SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
MEETING
FRIDAY, FEBRUARY 22, 2013
9:30 A.M.
Doubletree by Hilton Miami Airport Hotel
Convention Center, 2nd floor
711 NW 72nd Avenue
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval Meeting Minutes
   A. December 20, 2012
3. Chairman’s Report
4. Executive Director’s Report
5. Executive Committee
   A. Approval of Related Party Training Vendor Agreements
   B. Approval of New Programs for Existing Training Vendors and a New Campus for an Existing Training Vendor
   C. Approval to Allocate WIA Adult Funds
   D. Approval to Accept WIA Youth, Adult and Dislocated Worker Performance Incentive Funds
   E. Information - December 2012 Financial Statements
   F. Information - December 2012 Bank Reconciliation
6. Youth Council
   A. Approval of an Allocation to the National Flight Academy – The Explore AMBITION Program
   B. Approval to Accept and Allocate Transportation Funds to the Miami-Dade and Monroe County School Districts
   C. Approval of an Additional Allocation of Youth Program Funds for Miami Dade College’s Future Bankers Training Program
   D. Approval of an Allocation of Funds to Miami-Dade County Public Schools
   E. Approval of an Allocation of Funds to Miami Dade College for the Take Stock in Children 5000 Role Models of Excellence Scholarship
7. Economic Development and Industry Sector Committee
   A. Approval of a New Training Vendor and Programs for the New Vendor

8. Workforce Systems Improvement Committee
   A. Approval to Consider Options for the Azure College, Inc. Refugee Employment & Training Program Contract

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**AGENDA ITEM NUMBER:** 2A

**DATE:** FEBRUARY 22, 2013

**AGENDA ITEM SUBJECT:** MEETING MINUTES

December 20, 2012 at 9:30AM
Doubletree by Hilton Miami Airport
Convention Center
711 NW 72nd Avenue
Miami, Florida 33126

<table>
<thead>
<tr>
<th>SFWIB MEMBERS IN ATTENDANCE</th>
<th>SFWIB MEMBERS NOT IN ATTENDANCE</th>
<th>SFW STAFF</th>
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</thead>
<tbody>
<tr>
<td>1. West, Alvin, Chairperson</td>
<td>19. Adrover, Bernardo</td>
<td>Beasley, Rick</td>
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<td>2. Piedra, Obdulio, Vice-Chairperson</td>
<td>20. Arboleda, Carlos J.</td>
<td>Almagro, Olivia</td>
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<td>4. Chi, Joe</td>
<td>22. Bridges, Jeff</td>
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<td>6. Gaber, Cynthia</td>
<td>24. Clayton, Lovey</td>
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<td>7. Gaber, Cynthia</td>
<td>25. Datorre, Roberto</td>
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<tr>
<td>8. Lanman, Donald</td>
<td>26. Diggs, Bill</td>
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<td>10. Marinelli, Frederick</td>
<td>28. Ferradaz, Gilda</td>
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<td>11. Perez, Andre</td>
<td>29. Gazitua, Luis</td>
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<td>12. Regueiro, Maria C</td>
<td>30. Huston, Albert Jr.</td>
<td>Quinones, Dulce</td>
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<td>13. Roth, Thomas</td>
<td>31. Jennings, Donna</td>
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<td>14. Russo, Monica</td>
<td>32. Jordan, Barbara</td>
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<td>15. Scott, Kenneth</td>
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<td>17. Walker, Wanda</td>
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<td>18. Zewadski-Bricker, Edith</td>
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Assistant County Attorney
Mosely, Joni
## Agenda items are displayed in the order in which they were discussed.

### 1. Call to Order and Introductions

SFWIB Chairman, Alvin West called the meeting to order at 9:30am, asked the members to introduce themselves, noted the meeting lacked a quorum of members present, then requested a roll call of the Executive Committee to commence its meeting. The following Executive Committee members were present:

- Chairman Alvin West
- Vice-Chairman Obdulio Piedra
- Mr. Clarence Brown
- Mr. Daniel Fils-Aime
- Ms. Cynthia Gaber
- Mr. Charles Gibson
- Mr. Frederick Marinelli
- Mr. Andy Perez

Mr. West further asked those seated in the audience to introduce themselves.
The Executive Committee meeting was immediately adjourned following Mr. Joe Chi’s arrival.

Mr. Marinelli requested staff verify whether a quorum was present and it was confirmed.

3. Chairman’s Report
Item Deferred

4. Executive Director’s Report

Mr. Rick Beasley presented his executive report and each member received a copy. The report contained information regarding: Federal – Fiscal Cliff / Budget; Federal – Initial Jobless Claims; State – Workforce Florida, Inc Quarterly Meeting; and State – WFI Statewide Workforce System Brand; Local – American Airlines Re-Employment Efforts; and Local – Monthly Job Placement Report.

2.A. Approval of SFWIB’s October 18, 2012 Meeting Minutes

Ms. Monica Russo moved the approval of the October 18, 2012 meeting minutes. Motion was seconded by Mr. Donald Lanman; Further Discussion:

Mr. Piedra requested a minor change on page 7 of the minutes that shows an allocation amount of up to $140,000 for an RFQ for IT Audit Penetration Testing. The amount should be corrected to reflect $40,000.

Motion Passed as Amended with Unanimous Consent

5. Executive Committee

5.A. Approval of Related Party Training Vendor Agreements

Mr. Beasley presented the item noting the Executive Committee’s recommendation for the Board’s approