it relates. The word “or” is not exclusive and the words “herein,” “hereof,” “hereunder,” and
912 other words of similar import refer to this Agreement as a whole, including any Exhibits, and not to any particular
913 section, subsection, paragraph, subparagraph, or clause contained in this Agreement. The use herein of terms
914 importing the singular shall also include the plural, and vice versa. The reference to an agreement, instrument, or other
915 document means such agreement, instrument, or other document as amended, supplemented, and modified from
916 time to time to the extent permitted by the provisions thereof and the reference to a statute means such statute as
917 amended from time to time and includes any successor legislation thereto and any regulations promulgated
918 thereunder. All references to “\$” shall mean United States dollars. The recitals of this Agreement are incorporated
919 herein by reference and shall apply to the terms and provisions of this Agreement and the Parties. Time is of the
920 essence with respect to the performance of all obligations under this Agreement. The Parties have participated jointly
921 in the negotiation and drafting of this Agreement. If an ambiguity or question of intent or interpretation arises, this

922 Agreement shall be construed as if drafted jointly by the Parties, and no presumption or burden of proof shall arise
923 favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.
924

925 **23. PRESERVATION OF REMEDIES; SEVERABILITY; RIGHT TO SET-OFF.** No delay or omission to
926 exercise any right, power, or remedy accruing to either Party upon breach or default by either Party under this
927 Agreement will impair any such right, power, or remedy of either Party nor will such delay or omission be construed
928 as a waiver of any breach or default or any similar breach or default. If any term or provision of this Agreement is
929 found to be illegal, invalid, or unenforceable, such term or provision will be deemed stricken, and the remainder of
930 this Agreement will remain in full force and effect. FloridaCommerce and the State shall have all of its common law,
931 equitable and statutory rights of set-off, including, without limitation, the State's option to withhold for the purposes
932 of set-off any moneys due to the Board under this Agreement up to any amounts due and owing to FloridaCommerce
933 with respect to this Agreement, any other contract with any state department or agency, including any contract for a
934 term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other
935 reason including, without limitation, tax delinquencies or monetary penalties relative thereto. The State shall exercise
936 its set-off rights in accordance with normal state practices including, in cases of set-off pursuant to an audit, the
937 finalization of such audit by the state or its representatives.
938

939 **24. ENTIRE AGREEMENT; AMENDMENT; WAIVER.** This Agreement embodies the entire agreement of the
940 Parties with respect to the subject matter hereof. There are no provisions, terms, conditions, or obligations other than
941 those contained in this Agreement, and this Agreement supersedes all previous communications, representations, or
942 agreements, either verbal or written, between the Parties. No amendment will be effective unless reduced to writing
943 and signed by an authorized officer of the Board and the authorized agent of FloridaCommerce. No waiver by any
944 Party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the Party so
945 waiving. No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach or default
946 not expressly identified by such written waiver, whether of a similar or different character, and whether occurring
947 before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising
948 from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any
949 right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other
950 right, remedy, power, or privilege.
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IN WITNESS WHEREOF, by signature below, the Parties acknowledge they have read this Agreement and the attachments hereto, understand each section and paragraph, agreed to abide by the terms of this Agreement, and intend that this Agreement become effective as described above.

DEPARTMENT OF COMMERCE

[LWDB Chairperson or person with authority to sign on behalf of LWDB (verify authority if not chairperson)]

By: _____
Signature
Printed Name: [insert name]
Title: [insert title]
Date: _____

By: _____
Signature
Printed Name: [insert name]
Title: [insert title]
Date: _____

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Acknowledged by the Chief Local Elected Official: I acknowledge that I have designated the Board as the local grant subrecipient pursuant to WIOA section 107(d)(12)(B)(i)(II), and that such designation shall not relieve me of the liability for any misuse of grant funds.

By: _____
Signature
Printed Name: [insert name]
Title: [insert title]
Date: _____

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EXHIBIT A
AUDIT REQUIREMENTS

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The administration of resources awarded by the Florida Department of Commerce (Department or FloridaCommerce) to the recipient may be subject to audits and/or monitoring by FloridaCommerce as described in the Agreement and as described further in this Exhibit. No provision of the Agreement is intended to limit the terms of this Exhibit, and no provision in this Exhibit is intended to limit the terms of the Agreement. The term “contract,” as used throughout this Exhibit, means the Agreement, and any individual subaward granted to the recipient through a Notice of Fund Availability (NFA).

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MONITORING. In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by FloridaCommerce staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by FloridaCommerce. In the event FloridaCommerce determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by FloridaCommerce staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

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AUDITS.

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PART I: FEDERALLY FUNDED. This part is applicable if the subrecipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.1.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. Attachment 1 to this form lists the federal resources awarded through FloridaCommerce by this agreement. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from FloridaCommerce. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the subrecipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

PART II: STATE FUNDED. This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Attachment 1 to this form lists the state financial assistance awarded through FloridaCommerce by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from FloridaCommerce, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies

with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

PART III: OTHER AUDIT REQUIREMENTS. AUDITOR WORK PAPERS ON INTERNAL CONTROLS

The Board will obtain the internal control work papers from the auditor(s) performing its annual independent financial statement audit. The Board will keep these work papers onsite as part of their financial records and will make these records available for review by FloridaCommerce upon request. The Board further agrees that, upon request, FloridaCommerce will also be provided other audit work papers as needed.

PART IV: REPORT SUBMISSION.

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the recipient directly to each of the following:

- a. FloridaCommerce at each of the following addresses:

Electronic copies (preferred):
Audit@commerce.fl.gov

or

Paper (hard copy):
FloridaCommerce
MSC #75, Caldwell Building 107 East Madison
Street Tallahassee, FL 32399-4126

- b. The Auditor General's Office at the following address: Auditor General

Local Government Audits/342 Claude Pepper Building, Room 401 111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or the management letter required by Part III of this form shall be submitted by or on behalf of the recipient directly to:

Electronic copies (preferred):
Audit@commerce.fl.gov

or

Paper (hard copy):
FloridaCommerce
MSC #75, Caldwell Building 107 East Madison
Street Tallahassee, FL. 32399-4126

4. Any reports, management letters, or other information required to be submitted FloridaCommerce pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

- 112 5. Recipients, when submitting financial reporting packages to FloridaCommerce for audits done in accordance
113 with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650
114 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the
115 reporting package was delivered to the recipient in correspondence accompanying the reporting package.
116

117 **PART V: RECORD RETENTION.** The recipient shall retain sufficient records demonstrating its compliance with
118 the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal
119 years after all reporting requirements are satisfied and final payments have been received, whichever period is longer,
120 and shall allow FloridaCommerce, or its designee, CFO, or Auditor General access to such records upon request. The
121 recipient shall ensure that audit working papers are made available to FloridaCommerce, or its designee, CFO, or
122 Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended
123 in writing by FloridaCommerce. In addition, if any litigation, claim, negotiation, audit, or other action involving the
124 records has been started prior to the expiration of the controlling period as identified above, the records shall be
125 retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling
126 period as identified above, whichever is longer.
127

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133 *- Remainder of Page Intentionally Left Blank -*
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135

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

1. *The specific award information required to be set forth herein will be contained in one or more NFAs issued by FloridaCommerce pursuant to the terms of the Agreement, which are incorporated herein by reference.*

**COMPLIANCE REQUIREMENTS APPLICABLE TO FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

1. *All requirements of this Agreement*

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST
OF THE FOLLOWING:**

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

1. *The specific award information required to be set forth herein will be contained in one or more NFAs issued by FloridaCommerce pursuant to the terms of the Agreement, which are incorporated herein by reference.*

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT
TO THIS AGREEMENT ARE AS FOLLOWS:**

1. *All requirements of this Agreement.*

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EXHIBIT B

Individual Non-Disclosure and Confidentiality Certification Form

I understand that I will be exposed to certain confidential information for the limited purpose of performing my job. I understand that confidential records may include names (or other personally identifiable information), social security numbers, wage information, reemployment assistance information, employment information, and public assistance information. I understand that this information is confidential and may not be disclosed to others. Prior to receiving access to such information, and any information systems containing such information, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.
2. I will use access to the system(s) only for purposes authorized by law within the course and scope of my employment to secure information to conduct program business.
3. I will not disclose my user identification, password, or other information needed to access the system(s) to any party nor shall I give any other individual access to secured information contained within the system(s).
4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access system(s) to which I have been granted access, I will immediately notify the Board's Regional Security Officer.
5. I will store any physical documents containing confidential information in a place that is secure from access by unauthorized persons.
6. I will store and process information maintained in electronic format, such as magnetic tapes, discs, or external drives in such a way that unauthorized persons cannot obtain the information by any means.
7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer system(s).
8. I will not share with anyone any other information regarding access to the system(s) unless I am specifically authorized to do so by the Florida Department of Commerce (FloridaCommerce).
9. I will not access or request access to any social security numbers, personal information, wage information, employer information, reemployment assistance information, or employment data unless such access is necessary for the performance of my legitimate business duties.
10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.
11. I will not access or divulge information about any personal associates, including relatives, friends, significant others, co-workers, or anyone with whom I reside. I will not provide services to these individuals and will, instead, refer such individuals to other qualified service providers.
12. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served. I will do this in such a way so as to prevent the information from being reconstructed,

218 copied, or used by any means. However, I will not destroy or delete information from information system(s) when
219 such destruction or deletion is outside the scope of my authority.
220

221 13. I understand that it is misdemeanor of the second degree to disclose confidential reemployment assistance
222 information to unauthorized persons. I further understand that FloridaCommerce has process and procedures in place
223 to detect unauthorized access to such information. I understand that it is the practice of the FloridaCommerce to
224 prosecute violations of to the fullest extent of the law.
225

226 14. I certify and affirm that I have either (1) received training on the confidential nature of the data to which I
227 am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations;
228 or (2) have received written standards and instructions in the handling of confidential data from my employer or
229 FloridaCommerce. I will comply with all confidentiality safeguards contained in such training, written standards, or
230 instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and
231 password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following
232 procedures for the timely destruction or deletion of confidential data.
233

234 15. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training,
235 and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand
236 that applicable state and/or federal law may provide that any individual who discloses confidential information in
237 violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined,
238 be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the
239 provisions of the law, I may receive one or more of these penalties.
240

241 Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately
242 ask my supervisor, regional security officer, or One-Stop Operator for guidance and comply with their instructions.
243

244 Employee Signature: _____ Date: _____
245

246 Print Employee Name: _____
247

248 Address: _____
249 _____
250 _____
251 _____
252 _____
253

254 Work Telephone: _____
255

256 E-Mail: _____

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, _____, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource _____ and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: _____

Contractor Name & Address: _____

Contractor Contact Phone Number: _____

Contract Number or Other Identifying Information, if any: _____

Contract Term: _____

Value of the Contract with no extensions or renewals exercised: _____

Value of the Contract with all extensions and renewals exercised: _____

Description of goods and/or services to be provided under the Contract: _____

Method of procurement for the contracted goods and/or services, if applicable:

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: _____

The nature of the conflicting interest in the contract: _____

The board member or employee with the conflict of interest _____ did ___ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- c. A draft copy of the related party contract and amendments, as applicable.
- d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
- e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Signature of Board Chairperson / Vice Chairperson*

Print Name

* Must be certified and attested to by the board's Chair or Vice Chair.

Date

**EXHIBIT D
DISCLOSURE AND CERTIFICATION
OF CONFLICT OF INTEREST IN A
CONTRACT**

I, _____, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization/ OR "Other" (describe) _____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board:

Contractor Name & Address:

Contractor Contact Phone Number:

Description or Nature of Contract:

Description of Financial Benefit*:

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)
_____ have no relative who is a member of the board or an employee of the board; OR
_____ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** _____ is _____ is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee

Print Name

Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

EXHIBIT E
TOTAL COMPENSATION OF EXECUTIVE LEADERSHIP AND OTHER SPECIFIED
EMPLOYEES

(Subsection 445.007(13), Florida Statutes, and Executive Order 20-44)

Entity Name:

Fiscal Year:

Employee Name						
Title						
Salary						
Bonuses						
Cashed-In or Funded Leave						
Cash Equivalents						
Cash Equivalents Description						
Severance Pay						
Retirement Benefits						
Employer-Paid Insurance Benefits						
Deferred Compensation						
Real Property Gifts						
Real Property Gifts Description						
Other Payouts						
Other Payouts Description						
Total Cash Compensation						
Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off						
Percentage of Total Compensation from Federal or State Funds						

Under penalties of perjury, I declare that I have read the foregoing schedule of Total Compensation of Executive Leadership and Other Specified Employees and that the facts stated in it are true.

Signature

Printed Name

Title

Date

Definitions:

Executive Leadership: Chief executive officer/executive director of the board and those reporting directly to that position (except for an administrative assistant or clerical staff).

Cash Equivalents: Gift cards, vouchers, tickets, or other items of monetary value.

Other payouts: Cell phone allowances, tuition, gym memberships, car allowances, etc.

Employer-Paid Insurance Benefits: Amount of insurance paid by the employer for health, vision, life, dental, disability, etc. (does not include taxes such as FICA, reemployment, etc.)

Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off: Current discounted value of any vested benefits, i.e., those the employee is entitled to, for which the Board has not yet been required to fund.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: FINANCE AND EFFICIENCY COUNCIL UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

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 ensure that the Board maintains strong financial health, protects its assets, and appropriately uses and accounts for its resources. Accordingly, the attached unaudited financial report for the month of June 2024 soft close is presented for review by the Board members.

Budget Variance Explanations

- The expenditure rate for Headquarters costs is 88.1%, which is 11.9 percent lower than the year-end rate.
- The expenditure rate for Adult Services costs is 83.8%, which is 16.2 percent lower than the year-end rate.
- The expenditure rate for Youth Services costs is 70.1%, which is 29.9 percent lower than the year-end rate.
- The expenditure rate for Other Programs and Project costs is 83.8%, which is 16.2 percent lower than the year-end rate.
- The expenditure rate for Facilities costs is 76.7%, which is 23.3 percent lower than the year-end rate.

Footnote: The unrestricted fund balance is \$375,959.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

FINANCIAL REPORT

FOR THE PERIOD OF:

JULY 1, 2023 THRU JUNE 30, 2024
(UNAUDITED)

**Accompanying Notes to the Financial Report (unaudited)
For the Period of July 1, 2023 through June 30, 2024**

The accompanied financials represent the soft closing for the period ended June 30, 2024. Overall expenses are where we anticipated based on the trending throughout the year.

Budget Variance Explanations

- The expenditure rate for Headquarters costs is 88.1%. The actual expenditure rate is 11.9 percent lower than the year end rate. Headquarter expenditures remained conservative throughout the year.
- The expenditure rate for Adult Services costs is 83.8%. The actual expenditure rate is 16.2 percent lower than the year end rate.
- The expenditure rate for Youth Services costs is 70.1%. The actual expenditure rate is 29.9 percent lower than the year end rate
- The expenditure rate for Other Programs and Project costs is 83.8%. The actual expenditure rate is 16.2 percent lower than the year end rate.
- The expenditure rate for Facilities costs is 76.7%. The actual expenditure rate is 23.3 percent lower than the year end rate.

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
AGENCY SUMMARY
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA	\$ 14,496,990	\$ -	\$ 362,500	\$ 14,859,490	\$ 2,637,415	\$ 12,222,075	17.7%
TANF	\$ 11,519,447	\$ -	\$ 478,614	\$ 11,998,061	\$ 11,913,715	\$ 84,346	99.3%
DEO	\$ 1,839,444	\$ -	\$ 260,510	\$ 2,099,954	\$ 1,038,629	\$ 1,061,325	49.5%
Second Year Allocation from FY 22-23	\$ 18,363,466	\$ -	\$ 76,122	\$ 18,439,588	\$ 17,257,179	\$ 1,182,409	93.6%
Other	\$ 171,778	\$ -	\$ 442,528	\$ 614,306	\$ 478,584	\$ 135,722	77.9%
Total Revenue	\$ 46,391,124	\$ -	\$ 1,620,274	\$ 48,011,398	\$ 33,325,522	\$ 14,685,876	69.4%
Expenditures:							
Headquarter Costs	\$ 8,696,869	\$ -	\$ 796,241	\$ 9,493,110	\$ 8,362,558	\$ 1,130,552	88.1%
Adult Services	\$ 13,863,658	\$ -	\$ (2,312,280)	\$ 11,551,378	\$ 9,674,379	\$ 1,876,999	83.8%
Youth Services	\$ 6,673,662	\$ (2,570,333)	\$ -	\$ 4,103,329	\$ 2,877,289	\$ 1,226,040	70.1%
Set Aside	\$ 750,000	\$ (210,100)	\$ -	\$ 539,900	\$ -	\$ 539,900	0.0%
Facilities Costs	\$ 5,725,315	\$ -	\$ 257,968	\$ 5,983,283	\$ 4,590,496	\$ 1,392,786	76.7%
Training & Support Services	\$ 10,681,620	\$ 5,117,402	\$ (2,222,746)	\$ 13,576,277	\$ 5,504,483	\$ 8,071,794	
Allocated Funds	\$ 6,861,620	\$ 5,117,402	\$ 157,254	\$ 12,136,277	\$ 5,504,483	\$ 6,631,794	80.2%
Set Asides	\$ 3,820,000	\$ -	\$ (2,380,000)	\$ 1,440,000	\$ -	\$ 1,440,000	
Other Programs & Projects	\$ -	\$ (2,336,970)	\$ 5,101,091	\$ 2,764,121	\$ 2,316,316	\$ 447,805	83.8%
Big Brothers Big Sisters	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 291,059	\$ 8,941	97.0%
Summer Youth Employment (City of Homestead)	\$ -	\$ (79,490)	\$ 100,000	\$ 20,510	\$ 15,134	\$ 5,376	73.8%
Take Stock in Children (Scholarship Program)	\$ -	\$ -	\$ 1,400,699	\$ 1,400,699	\$ 1,400,699	\$ (0)	100.0%
Summer Youth Employment (City of Opa-Locka)	\$ -	\$ (77,398)	\$ 100,000	\$ 22,602	\$ 7,199	\$ 15,403	31.9%
MDC WORKS Training	\$ -	\$ (525,000)	\$ 525,000	\$ -	\$ -	\$ -	
YWCA, FMU, St. Thomas	\$ -	\$ -	\$ 75,198	\$ 75,198	\$ 16,000	\$ 59,198	21.3%
Summer Youth Employment (City of Miami Gardens)	\$ -	\$ (134,081)	\$ 300,000	\$ 165,919	\$ 57,650	\$ 108,269	34.7%
MiDCPS Summer Youth Internship - 2023	\$ -	\$ (1,521,000)	\$ 1,880,000	\$ 359,000	\$ 528,576	\$ (169,576)	147.2%
Miami-Dade Charter Schools Summer Youth Employment Program	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	0.0%
Apprenticeship Navigators (MDC)	\$ -	\$ -	\$ 170,194	\$ 170,194	\$ -	\$ 170,194	0.0%
Total Expenditures	\$ 46,391,124	\$ (0)	\$ 1,620,274	\$ 48,011,398	\$ 33,325,522	\$ 14,685,876	69.4%
Balance of Funds Available	\$ -	\$ 0	\$ -	\$ 0	\$ -	\$ 0	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA ADULT
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA	\$ 5,425,427			\$ 5,425,427	\$ 2,038,309	\$ 3,387,118	37.6%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 4,698,531			\$ 4,698,531	\$ 4,698,531	\$ -	100.0%
Other				\$ -		\$ -	
Total Revenue	\$ 10,123,959	\$ -	\$ -	\$ 10,123,959	\$ 6,736,841	\$ 3,387,118	66.5%
Expenditures:							
Headquarter Costs	\$ 1,898,242			\$ 1,898,242	\$ 1,843,795	\$ 54,447	97.1%
Adult Services	\$ 3,085,225	\$ -	\$ (156,609)	\$ 2,928,616	\$ 2,190,181	\$ 738,434	74.8%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
Facilities Costs	\$ 890,908			\$ 890,908	\$ 843,822	\$ 47,086	94.7%
Training & Support Services	\$ 4,249,583	\$ 99,371	\$ -	\$ 4,348,954	\$ 1,855,768	\$ 2,493,187	42.7%
<i>Allocated Funds</i>	\$ 3,520,317	\$ 99,371		\$ 3,619,688	\$ 1,855,768	\$ 1,763,920	51.3%
<i>Set Asides</i>	\$ 729,267			\$ 729,267		\$ 729,267	0.0%
Other Programs & Projects	\$ -	\$ (99,371)	\$ 156,609	\$ 57,238	\$ 3,274	\$ 53,964	5.7%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>		\$ (99,371)	\$ 99,372	\$ 1		\$ 1	0.0%
<i>YWCA, FMU, St. Thomas</i>			\$ 17,508	\$ 17,508	\$ 3,274	\$ 14,234	18.7%
<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>			\$ 39,729	\$ 39,729		\$ 39,729	0.0%
Total Expenditures	\$ 10,123,959	\$ -	\$ -	\$ 10,123,959	\$ 6,736,841	\$ 3,387,118	66.5%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA DISLOCATED WORKER
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA	\$ 3,473,536			\$ 3,473,536	\$ 230,374	\$ 3,243,162	6.6%
TANF				\$ -	\$ -	\$ -	
DEO				\$ -	\$ -	\$ -	
Second Year Allocation from FY 22-23	\$ 4,078,824			\$ 4,078,824	\$ 4,078,824	\$ -	100.0%
Other				\$ -			
Total Revenue	\$ 7,552,361	\$ -	\$ -	\$ 7,552,361	\$ 4,309,199	\$ 3,243,162	57.1%
Expenditures:							
Headquarter Costs	\$ 1,416,068			\$ 1,416,068	\$ 1,058,808	\$ 357,260	74.8%
Adult Services	\$ 2,300,741	\$ -	\$ (116,844)	\$ 2,183,897	\$ 1,627,501	\$ 556,396	74.5%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -			
Facilities Costs	\$ 664,608			\$ 664,608	\$ 950,579	\$ (285,971)	143.0%
Training & Support Services	\$ 3,170,944	\$ 74,141	\$ -	\$ 3,245,085	\$ 668,818	\$ 2,576,267	20.6%
<i>Allocated Funds</i>	\$ 2,626,813	\$ 74,141		\$ 2,700,954	\$ 668,818	\$ 2,032,136	24.8%
<i>Set Asides</i>	\$ 544,131		\$ -	\$ 544,131	\$ 544,131	\$ -	0.0%
Other Programs & Projects	\$ -	\$ (74,141)	\$ 116,844	\$ 42,703	\$ 3,492	\$ 39,211	8.2%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>		\$ (74,141)	\$ 74,141	\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>			\$ 13,062	\$ 13,062	\$ 3,492	\$ 9,570	26.7%
<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	0.0%
Total Expenditures	\$ 7,552,361	\$ -	\$ -	\$ 7,552,361	\$ 4,309,199	\$ 3,243,162	57.1%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA RAPID RESPONSE
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA	\$ 742,630			\$ 742,630		\$ 742,630	0.0%
TANF				\$ -		\$ -	
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 1,285,102			\$ 1,285,102	\$ 804,626	\$ 480,476	62.6%
Other				\$ -			
Total Revenue	\$ 2,027,732	\$ -	\$ -	\$ 2,027,732	\$ 804,626	\$ 1,223,106	39.7%
Expenditures:							
Headquarter Costs	\$ 380,200			\$ 380,200	\$ 197,391	\$ 182,809	51.9%
Adult Services	\$ 607,999	\$ -	\$ (31,377)	\$ 576,622	\$ 427,869	\$ 148,753	74.2%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -			
Facilities Costs	\$ 178,440			\$ 178,440	\$ 178,402	\$ 38	100.0%
Training & Support Services	\$ 861,093	\$ 19,910	\$ -	\$ 881,003	\$ -	\$ 881,003	0.0%
<i>Allocated Funds</i>	\$ 714,491	\$ 19,910		\$ 734,401		\$ 734,401	0.0%
<i>Set Asides</i>	\$ 146,602			\$ 146,602		\$ 146,602	0.0%
Other Programs & Projects	\$ -	\$ (19,910)	\$ 31,377	\$ 11,467	\$ 964	\$ 10,503	8.4%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>		\$ (19,910)	\$ 19,909	\$ (1)		\$ (1)	
<i>YWCA, FMU, St. Thomas</i>			\$ 3,508	\$ 3,508	\$ 964	\$ 2,544	27.5%
<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%
Total Expenditures	\$ 2,027,732	\$ -	\$ -	\$ 2,027,732	\$ 804,626	\$ 1,223,106	39.7%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA YOUTH
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
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	\$ 5,282,184	\$ 109,020	98.0%
Other				\$ -			
Total Revenue	\$ 10,246,600	\$ -	\$ -	\$ 10,246,600	\$ 5,282,184	\$ 4,964,416	51.6%
Expenditures:							
Headquarter Costs	\$ 1,921,238			\$ 1,921,238	\$ 1,110,690	\$ 810,548	57.8%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ 6,673,662	\$ (2,570,333)	\$ -	\$ 4,103,329	\$ 2,877,289	\$ 1,226,040	70.1%
<i>Set Aside</i>	\$ 750,000	\$ (210,100)	\$ -	\$ 539,900		\$ 539,900	0.0%
Facilities Costs	\$ 901,701			\$ 901,701	\$ 255,517	\$ 646,184	28.3%
Training & Support Services	\$ -	\$ 2,780,433	\$ -	\$ 2,780,433	\$ 1,038,688	\$ 1,741,745	37.4%
<i>Allocated Funds</i>		\$ 2,780,433		\$ 2,780,433	\$ 1,038,688	\$ 1,741,745	37.4%
<i>Set Asides</i>				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -		\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</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>				\$ -		\$ -	
Total Expenditures	\$ 10,246,600	\$ -	\$ -	\$ 10,246,600	\$ 5,282,184	\$ 4,964,416	51.6%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
TANE
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA				\$ -			
TANF	\$ 11,519,447		\$ 478,614	\$ 11,998,061	\$ 11,913,715	\$ 84,346	99.3%
DEO				\$ -		\$ -	
Second Year Allocation from FY 22-23	\$ 1,297,018			\$ 1,297,018	\$ 1,297,018	\$ -	100.0%
Other				\$ -		\$ -	
Total Revenue	\$ 12,816,465	\$ -	\$ 478,614	\$ 13,295,079	\$ 13,210,734	\$ 84,346	99.4%
Expenditures:							
Headquarter Costs	\$ 2,403,087		\$ 325,735	\$ 2,728,823	\$ 2,900,374	\$ (171,551)	106.3%
Adult Services	\$ 6,885,529	\$ -	\$ (2,151,361)	\$ 4,734,168	\$ 4,826,136	\$ (91,967)	101.9%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
Facilities Costs	\$ 1,127,849		\$ 152,879	\$ 1,280,727	\$ 1,615,573	\$ (334,846)	126.1%
Training & Support Services	\$ 2,400,000	\$ 1,987,884	\$ (2,380,000)	\$ 2,007,884	\$ 1,602,300	\$ 405,584	79.8%
<i>Allocated Funds</i>	\$ -	\$ 1,987,884		\$ 1,987,884	\$ 1,602,300	\$ 385,584	80.6%
<i>Set Asides</i>	\$ 2,400,000		\$ (2,380,000)	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Other Programs & Projects	\$ -	\$ (1,987,884)	\$ 4,531,361	\$ 2,543,477	\$ 2,266,351	\$ 277,126	89.1%
<i>Big Brothers Big Sisters</i>			\$ 300,000	\$ 300,000	\$ 291,059	\$ 8,941	97.0%
<i>Summer Youth Employment (City of Homestead)</i>		\$ (29,491)	\$ 50,000	\$ 20,509	\$ 7,567	\$ 12,942	36.9%
<i>Take Stock in Children (Scholarship Program)</i>			\$ 1,400,699	\$ 1,400,699	\$ 1,400,699	\$ (0)	100.0%
<i>Summer Youth Employment (City of Opa-Locka)</i>		\$ (38,849)	\$ 50,000	\$ 11,151	\$ 3,599	\$ 7,552	32.3%
<i>MDC WORKS Training</i>		\$ (331,578)	\$ 331,578	\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>			\$ 36,425	\$ 36,425	\$ 6,026	\$ 30,399	16.5%
<i>Summer Youth Employment (City of Miami Gardens)</i>		\$ (66,966)	\$ 150,000	\$ 83,034	\$ 28,824	\$ 54,210	34.7%
<i>MidCPS Summer Youth Internship - 2023</i>		\$ (1,521,000)	\$ 1,880,000	\$ 359,000	\$ 528,576	\$ (169,576)	147.2%
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>			\$ 250,000	\$ 250,000		\$ 250,000	0.0%
<i>Apprenticeship Navigators (MDC)</i>			\$ 82,659	\$ 82,659		\$ 82,659	0.0%
Total Expenditures	\$ 12,816,465	\$ 0	\$ 478,614	\$ 13,295,080	\$ 13,210,734	\$ 84,346	99.4%
Balance of Funds Available	\$ -	\$ (0)	\$ -	\$ (0)	\$ -	\$ (0)	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
Layoff Aversion / Apprenticeship Navigator
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA	\$ -		\$ 362,500	\$ 362,500	\$ 368,731	\$ (6,231)	101.7%
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other				\$ -			
Total Revenue	\$ -	\$ -	\$ 362,500	\$ 362,500	\$ 368,731	\$ (6,231)	101.7%
Expenditures:							
Headquarter Costs	\$ -		\$ 362,500	\$ 362,500	\$ 368,731	\$ (6,231)	101.7%
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)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
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)				\$ -		\$ -	
Total Expenditures	\$ -	\$ -	\$ 362,500	\$ 362,500	\$ 368,731	\$ (6,231)	101.7%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
SUMMER YOUTH EMPLOYMENT PROGRAM

FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)
(City of Miami Gardens/City of Opa-Locka/City of Homestead)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other			\$ 250,000	\$ 250,000	\$ 148,344	\$ 101,656	59.3%
Total Revenue	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 148,344	\$ 101,656	59.3%
Expenditures:							
Headquarter Costs				\$ -	\$ 13,009	\$ (13,009)	
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
Facilities Costs				\$ -		\$ -	
Training & Support Services	\$ -	\$ 155,663	\$ -	\$ 155,663	\$ 95,344	\$ 60,320	61.2%
<i>Allocated Funds</i>		\$ 155,663		\$ 155,663	\$ 95,344	\$ 60,320	61.2%
<i>Set Asides</i>				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ (155,664)	\$ 250,000	\$ 94,336	\$ 39,992	\$ 54,345	42.4%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>		\$ (49,999)	\$ 50,000	\$ 1	\$ 7,567	\$ (7,566)	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>		\$ (38,549)	\$ 50,000	\$ 11,451	\$ 3,599	\$ 7,851	31.4%
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Miami Gardens)</i>		\$ (67,115)	\$ 150,000	\$ 82,885	\$ 28,825	\$ 54,059	34.8%
<i>MIDCPS Summer Youth Internship - 2023</i>				\$ -		\$ -	
<i>Miami-Dade Charter Schools Summer Youth Employment Program</i>				\$ -		\$ -	
<i>Apprenticeship Navigators (MDC)</i>				\$ -		\$ -	
Total Expenditures	\$ -	\$ (0)	\$ 250,000	\$ 250,000	\$ 148,344	\$ 101,655	59.3%
Balance of Funds Available	\$ -	\$ 0	\$ -	\$ 0	\$ -	\$ 0	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIOA - Get There Faster At-Risk Floridians
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23				\$ -			
Other	\$ 171,778		\$ 192,528	\$ 364,306	\$ 330,240	\$ 34,066	
Total Revenue	\$ 171,778	\$ -	\$ 192,528	\$ 364,306	\$ 330,240	\$ 34,066	90.6%
Expenditures:							
Headquarter Costs	\$ 32,208		\$ 51,232	\$ 83,440	\$ 86,674	\$ (3,234)	103.9%
Adult Services	\$ 139,570	\$ -	\$ (15,958)	\$ 123,612	\$ -	\$ 123,612	0.0%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs				\$ -		\$ -	
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ 157,254	\$ 157,254	\$ 243,566	\$ (86,311)	154.9%
			\$ 157,254	\$ 157,254	\$ 243,566	\$ (86,311)	
				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -		\$ -	
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
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)				\$ -		\$ -	
Total Expenditures	\$ 171,778	\$ -	\$ 192,528	\$ 364,306	\$ 330,240	\$ 34,066	90.6%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

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

FSET
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA				\$ -			
TANF				\$ -			
DEO	\$ 782,000		\$ (78,937)	\$ 703,063	\$ 731,273	\$ (28,210)	104.0%
Second Year Allocation from FY 22-23	\$ 198,738		\$ 219,729	\$ 418,467	\$ 418,467	\$ -	100.0%
Other				\$ -			
Total Revenue	\$ 980,738	\$ -	\$ 140,792	\$ 1,121,530	\$ 1,149,740	\$ (28,210)	102.5%
Expenditures:							
Headquarter Costs	\$ 183,888		\$ 26,399	\$ 210,287	\$ 470,300	\$ (260,013)	223.6%
Adult Services	\$ 710,544	\$ -	\$ 89,562	\$ 800,106	\$ 509,596	\$ 290,510	63.7%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
Facilities Costs	\$ 86,305		\$ 12,390	\$ 98,695	\$ 168,244	\$ (69,549)	170.5%
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ 12,442	\$ 12,442	\$ 1,601	\$ 10,841	12.9%
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Opa-Locka)</i>				\$ -		\$ -	
<i>MDC WORKS Training</i>				\$ -		\$ -	
<i>YWCA, FMU, St. Thomas</i>			\$ 3,806	\$ 3,806	\$ 1,601	\$ 2,205	42.1%
<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>			\$ 8,636	\$ 8,636		\$ 8,636	0.0%
Total Expenditures	\$ 980,738	\$ -	\$ 140,792	\$ 1,121,530	\$ 1,149,740	\$ (28,210)	102.5%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	

*see accompanying notes

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

RESEA

FISCAL YEAR 2023/2024

YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 100.00%							
Revenues:							
WIOA				\$ -			
TANF				\$ -			
DEO			\$ 282,867	\$ 282,867	\$ 265,538	\$ 17,329	93.9%
Second Year Allocation from FY 22-23	\$ 178,274		\$ (178,274)	\$ -		\$ -	
Other				\$ -			
Total Revenue	\$ 178,274	\$ -	\$ 104,593	\$ 282,867	\$ 265,538	\$ 17,329	93.9%
Expenditures:							
Headquarter Costs	\$ 33,426		\$ 19,611	\$ 53,038	\$ 130,605	\$ (77,567)	246.2%
Adult Services	\$ 129,159	\$ -	\$ 73,320	\$ 202,479	\$ 93,096	\$ 109,383	46.0%
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 15,688		\$ 9,204	\$ 24,892	\$ 41,195	\$ (16,303)	165.5%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects	\$ -	\$ -	\$ 2,458	\$ 2,458	\$ 642	\$ 1,816	26.1%
Big Brothers Big Sisters				\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
Summer Youth Employment (City of Opa-Locka)				\$ -		\$ -	
MDC WORKS Training				\$ -		\$ -	
YWCA, FMU, St. Thomas			\$ 889	\$ 889	\$ 642	\$ 247	72.3%
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%
Total Expenditures	\$ 178,274	\$ -	\$ 104,593	\$ 282,867	\$ 265,538	\$ 17,329	93.9%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	

*see accompanying notes

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

LOCAL VETERANS
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA				\$ -		\$ -	
TANF				\$ -		\$ -	
DEO			\$ 56,580	\$ 56,580	\$ 41,818	\$ 14,762	73.9%
Second Year Allocation from FY 22-23	\$ 6,398			\$ 6,398	\$ 6,398	\$ -	100.0%
Other				\$ -	\$ -	\$ -	
Total Revenue	\$ 6,398	\$ -	\$ 56,580	\$ 62,978	\$ 48,215	\$ 14,762	76.6%
Expenditures:							
Headquarter Costs	\$ 774		\$ 6,846	\$ 7,620	\$ 6,955	\$ 666	91.3%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 5,623		\$ 49,734	\$ 55,357	\$ 41,261	\$ 14,097	74.5%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects Big Brothers Big Sisters Summer Youth Employment (City of Homestead) Take Stock in Children (Scholarship Program) 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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 6,398	\$ -	\$ 56,580	\$ 62,978	\$ 48,215	\$ 14,762	76.6%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
 REVENUE AND EXPENDITURES COMPARED TO BUDGET
 DISABLED VETERANS
 FISCAL YEAR 2023/2024
 YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 100.00%		
Revenues:							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 15,658		\$ 38,825	\$ 54,483	\$ -	\$ -	
Other				\$ -	\$ 31,583	\$ 22,900	58.0%
Total Revenue	\$ 15,658	\$ -	\$ 38,825	\$ 54,483	\$ 31,583	\$ 22,900	58.0%
Expenditures:							
Headquarter Costs	\$ 1,895		\$ 4,698	\$ 6,592	\$ 9,245	\$ (2,653)	140.2%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -			
Facilities Costs	\$ 13,764		\$ 34,127	\$ 47,891	\$ 22,338	\$ 25,553	46.6%
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -		\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</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>				\$ -		\$ -	
Total Expenditures	\$ 15,658	\$ -	\$ 38,825	\$ 54,483	\$ 31,583	\$ 22,900	58.0%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

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

WAGNER PEYSER
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 100.00%							
Revenues:							
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	\$ 633,538	\$ 573,430	52.5%
Other				\$ -		\$ -	
Total Revenue	\$ 2,264,412	\$ -	\$ -	\$ 2,264,412	\$ 633,538	\$ 1,630,874	28.0%
Expenditures:							
Headquarter Costs	\$ 424,577			\$ 424,577	\$ 165,982	\$ 258,595	39.1%
Adult Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Services Set Aside	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities Costs	\$ 1,839,835			\$ 1,839,835	\$ 467,556	\$ 1,372,279	25.4%
Training & Support Services Allocated Funds Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Projects Big Brothers Big Sisters	\$ -	\$ -	\$ -	\$ -		\$ -	
Summer Youth Employment (City of Homestead)				\$ -		\$ -	
Take Stock in Children (Scholarship Program)				\$ -		\$ -	
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)				\$ -		\$ -	
Total Expenditures	\$ 2,264,412	\$ -	\$ -	\$ 2,264,412	\$ 633,538	\$ 1,630,874	28.0%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

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

**TAC
FISCAL YEAR 2023/2024
YTD Operations (07/01/23-06/30/24)**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/23 THRU 06/30/24)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std 100.00%							
Revenues:							
WIOA				\$ -			
TANF				\$ -			
DEO				\$ -			
Second Year Allocation from FY 22-23	\$ 6,750		\$ (4,158)	\$ 2,592	\$ 6,009	\$ (3,417)	231.8%
Other				\$ -	\$ -		
Total Revenue	\$ 6,750	\$ -	\$ (4,158)	\$ 2,592	\$ 6,009	\$ (3,417)	231.8%
Expenditures:							
Headquarter Costs	\$ 1,266		\$ (779.63)	\$ 486		\$ 486	0.0%
Adult Services	\$ 4,890	\$ -	\$ (3,012)	\$ 1,878	\$ -	\$ 1,878	0.0%
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Aside</i>				\$ -		\$ -	
Facilities Costs	\$ 594		\$ (366)	\$ 228	\$ 6,009	\$ (5,781)	2634.4%
Training & Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Allocated Funds</i>				\$ -		\$ -	
<i>Set Asides</i>				\$ -		\$ -	
Other Programs & Projects	\$ -	\$ -	\$ -	\$ -		\$ -	
<i>Big Brothers Big Sisters</i>				\$ -		\$ -	
<i>Summer Youth Employment (City of Homestead)</i>				\$ -		\$ -	
<i>Take Stock in Children (Scholarship Program)</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>				\$ -		\$ -	
Total Expenditures	\$ 6,750	\$ -	\$ (4,158)	\$ 2,592	\$ 6,009	\$ (3,417)	231.8%
Balance of Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: GLOBAL TALENT AND COMPETITIVENESS COUNCIL UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **National leader in an ROI-focused enterprise**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: PERFORMANCE COUNCIL UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 10

AGENDA ITEM SUBJECT: ACTION ITEMS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **National leader in an ROI-focused enterprise**

BACKGROUND:

N/A

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 10A

AGENDA ITEM SUBJECT: SOUTH FLORIDA WORKFORCE INVESTMENT BOARD BYLAWS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee to recommend to the board the approval of the revised SFWIB Bylaws as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

During the July 11, 2024 SFWIB Executive meeting, staff presented to the committee the revised by-laws for approval. Members were updated on the changes removing Monroe County and updating terminology from Interlocal Agreement to Ordinance Agreement. The item passed and was scheduled to be presented to the full board on August 15, 2024.

A subsequent modification has been made to Section 3.3: Board Member Recruiting, Vetting, and Nominating. The recruiting section did not consider situations where board vacancies would not be filled. Staff proposed new language to address the matter, which has been reviewed and approved by the Miami-Dade County Attorney's Office and incorporated into the final document.

- Page 4 - Section 3.3: Board Member Recruiting, Vetting and Nominating (Recruitment Process Instructions). The following new language was added "The CLEO, in consultation with the Executive Director, shall determine whether and when the vacancy shall be filled."
- The next paragraph was revised as follows:
 - Vacancies on the Board may be filled with eligible individuals, irrespective of the sector they will represent. Board Membership shall be consistent with Section 3.2 Categories of Membership, local Board requirements, and applicable state, federal, and local laws.
 - Within 15 days of a vacancy, a Board seat being slated to become vacant, or another time designated by the CLEO, the Executive Director shall work closely with the Executive Committee to identify eligible candidates to fill vacant seats on the Board. Notwithstanding the aforementioned, the CLEO has discretion to appoint members to the Board who were not identified by Executive Committee.

On July 18, 2024, SFWIB received the final draft of the 2024-2027 Grantee / Sub-Grantee Agreement from Florida Commerce. The draft has been reviewed by Miami Dade County Attorney's Office and deemed legally sufficient. The draft Grantee / Sub Grantee Agreement added new language that subsequently required staff to make additional changes. Staff is therefore recommending the following additions:

- Page 7 - Section 3.7: New Member Orientation and Annual Training - The letter C was added stating; “Failure to attend mandatory new hire orientation and/or annual "refresher" training may result in removal from the Board, in addition to all other remedies available to Florida Commerce”.
- Page 8 – Section 3.8: Removal – The letter h. was added stating; “Failure to complete mandatory new member orientation and/or annual ‘refresher’ training”

With the aforementioned changes, SFWIB staff recommends to the Executive Committee to recommend to the board the approval of the revised SFWIB Bylaws. With the Board's approval the By-Laws will be submitted to Mayor Cava for signature.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



BYLAWS OF THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD d/b/a CAREERSOURCE SOUTH FLORIDA

ARTICLE I

NAME, CREATION AND AUTHORITY, TAX EXEMPT STATUS, PURPOSE AND POWERS

Section 1.1 *Name* - The provisions of this document constitute the By-Laws of the South Florida Workforce Investment Board (“SFWIB” or “Board”), a separate public body, corporate and politic, and a agency and instrumentality of Miami-Dade County.

Section 1.2 *Creation and Authority* – Article LXVII of the Code of Miami-Dade County, Florida (“Code”), authorizes the South Florida Workforce Investment Board for Local Workforce Development Area 23 (“LWDA” or “Area 23”) of the State of Florida, chapter 445, Florida Statutes, and applicable state and federal law. In the event of a conflict between Article LXVII of the Code and these Bylaws, Article LXVII of the Code shall control.

Section 1.3 *Tax Exempt Status* - The SFWIB is a governmental body in all respects and eligible to exclude income under Section 115 of the Internal Revenue Code of the United States and contributions which are deductible under Section 170(c)(1) of the Internal Revenue Code of the United States.

Section 1.4 *Mission* – The dual mission of the SFWIB is to facilitate the connection between competent and capable individuals and local employers, while also offering career advancement opportunities to residents of South Florida that contribute to their overall economic well-being. The SFWIB values:

- Integrity and ethical behavior in all of our actions and dealings
- Fiscal and personal accountability
- Excellent service delivery
- Forward thinking and innovation
- Passion and commitment to both internal and external customers
- Diversity in experiences and thinking

Section 1.5 *Purpose and Responsibilities* - The purpose of the SFWIB is to perform any and all duties necessary for the accomplishment and purpose of the Workforce Innovation and Opportunity Act (“WIOA”), in accordance with federal, state and local laws. In collaboration with required and additional stakeholders, the SFWIB shall provide strategic and operational oversight to develop a comprehensive and high-quality workforce development system in Miami-Dade County and public policy guidance of WIOA programs. The SFWIB shall work toward achieving the state’s strategic and operational visions and goals, and shall exercise all powers provided by or under the authority of the Board including, but not limited to, chapter 445 Florida Statutes. An emphasis shall be placed on services to individuals with barriers as well as other individuals identified in the SFWIB Strategic Plan.



Section 1.6 Powers - The Board shall have and exercise all rights and powers granted to Local Workforce Development Boards under the WIOA, section 445.007(5), Florida Statutes, these bylaws, Article LXVII of the Code, and as permitted by the laws of the State of Florida. The exercise of said rights and powers by the Board shall not be inconsistent with the provisions of the WIOA.

ARTICLE II LIMITATIONS ON BOARD MEMBERS

Section 2.1 Limitation on Board Members - The Board shall be non-partisan, non-sectional, and non-sectarian and shall take no part or lend its influence or facilities to the nomination, election, or appointment of any candidate for public office. The Board shall be prohibited from lobbying entities or persons, except for legislative requests made by the Board to the Miami-Dade County Office of Intergovernmental Affairs as required by Article LXVII of the Code or as may be authorized by the Miami-Dade Board of County Commissioners.

ARTICLE III MEMBERSHIP AND DUTIES

Section 3.1 Representation - The SFWIB members shall be representative of the population of the Local Workforce Development Board (LWDB) 23. The membership shall be based on the diversity of the economic and demographic composition of the LWDB 23 to assure equitable representation.

Section 3.2 Categories of Membership - Pursuant to Pub. L. No. 113-128, WIOA, Sections 107; 20 Code of Federal Regulations 679.320; and section 445.007, Florida Statutes, the Board shall be comprised of members that represent entities in the categories provided below. Members must be individuals with optimum policy-making authority within the entities they represent, as the term is defined by 20 CFR 679.340. The number of members and the composition of the Board shall be in accordance with applicable law as provided herein.

A. Business

A majority of the Board members shall represent businesses in the LWDA as individuals who:

- a. are owners of a business, chief executive officers, chief operating officers, or other individuals with optimum policymaking or hiring authority;
- b. represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the LWDA, as those terms are defined by the WIOA; and



- c. are appointed from among individuals nominated by local business organizations and business trade associations.

At least two members must represent small business as defined by the U.S. Small Business Administration.

B. Labor / Apprenticeships

Not less than 20 percent of the members must be representatives of the workforce within the LWDA and:

- a. Include at least two representatives of labor organizations nominated by local labor federations. If no employees are represented by such organizations, at least two other representatives of employees shall be on the Board.
- b. Include at least one representative, who shall be a member or a training director, of a joint-labor management, or union affiliated, registered apprenticeship program who must be a training director or member of a labor organization. If no union affiliated registered apprenticeship program exists in the LWDA, at least one representative of a registered apprenticeship program with no union affiliation in the LWDA must be appointed, if such a program exists.
- c. May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

C. Education

Members must include representatives of entities administering education and training activities in the LWDA and:

- a. Include a representative of eligible training providers administering adult education and literacy activities under Title II of WIOA.
- b. Include a representative of institutions of higher education providing workforce investment activities (including state/community colleges).
- c. Include a private education provider, if a public education or training provider is represented on the Board. This requirement may be waived by the CareerSource Florida Board of Directors if it is demonstrated that such representative does not exist in the LWDA.



- d. May include representatives of local educational agencies or community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

If there is more than one institution in each of the types of educational entities listed above, nominations will be solicited from representatives of each of these entities. The Board shall describe, in a locally defined process, how private education providers will be identified and efforts to include those representatives on the Board. If through the local process, the Board finds that a private education provider representative does not exist in the LWDA, the Board shall submit a request to waive the requirement as outlined in CareerSource Florida Administrative Policy 91.

D. Governmental / Economic / Community Development

Members must include representatives of economic and community development, as well as governmental entities serving the local area with:

- a. At least one individual representing economic and community development entities serving the LWDA.
- b. At least one individual representing the State Employment Service office under the Wagner-Peyser Act serving the local area.
- c. At least one individual representing the programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title serving the local area.

E. Other Entity Representation

Members may include other individuals or representatives of entities including: (1) governmental and economic and community development entities who represent transportation, housing and public assistance programs; (2) philanthropic organizations serving the LWDA; and (3) other appropriate individuals as determined by the CLEO of Miami-Dade County.

Section 3.3 Board Member Recruiting, Vetting and Nominating - The Board, in consultation with the CLEO shall recruit, vet, and nominate prospective SFWIB members as detailed in Article V. The members shall represent diverse geographic areas within the LWDA. Pursuant to section 445.007, Florida Statutes, the importance of minority and gender representation must be considered when making appointments to the Board.

Recruitment Process Instructions

When there is a vacancy on the Board, the Executive Director shall, within three days of the vacancy, send a written notice of the vacancy to the Board and the CLEO. The CLEO, in consultation with the Executive Director, shall determine whether and when the vacancy shall be filled.



Vacancies on the Board may be filled with eligible individuals, irrespective of the sector they will represent. Board Membership shall be consistent with Section 3.2 Categories of Membership, local Board requirements, and applicable state, federal, and local laws.

Within 15 days of a vacancy, a Board seat being slated to become vacant, or another time designated by the CLEO, the Executive Director shall work closely with the Executive Committee to identify eligible candidates to fill vacant seats on the Board. Notwithstanding the aforementioned, the CLEO has discretion to appoint members to the Board who were not identified by Executive Committee.

If the vacancy is from the Business, Education, Labor or Economic Development Board membership categories, the applicable processes below will be followed:

1. Business – Representatives must be nominated by local business organizations and/or business trade associations and then submitted for review.
2. Education – When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.
3. Labor – Representatives must be nominated by local labor federations.
4. Economic Development – the CLEO or Executive Committee shall solicit nominations from both public and private local economic development agencies.

Section 3.4 Appointment of Members – Only the CLEO can appoint members to the SFWIB. The CLEO may not delegate the responsibility of appointing members of the SFWIB to the Executive Director. SFWIB members are not permitted to assign or designate their Board position on the SFWIB or Council. Upon appointment, SFWIB members must be trained on federal, state and local conflict-of-interest laws and policies.

Members are prohibited from instructing or requesting that the CLEO, or their subordinates, appoint or remove any member from the Board. Any member who engages in the aforementioned conduct shall be subject to a recommendation for removal by the Board. A removal recommendation will be submitted to the CLEO for review and consideration if a consensus of the board is reached by a two-thirds vote. It is essential to note that written authorization from the CLEO is required for any action pertaining to the removal of a member.

Appointment Process Instructions:

Once the CLEO or Executive Committee refers a potential SFWIB member to the Executive Director and that nominee satisfies legal, regulatory, and local requirements, the following steps are initiated:

1. The nominee completes a Membership Nomination and Reappointment Form, including a career biography/resume.



2. The nominee submits the Membership Nomination and Reappointment Form and career biography/resume to the Executive Director.
3. The Executive Director forwards submitted documents to the Executive Assistant.
4. For private sector nominees, the Executive Assistant will verify the nominee's status in the business community (i.e., whether the nominee is in good standing with a Chamber of Commerce and/or economic development organizations).
5. The Executive Assistant will scan and file the submitted documents. The original hard copy is placed in folder labeled Pending Nomination.
 - a. The Executive Assistant will transmit documents to the Executive Director for submission to the Executive Committee for review and recommendation to the Board for approval. If the nominee is not approved, the Executive Director shall notify the nominee, in writing, of such decision.
 - b. If the Executive Committee approves the nomination, the nomination shall be included on the next SFWIB Agenda for the Board to consider. If the nominee is not approved the Executive Director shall notify the nominee, in writing, of such decision.
 - c. If the SFWIB approves the nominee, the Executive Assistant shall prepare a memo to the appropriate CLEO recommending the individual for appointment to the Board. The Membership Nomination and Reappointment Form, including the career biography/resume shall be included with the memo.
6. If the CLEO appoints the Board's approved nominee, the following procedures shall commence:
 - a. The new Board member is registered for new member training.
 - b. The new member receives a congratulatory letter from the CLEO with instructions for Board Member Orientation conducted by the Executive Director.
 - c. SFWIB Executive Assistant completes all necessary documents, adds the member to the Board Member Directory and Board Member Distribution List, and ensures that the new member's name is included in appropriate section of the website.
 - d. Once the new member receives a committee assignment, the Executive Assistant will add the member to the appropriate committee distribution list.

Section 3.5 Terms/Term Limits – SFWIB members shall be appointed for fixed and staggered terms and shall serve until their successors are appointed. All appointments shall be for a two-year term, with reappointment occurring after the second year. Members may serve two additional terms. A member's service shall not exceed a total of three (3) consecutive terms or six (6) consecutive years. Notwithstanding the above, members who represent governmental entities are exempt from term limits. Service, which commenced before July 1, 2021, does not count toward the 6-year limitation.

To establish staggered terms, members shall be divided into three (3) groups, the first of which will be new SFWIB members, which will serve an initial term of two (2) years. The second group will consist of those who begin their term the year following the term of the first group. The third group will consist of those who begin their term the following term of the second group.

Section 3.6 Vacancies – A SFWIB member who becomes ineligible to serve on the Board must resign or be removed by the CLEO that appointed him or her. Vacancies should be filled within twelve (12) months from the original vacancy occurrence. All appointments to fill vacancies should follow the same process provided in this Section 4. New SFWIB members must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same educational entity, organization or business as the departing members. If a member resigns or is removed before their term has expired, the newly appointed member will begin a new two-year term.

Section 3.7 New Member Orientation and Annual Training - SFWIB members must participate in orientation and annual training. The purpose of orientation and training is to provide SFWIB members with information that empowers them to effectively serve. All new members are required to complete new member orientation within six months of their appointment to the Board. The Executive Director is responsible for overseeing and developing the member orientation.

- A. SFWIB members must complete annual refresher training regarding their duties and responsibilities as a member of the Board. Such training will be on topics provided by CareerSource Florida Administrative Policy 110.
- B. New member and refresher training may be offered in-person and/or virtually. Using the Board Engagement Matrix, the Board will monitor member participation in convening stakeholders, brokering relationships with employers, and leveraging support. Upon request, attendance records and course completion dates will be provided.
- C. Failure to attend mandatory new hire orientation and/or annual "refresher" training may result in removal from the Board, in addition to all other remedies available to Commerce.

Section 3.8 Removal – A SFWIB member, the Executive Director, or the designated person responsible for operational and administrative functions, may be removed from the Board as follows:

- A. **For Cause** – The Governor may remove from office, for cause, SFWIB members, the Executive Director, or the designated individual accountable for operational and administrative functions, in accordance with section 445.007 of the Florida Statutes. In addition, members may be removed by a vote of 2/3 of the Board or by the CLEO who appointed them.
- B. The following grounds for removal for cause shall include, but not be limited to:
 - a. Disclosure of confidential information;
 - b. Misuse of position;
 - c. Failure to disclose conflict of interest;
 - d. Incapacity or unfitness to fulfill the duties of the Board;

- e. Engaging in fraud or other criminal acts while a member of the Board;
- f. Gross dereliction of Board responsibilities;
- g. Infractions of misfeasance (willful inappropriate action or intentional incorrect action or advice), malfeasance (willful and intentional action that injures a party), or nonfeasance (the failure to act where action is required—willfully or in neglect);
- h. Failure to complete mandatory new member orientation and/or annual ‘refresher’ training;
- i. Other causes as may be determined by the Board and/or defined by the Governor or CLEO.

C. Resignations

- 1. Voluntary resignations are defined as the act of a member voluntarily electing to resign from the Board for personal reasons and providing sufficient notice of their intention to do so.
- 2. Involuntary resignations (de-facto resignations) will occur when a member fails to attend one-half of either the regularly scheduled Board or Board Committee/Council meetings in a 12-month period. An involuntary resignation may be set aside at the request of the member and upon approval by a majority vote of the Board.
 - i) The Executive Director will send a letter to any member who fails to attend two consecutive meetings, including committee or task force meetings, in any 12-month period without adequate explanation and/or communication.
 - ii) Following the notification, the Executive Director will notify the CLEO and recommend that the member be removed from the SFWIB if said member misses a third meeting, including a committee or task force meeting, in any 12-month period without an acceptable excuse. The SFWIB defines “acceptable excuse” as medical, business travel, or other reason that the SFWIB, by majority vote, deems appropriate.

Section 3.9 *Financial Disclosure* – Financial disclosures pursuant to section 112.3145, Florida Statutes, are required of appointed members as follows, unless otherwise exempt under Florida law:

- a. Financial disclosure Form 1 is due July 1 of each year for the preceding calendar year.
- b. Notifications will be sent to all members at least 30 days in advance of the deadline.
- c. Forms should be submitted to the Supervisor of Elections in the member's county of permanent residence.
- d. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue, and will continue to accrue until the disclosure is filed or the fine reaches \$1,500.
- e. Failure to submit Financial Disclosure Form 1 by the July 1st deadline could result in a finding of non-compliance with the Grantee-Subgrantee Agreement for the SFWIB.

ARTICLE IV OFFICERS

Section 4.1 Appointed Officers - The officers shall consist of a Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) who are approved by majority vote of the Board.

Section 4.2 Duties - The officers of the Board shall have the following duties:

- A. Chair. The Chair shall be the chief appointed officer of the Board and shall preside at all Board and Executive Committee meetings. The Chair shall appoint council Chairs and council Vice-Chairs, subject to the approval of the SFWIB. The Chair may be removed from office without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

All such council and task force chairs and members shall serve at the pleasure of the Chair. The Chair may remove the chair of any such council or task force and any and all such council members or task force members without cause at any time.

The Chair shall serve as an ex-officio member of all standing committees and shall perform such other duties as set forth in these Bylaws or as determined by the Board. The Chair shall be a “Business” representative and preside at all meetings of the SFWIB.

- B. Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair or in the event of the Chair’s inability to perform his or her duties. The Vice-Chair shall serve as the chair of the Board’s membership committee and shall perform such other duties as are assigned by the Chair.

The Vice-Chair may be removed from office without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

In the event that the office of the Chair is vacant, the Vice-Chair shall assume the duties and powers set forth in (A) (1), (3) and (4) hereinabove until such time as the office of the Chair is no longer vacant. The Vice-Chair shall be a “Business” representative.

- C. Qualifications. All officers appointed after the first annual meeting of the Board must have been a member of the Board for at least one year prior to being appointed to office.

- D. Appointment. The Chair and Vice-Chair shall be elected by the Board and shall serve one two-year term commencing January 1st following their appointment. The Chair's and the Vice-Chair's terms shall be limited to two consecutive two-year terms. There are no limitations on the number of nonconsecutive terms members may serve or offices they may hold.

Section 4.3 Executive Director - The Board shall have the authority to recommend an Executive Director to serve as the Chief Executive and Operating Officer for the Board and as such shall implement the policies, decisions, actions and directives of the Board. The Executive Director may be removed at the discretion of the Board. The Executive Director shall serve as Secretary to the Board, charged with preparing notices, agendas, minutes of the meetings of the Board and Committees, and shall serve as the custodian for all minutes and voting records of official Board business. The Executive Director shall be a



non-voting member of the Board, Executive, Finance and Efficiency Council, Global Talent & Competitive Council, Performance Council and any ad-hoc committees and task forces. The Executive Director shall serve as advisor to the Chair and all council Chairs and task forces and shall assemble information and data and cause to be prepared special reports as directed by the Board.

Board functions that are the responsibility of the Executive Director include, but are not limited to:

- A. Coordinating with the appropriate CLEO regarding the identification and nomination of members to the Board and ensuring membership is compliant with state and federal laws.
- B. Organizing Board meetings and ensuring meetings are held according to the Bylaws and applicable laws, including Florida's Sunshine Law.
- C. Developing and submitting the local and regional workforce development plan.
- D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire One-Stop delivery system including development of policies and monitoring the administration of the programs.
- E. Negotiating and executing agreements on local performance metrics.
- F. Negotiating with the appropriate CLEO and required partners for the Memorandum of Understanding (as prescribed in CareerSource Florida Administrative Policy 106).
- G. In compliance with the Board's procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts to providers of youth programs services, providers of workforce services (if applicable), and the One-Stop Operator as required in 20 CFR 679.370.
- H. Developing an annual budget of SFWIB each program year to be submitted to the Florida Department of Commerce and published in accordance with state law.
- I. Certifying the One-Stop career centers per the CareerSource Florida Administrative Policy 93.

In the event that the Office of the Secretary is vacant, the Chair or in the event of a vacancy in the office of the Chair, the Vice-Chair shall appoint a member of the SFWIB staff to serve as the Secretary Pro Tem of the SFWIB until such time as the Office of the Secretary of the SFWIB is no longer vacant.

ARTICLE V BOARD MEMBER/COMMITTEES (COUNCILS)

Section 5.1 Regular Meetings - The Board shall hold regular meetings at least six times during a calendar year. Notwithstanding the prior sentence, the number of meetings may be amended at the discretion of the Chair. The schedule shall be provided to Board Members and posted on SFWIB's website at the start of the calendar year.

Section 5.2 Special and Emergency Meetings - Special and emergency meetings may be called by the



Chair or by a majority of the members of the Board.

Section 5.3 Place of Meeting - The Chair, in coordination with the Executive Director, shall designate the location of meetings to ensure compliance with accessibility and other legal requirements, including the Sunshine Law.

Section 5.4 Notice of Meeting - All meetings will be advertised and open to the general public in compliance with the Sunshine Law, the requirements of chapter 445, Florida Statutes, and the Grantee/Sub-grantee Agreement. Notice of the date, time, and place of all SFWIB meetings shall be emailed to all members at least seven days in advance of such meetings, together with an agenda of the business to be conducted. If a special or emergency meeting is called pursuant to the provisions of Section 5.2 above, a minimum of 24-hour notification will be provided.

Section 5.5 Communication Media Technology - Members may attend a maximum of three Board meetings per calendar year via means of communications media technology, defined in section 28-109.002 of the Florida Administrative Code - to mean the electronic transmission of printed matter, audio, full-motion video, freeze frame video, compressed video, and digital video by any method available and shall include, but not be limited to, telephone conference, video conference or similar communications equipment.

Members using communications media technology to attend meetings must be: (i) allowed to participate in Board discussions; (ii) able to be heard by other Board members; and (iii) able to be heard by the public. Notwithstanding the above, physical attendance at all Board and committee meetings is preferred. If a member is unavailable to be physically present due to an emergency or circumstances beyond their control, and would like to participate in the meeting using communications media technology, said member shall notify the Chair and Executive Director no later than 48 hours prior to the start of said meeting so that such communications media technology may be established for said meeting.

These Bylaws shall not be construed to authorize any proceeding otherwise subject to the provisions of section 286.011, Florida Statutes, to be held exclusively by means of communications media technology without making provision for the attendance of any member of the public who desires to attend unless expressly authorized by law. SFWIB meetings conducted using communications media technology shall comply fully with section 120.54, Florida Statutes, and chapter 28-109, Florida Administrative Code, as may be amended from time to time.

Section 5.6 Attendance - The SFWIB must hold at least six in-person meetings throughout the course of the calendar year. Members may attend via communications media technology a maximum of two times in a succession, after which, in-person attendance is required before remote participation is further permitted. As specified in Section 4.9B (2), any member who is absent from three of the six SFWIB meetings within a fiscal year, shall be deemed to have voluntarily resigned from the SFWIB unless the member's absences were excused, in advance, for cause by the Chair.

Section 5.7 Quorum - A majority of the Board membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members attending via communications media technology as outlined in Section 6.5. In the absence of a quorum, the Executive Committee may take official action on items of a Board agenda, which actions may be ratified by the Board at the next Board meeting.



Section 5.8 Voting - All matters before the Board (except amendments to Bylaws-See Section 8.2) shall be determined by a majority vote of members at the meeting after a quorum has been established. Each member (including those attending via communications media technology as outlined in Section 6.5), shall be able to cast one vote, and must vote on any business of the Board or any Council(s) to which he/she is assigned. The SFWIB prohibits the use of proxies to attend or vote on behalf of a member who is unable to do so in person or through communications media technology.

If a conflict of interest exists or is thought to exist, the corresponding member must abstain from voting or otherwise participating in the proceedings related to the matter and shall leave the public meeting room or other location of the public meeting until the consideration of that matter has been concluded. Any such person who leaves the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose.

Section 5.9 Conflict of Interest – Board Members and staff must maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust. This includes taking all necessary steps to avoid appearances of conflicts of interests. A member shall not cast a vote on or participate in any decision regarding the provision of services by said member, their relatives, any organization that the member directly represents, or any matter that would provide any direct financial benefit to the member or, where the member has a relationship with the contracting vendor. All members shall follow the guidelines and restrictions set forth in chapter 445 of the Florida Statutes, CareerSource Florida Strategic Policy 2012.05.24.A.2-State and Local Workforce Development Board Contracting Conflict of Interest Policy, as well as the requirements in the Department of Commerce’s Grantee/Sub-grantee Agreement.

Such contracts may only be approved with a two-thirds vote of the Board members present and where all conflicts of interest have been disclosed, and with the member who may benefit from such a contract (or whose organization or relative may benefit) abstaining from the vote. Any contract awarded to a SFWIB member, or a contracting vendor related to a SFWIB member, that is equal to or greater than \$10,000, is subject to DEO approval and requires the completion of a Contract Information/Related Party Form that has been certified by the Chair or Vice-Chair as correct and true. Such contracts will be published on the SFWIB website in accordance with chapter 445.

Section 5.10 Procedure at Meetings

- A. Robert’s Rules of Order shall govern the procedure of Board meetings except when inconsistent with the provisions of these Bylaws.
- B. All business shall be conducted in accordance with a written agenda published in accordance with the provisions of these Bylaws.
- C. Participation in meetings shall be limited to SFWIB members, Board staff and other invited guests and speakers.
- D. The Board shall be comply with section 286.0114, Florida Statutes and provide members of the public with a reasonable opportunity to be heard.
- E. All business of the Board shall be conducted in accordance with the Florida Government in the Sunshine Law.

- F. SFWIB members may attend meetings in-person or virtually except for the annual meeting where in-person attendance is required.
- G. The Secretary of the Board shall record and transcribe all proceedings. At the next routinely scheduled meeting where a quorum has been established, meeting minutes will be reviewed, amended, and approved as necessary. The minutes shall indicate which Board members were present or absent and shall record the official acts of the Board; the Vote Tally Sheet shall record member voting (ayes, noes, and abstentions). Abstentions due to a conflict of interest shall be recorded along with the member's name and the rationale for the abstention. After ratification by the Board, the meeting minutes serve as the official record of the business conducted at that meeting. Copies of approved minutes shall be posted on the SFWIB website within 15 days of Board approval.

Section 5.11 Committees (Councils)

SFWIB shall establish and maintain the following Committees/Councils comprised of Board members to assist the Board in carrying out its duties and responsibilities. Council membership and leadership appointments, as described in Section 4.2A, are appointed by the Board Chair and subject to Board ratification. SFWIB staff may not serve on committees. As specified in Section 5.1, the Committees/Councils shall meet on the same days as the SFWIB regular Board meetings, as provided in Section 5.1. The Committee/Council Chairs may call special and emergency meetings as deemed necessary.

Section 5.12 Executive Committee – The Executive Committee shall be comprised of the Chair, Vice-Chair, Council Chairs and Vice-Chairs. The Executive Committee shall serve as a committee with administrative oversight responsibilities and is empowered to act and take necessary interim action to implement the plans and programs of SFWIB between meetings of the Board. All restricted assets shall be managed by the Executive Committee of the Board. An Executive Committee report will be made at each Board meeting at which time the actions of the Executive Committee may be reviewed and ratified by the Board.

Section 5.13 The Finance and Efficiency Council (FEC) – The FEC oversees the development of the annual budget and ensures accurate tracking, monitoring and accountability for funds. The FEC shall review the Executive Director's recommended budget and make recommendations regarding the budget to the Board. The FEC is responsible for the review and approval of the annual audit and audit firm.

Section 5.14 Global Talent and Competiveness Council (GTCC) - The GTCC is responsible for developing and delivering talent (youth and adult) to meet marketplace needs to grow South Florida's legacy and infrastructure industries, as well as those industries that hold promise and have been identified as economic development priorities for diversifying the regional economy with high-wage jobs. GTCC also focuses on the area's economic development agenda and common strategic target. The council advises the Board on the development and implementation of policies, strategies, programs, and activities affecting workforce development by focusing on Opportunity Miami's One Community One Goal, identified seven targeted sectors.

Section 5.15 Performance Council- The Performance Council is responsible for ensuring compliance with the U.S. Department of Labor's federal common measures, the REACH Act Letter Grades and SFWIB performance goals, including both programmatic and financial outcomes on measures such as job placements, cost per placement and return-on-investment. The council provides oversight and accountability



for positive outcomes of Florida’s federal common measures.

Section 5.16 Ad Hoc Committees - Ad Hoc Committee(s) shall be established as temporary committees to address specific issues. Ad Hoc Committees shall be chaired by a SFWIB member. Membership of Ad Hoc Committee(s) may include other SFWIB members, but must include individuals, appointed by SFWIB, who are not on the Board and have demonstrated experience and expertise in accordance with state and federal laws.

ARTICLE VI INDEMFICATION AND COMPENSATION

Section 6.1 Indemnification - The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member. Additionally, in the event of dissolution, liquidation, termination, or expiration of the existence of the SFWIB, the Board shall follow the provisions of applicable law regarding payments, debts, obligations, assets and income.

Section 6.2 Compensation – Board members shall serve without compensation; however, members may be reimbursed for necessary expenses incurred in the performance of official duties upon approval in writing by CLEO of Miami-Dade County or his or her designee, in accordance with Article LXVII of the Code. Expenses shall be reimbursed in accordance with federal and state laws and regulations, and Miami-Dade County policies.

ARTICLE VII ENACTMENT/AMENDMENT

Section 7.1 Enactment - These Bylaws shall become effective upon approval of the Board. Approval for enactment shall require a two-thirds vote of the full membership of the Board, after notice to the membership. Said notice shall be made no later than 10 days prior to the meeting at which the Bylaws are placed on the agenda. These Bylaws shall not be construed to take precedence over federal, state, or local laws or regulations or to limit or constrain the rights and obligations of the Board.

Section 7.2 Amendments - The bylaws may be altered, amended, or repealed and new bylaws adopted by the affirmative vote of a two-thirds of the membership of the Board in attendance at any meeting.



ARTICLE VIII STAFF SUPPORT AND PROFESSIONAL ASSISTANCE

Section 8.1 *Staff Support and Professional Assistance* - The Board and its committees shall be provided administrative, clerical, and technical support by the Board's staff. The staff shall implement the policies, decisions, actions and directives of the Board under the supervision and control of the Executive Director. It shall be the Executive Director's responsibility to assure such support is available as necessary or as requested by any Board/Committee. However, any such requests or directives by members of the Board shall be made solely to the Executive Director and shall not be made to any other employees of the SFWIB either publicly or privately. If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.



ARTICLE IX. REVISION HISTORY

Date	Version	Description
July 13, 2023	V3	Issued to the SFWIB Executive Committee.
August 3, 2023	V4	Revised, reissued, and approved by the SFWIB Executive Committee.
August 3, 2023	V5	Issued to the SFWIB.
August 17, 2023	V5	Approved by the South Florida Workforce Investment Board.
February 27, 2024	V5	Submitted to the Chief Local Elected Officer (CLEO) of Miami-Dade County.
March 25, 2024	V5	Approved by the CLEO.
July 11, 2024	V6	Revision removing Monroe County. Approved by the SFWIB Executive Committee.
July 24, 2024	V7	Updated to reflect new board member involuntary resignation reason related to the Department of Commerce 2024 Grantee/Subgrantee Agreement.
August 1, 2024	V8	Updated recruitment language to clarify how vacancies will be managed.
August 8, 2024	V8	Presented and approved by the SFWIB Executive Committee.



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 10B

AGENDA ITEM SUBJECT: RELATED PARTY TRAINING VENDOR AGREEMENTS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee to recommend to the Board the approval of Training Vendor Agreements with the Training Vendors that are represented on the Board, as set forth below.

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

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

BACKGROUND:

CareerSource Florida Contracting Policy prohibits the use of state or federal funds by a regional workforce board for any contract exceeding \$25,000 between a regional workforce board and a member of that board that has any relationship with the contracting vendor, unless the Department of Economic Opportunity (DEO) and CareerSource Florida has reviewed the contract.

SFWIB staff recommends to the Executive Committee to recommend to the Board the approval of Training Vendor Agreements with the following Training Vendors that are represented on the Board:

- The District Board of Trustees of Miami Dade College (MDC)
- Miami-Dade County Public Schools (M-DCPS)
- Atlantis University

The policy does not exclude agreements with training/educational institutions that regional workforce boards enter into with a training/educational institution included on the local eligible training provider list and for which eligible applicants choose from when selecting a training/educational provider. Accordingly, the Training Vendor Agreements between the SFWIB and MDC, M-DCPS, and Atlantis University are subject to the two-thirds vote requirement and will be submitted to Florida Commerce and CareerSource Florida for review.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 10C

AGENDA ITEM SUBJECT: ONE-STOP OPERATOR MEMORANDUM OF UNDERSTANDING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Executive Committee to recommend to the Board the approval of a revised Memorandum of Understanding with the County Mayor to serve as the One-Stop Operator for Local Workforce Development Area 23, as set forth below

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At the February 22, 2024 board meeting, SFWIB approved SFWIB staff to serve as the One-Stop Operator for Local Workforce Development Area 23. CareerSource Florida (CSF) subsequently approved SFWIB to serve as the One-Stop Operator. In accordance with Federal Regulation 20 CFR. 679.430 and CSF Administrative Policy #097, SFWIB drafted a Memorandum of Understanding (MOU) between the Board and the Chief Local Elected Official (CLEO) to delineate how the organization will carry out its responsibilities to ensure compliance with the Workforce Innovation and Opportunity Act, Office of Management and Budget circulars and Florida State statutes.

At the April 18, 2024 Board meeting, a draft One-Stop Operator MOU was approved. However, the SFWIB was officially designated as an agency of Miami-Dade County under a new board governance agreement, which was approved by the Miami-Dade County Board of County Commissioners and Mayor Danielle Levine Cava on June 18, 2024. Consequently, a new MOU, which has been approved for legal sufficiency by the Miami-Dade County Attorney's Office, has been completed in accordance with this new designation.

The following sections have been removed from the previous MOU:

- Section VII. Compliance with the Health Insurance Portability and Accountability Act (HIPPA) (Not required for all MOUs)
- Attachments listed:
 - Assurances and Certifications attachment (Removed from shell, attachment only)
 - Assurances Non Construction Programs attachment (Not required for all MOUs)
 - The Florida Clean Indoor Air Act attachment (Removed from shell, attachment only)
 - The Florida Department of Economic Opportunity Memorandum dated July 1, 2021 (N/A now Florida Commerce)
- Section XXXI. Debarment and Suspension (N/A to this MOU)
- Section XXX. Gratuities (N/A to this MOU)
- Section XXXI. Certification Regarding Florida Clean Indoor Air Act (Attachment only)

- Section XXXII. Child Labor Laws (N/A to this MOU)
- Section XXXIII. Public Entity Crimes (N/A to this MOU)
- Section XXXIV. Scrutinized Companies List (updated with new vendor list)
- Section XXXV. Discriminatory Vendors (updated with new vendor list)
- Section XXXVL. Related Party Contracts (N/A to this MOU)
- Section XXXVII. Tracking Victims Protection Act of 2000 (updated with new attestation attachment)
- Section XXXVIII. Purchase of American Made Equipment and Products (N/A to this MOU)
- Section XXXIX. No Assignment (N/A to this MOU)
- Section XL. Byrd Anti-Lobbying Amendment (N/A to this MOU)
- Section XLI. Assurances Non-Construction Programs (N/A to this MOU)
- Section XLII. Assurances of Compliance (Attachment only)
- Section XLIII. Verification of Employment Eligibility (Attachment only)
- Section XLIV. Whistleblower's Act (Attachment only)

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
AND
MIAMI-DADE COUNTY, FLORIDA**

This Memorandum of Understanding (hereinafter “MOU” or “Agreement”) is made and entered into by and between the South Florida Workforce Investment Board d/b/a CareerSource South Florida (“SFWIB” or “CareerSource”), and Miami-Dade County, Florida. Individually referred to as the “Party” or collectively referred to as the Parties.

WITNESSETH:

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 (“WIOA” or the “Act”) establishes a One-Stop Service Delivery System (“One-Stop System”) assuring coordination between the activities authorized in and linked to the Act.

WHEREAS, SFWIB provides workforce development services in Workforce Area 23 of the state of Florida (“Area”), which is comprised of Miami-Dade County.

WHEREAS, SFWIB’s services and resources are available through a network of CareerSource centers and access points which comprise the Area’s One-Stop System to provide a seamless and comprehensive array of education, job training, economic development efforts, and other workforce development services to persons within the Area.

WHEREAS, the CareerSource Florida Board has approved a recommendation from the Florida Department of Commerce, that CareerSource South Florida be authorized to serve as the One-Stop Operator for Local Workforce Area 23.

WHEREAS, CareerSource South Florida is a sub recipient of federal funding to provide workforce services for Local Workforce Area 23.

WHEREAS, CareerSource South Florida shall provide space for One-Stop Operator staff to provide oversight of the Local Workforce Development Board’s One-Stop system.

WHEREAS, the Parties desire to build a workforce development system, which will dramatically upgrade all Floridians’ workplace skills and economically benefit the workforce, employers, and State.

WHEREAS, the Parties desire to ensure compliance and that coordinated efforts are consistent with all federal, state and local requirements to establish and maintain an effective and successful “One-Stop delivery system” (20 CFR Section 678.300).

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants herein set forth, the Parties agree as follows:

I. SCOPE OF WORK

SFWIB agrees to provide services in accordance with **Exhibit A, Scope of Work**, attached hereto and incorporated by reference as if fully set forth herein. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties.

II. RESOURCE SHARING AGREEMENT

The applicable cost sharing provisions are set forth in the **Exhibit B, Resource Sharing Agreement**, attached hereto and incorporated by reference as if fully set forth herein. Any modifications to the Cost Sharing Agreement shall only be valid when they have been reduced to writing, duly approved and signed by both parties

III. PERIOD OF PERFORMANCE

This MOU shall commence upon **March 1, 2024**, irrespective of the date of execution, and terminate at the close of business on **June 30, 2027**, unless earlier terminated as provided below.

IV. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition of the award of financial assistance from the Department of Labor under Title I of the WIOA, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it shall comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;
- B. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color and national origin;
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
- E. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
- F. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- G. The Americans with Disabilities Act of 1990, (42 U.S.C. 12101 et seq.), as amended, which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services and telecommunications;
- H. Executive Order (“EO”) No. 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by EO No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80;

and Part 92, if applicable;

- I. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
- J. Chapter 11A of the Code of Miami-Dade County, Florida, which, among other things, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Contractor also assures that it shall comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the contractor makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The contractor understands the United States has the right to seek judicial enforcement of this assurance.

V. IMMIGRATION REFORM AND CONTROL ACT

The Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under this Agreement.

VI. CONFIDENTIALITY

- A. The Contractor shall maintain the confidentiality of any information regarding program participants that identifies or may be used to identify program participants and which may be obtained through proposal forms, interviews, tests, reports from public agencies or counselors, or any other source. The Contractor shall not divulge such information without the written permission of the participant, or participant's custodial parent or guardian when authorized by law, if applicable, except that such information which is necessary, as determined by the SFWIB, for purposes related to the performance or evaluation of this MOU may be divulged to the SFWIB or such other persons as the SFWIB may designate, who are responsible for monitoring or evaluating the services and performances under the MOU, or to governmental authorities to the extent necessary for the proper administration of the law and the provision of services.

All releases of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. The Contractor shall provide a completed **Confidentiality Agreement, Attachment 1**, prior to the execution of the MOU.

- B. **Confidentiality Forms.** The Contractor, in the course of receiving and utilizing confidential workforce program information for the purpose of performing its duties under this MOU, shall ensure that all staff, security officers, contractors, and subcontractors, and their employees complete the following certification and acknowledgement forms prior to permitting those individuals to perform any work under or relating to this MOU:
 - a. **Individual Non-Disclosure and Confidentiality Certification Form, Attachment 2**, attached hereto and incorporated herein. The Contractor shall maintain the completed confidentiality forms in each employee's personnel file.
 - b. A universal **Authorization to Obtain Confidential Information Form, Attachment 3**, attached hereto and incorporated herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.

- c. A universal **Authorization to Obtain Confidential Employment Information Form, Attachment 4**, attached hereto and incorporated by reference herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.
- d. A universal **Authorization to Release Confidential Information Form, Attachment 5**, attached hereto and incorporated herein, for use within the CareerSource center system, shall be filled out and maintained for every job seeker who is referred to employment and/or training opportunities.

VII. INDEMNIFICATION

The Parties shall be fully responsible for their own acts of negligence, or their respective agent's acts of negligence when acting within the scope of their employment, and shall be liable for all attorneys' fees and damages proximately caused thereby; provided, however, that the Parties' liability is subject to the limitations of section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the Parties, nor shall anything herein be construed as consent by the parties to be sued by any third party for any cause or matter arising out of or related to this Agreement.

Term of Indemnification. The provisions of this indemnification shall survive the expiration or termination of this MOU.

VIII. TERMINATION

This MOU may be terminated without cause by any party hereto upon providing thirty (30) days' prior written notice to the other Parties.

IX. NOTICE

It is understood and agreed between the Parties that written notice shall be mailed and delivered to the addresses set forth below and same shall constitute sufficient written notice. The Parties designate the following:

For South Florida Workforce Investment Board:

Rick Beasley, Executive Director
South Florida Workforce Investment Board
The Landing at MIA
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

Miami-Dade County, Florida:

Daniella Levine Cava, Mayor
Office of the Mayor, Miami Dade County
111 NW 1 Street, 29th Floor
Miami, Florida 33128

X. AMENDMENTS

Any alteration, amendment, variation, modification, extension or waiver of provisions of this MOU shall only be valid when it has been reduced to writing, duly approved and signed by the authorized agent of each of the Parties.

XI. PRIOR AGREEMENTS

This Agreement, and its attachments and exhibits specified below incorporate and include all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the Parties agree that there are no other commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this Agreement or in its attachments and exhibits. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

The following is a List of Attachments and Exhibits that are incorporated into this Agreement:

<u>Type</u>	<u>Letter/Number</u>	<u>Description</u>
Exhibit	A	Scope of Work
Exhibit	B	Cost Sharing Agreement
Attachment	1	Confidentiality Agreement
Attachment	2	Individual Non-Disclosure and Confidentiality Certification Form
Attachment	3	Authorization to Obtain Confidential Information
Attachment	4	Authorization to Obtain Confidential Employment Information
Attachment	5	Authorization to Release Confidential Information
Attachment	6	Certification Regarding Environmental Tobacco Smoke

XII. GRIEVANCE PROCEDURES

The Contractor shall comply with all of the SFWIB’s applicable Grievance and Complaint Procedures and as required by state and federal law.

XIII. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE

As a condition of this Agreement, the Contractor assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act of 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

XIV. COMPLIANCE WITH SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT (“RCRA”) FOR THE PROCUREMENT OF RECOVERED MATERIALS

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (“EPA”) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the RCRA.

XV. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits any state or local government receiving funds under any United States Department of Health and Human Services program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

XVI. ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994", smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Contractor shall provide a completed **Certification Regarding Environmental Tobacco Smoke, Attachment 6**.

XVII. PUBLIC ANNOUNCEMENTS AND ADVERTISING

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal funds, the Contractor shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal funds, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

The Contractor shall incorporate "**a proud partner of the American Job Center network**" on all primary electronic resources, including websites, used by the one-stop delivery system (20 CFR section 662.100), and on any newly-printed, purchased, or created materials pursuant to 20 CFR 678.900. Each one-stop delivery system must include "**a proud partner of the American Job Center network**" identifier on all:

- Primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials.
- Products, programs, activities, services, facilities, and related property and new materials used in the one-stop delivery system.

XVIII. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

The Contractor shall comply with 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (superseded OMB Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133 – see, 78 FR 78590-01 (Dec. 26, 2013)).

XIX. CODES OF CONDUCT

The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her domestic partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

XX. GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE

The Contractor shall comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94.

XXI. VETERAN'S PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (“JVA”), P.L. 107-288. The JVA provides priority services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority service, a person must meet the program's eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veterans’ priority statute.

XXII. INTERGOVERNMENTAL PERSONNEL ACT

The Contractor shall comply with the requirements of the Intergovernmental Personnel Act (42 U.S.C. Chapter 62 Sec. §4701).

XXIII. ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ADMINISTRATIVE RULES, COSTS AND LIMITATIONS

The Contractor shall comply with the requirements of the administrative provisions under Title I of the WIOA Administrative Rules, Costs and Limitations (20 CFR Part 683, Subpart B).

XXIV. CERTIFICATION

By signing this Agreement, the Parties agree that the provisions contained herein are subject to all applicable, federal, state and local laws, regulations and guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to access point customers.

XXV. GOVERNING LAW AND VENUE

This MOU shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any legal controversies or legal issues arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to and resolved

under the jurisdiction of the state courts of the Eleventh Judicial Circuit of Florida, to the exclusion of all others, with venue for such dispute(s) to lie in Miami-Dade County, Florida

XXVI. FLORIDA PUBLIC RECORDS LAW

The Parties understand the broad nature of Florida's public records laws and shall comply with same and other laws relating to records retention. The Parties shall keep and maintain public records as required by law for performance of services encompassed in this Agreement. The Parties shall keep records to show their compliance with program requirements in accordance with this Agreement. The Parties and their subcontractors must make available, upon request of a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records in their possession that are directly pertinent to this Agreement for the purpose audits, examinations, excerpts, and transcriptions. Upon request from the any of the Parties' custodian of public records, the Parties must provide a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in in Chapter 119, Florida Statutes, or as otherwise provided by law. The Parties shall ensure that public records that are exempt and/or confidential from public records disclosure requirements are not disclosed except as authorized by law. The Parties shall retain all records for five (5) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Sections 80.36(b)(1). Exempt or confidential information should not be disclosed unless authorized by law. Upon completion of the Agreement, the Parties shall transfer, at no cost, all public records in their possession that belong to another party or keep and maintain public records required by the Parties. If the Parties transfer public records to another party during the term of this Agreement or upon completion of the term, the Parties shall destroy any duplicate public records that are exempt and/or confidential from public records disclosure requirements. All records stored electronically must be provided to the any of the Parties, upon request from the Parties' custodian of public records, in a format that is compatible with the information technology systems of the requesting party.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Via e-mail: recordsrequest@careersourcesfl.com

Telephone: 305-929-1500

South Florida Workforce Investment Board

The Landing at MIA

7300 Corporate Center Drive, Suite 500

Miami, Florida 33126-1234

XXVII. SEVERABILITY

If any portion of this MOU is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective.

XXVIII. AUTHORITY TO EXECUTE AGREEMENT

Each person executing this Agreement represents and warrants that he or she is duly authorized and has full legal authority to execute and deliver this Agreement. Each party represents and warrants to the other

that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the other party and enforceable in accordance with its terms.

INTENTIONALLY LEFT BLANK

THE PARTIES ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURES FOR: **Miami-Dade County, Florida**
AGREEMENT NUMBER: **MOU-SP-PY'24-01-00**

1a. _____
Signature of Authorized Representative

Date

Daniella Levine Cava
2a. _____
Typed Name of Authorized Representative

Mayor
3a. _____
Full Title of Authorized Representative

South Florida Workforce Investment Board

BY: _____
Rick Beasley
Executive Director
South Florida Workforce Investment Board

Date



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 10D

AGENDA ITEM SUBJECT: EXTERNAL INDEPENDENT AUDIT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to renew the contract for external independent auditing services with BCA Watson Rice LLP., as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On August 17, 2023, the Board approved the recommendation to contract with BCA Watson Rice LLP after they were chosen as the successful respondent to a SFWIB Request for Qualifications. This RFQ sought responses from experienced and capable Certified Public Accounting firms to provide a single audit of the SFWIB in accordance with the Federal Single Audit Act, Office of Management and Budget Circular A-133, Florida Single Audit Act, and Department of Economic Opportunity Final Guidance 05-019.

In October 2023, SFWIB executed a contract with BCA Watson Rice LLP for program year 2023-2024, with an option to extend the agreement at its current terms for an additional two one-year periods. BCA Watson Rice has provided excellent service to our staff, and therefore, we recommend that the council advise the Board to renew the auditing services contract for program year 2024-2025.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

DATE: 8/22/2024

AGENDA ITEM NUMBER: 10E

AGENDA ITEM SUBJECT: CULINARY SKILLS TRAINING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: The Global Talent and Competitiveness Council recommends to the Board the approval to allocate an amount not to exceed \$120,000 in Workforce System funds to Youth CO-Op for a Culinary & Catering Skills Training at Miami Dade College (Miami Dade College Culinary Institute), as set forth below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At the April 16, 2024, Board meeting, the South Florida Workforce Investment Board (SFWIB) approved an allocation of up to \$120,000 in Workforce Systems funding to support Culinary & Catering skills training for 45 participants. However, due to the program year ending before all logistics could be finalized, the Culinary and Catering Employment Training (CCET) Program's implementation was delayed.

The CCET Program is a collaborative initiative between SFWIB, Miami Dade College (MDC), and the AGAPE Network. Training will be conducted at the AGAPE Network's fully equipped kitchen, with instruction provided by experienced MDC faculty and expert industry trainers. SFWIB will fund the training and related expenses, while MDC will deliver the training services.

The program consists of 8 weeks of instruction, totaling 200 hours of culinary and job skills training. It aims to equip up to 45 eligible participants with practical experience in basic culinary skills, culminating in certifications from Florida ServSafe and the American Hotel and Lodging Education Institute.

This investment will prepare participants for successful careers in the culinary industry, providing them with the necessary skills and credentials to enhance their employment prospects.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE:

Culinary Program Estimated Performance	
Local Workforce Development Area (LWDA) Performance	SFWIB Initial Goals
Number of Participants Served	45
Number of Participants Completing Training (Min Goal is 75%)	34
Training Completion Rate	75.00%
Number of Participants Placed into Jobs (Min Goal is 75%)	34
Employment Rate	75.00%
Cost-to-Train	\$2,667
Cost Per Placement	\$3,555.56
Average Wage	\$15.00
Net Economic Benefit	\$26,444.44
Return-On-Investment	\$7.44
Economic Impact	\$892,500.00

NO ATTACHMENT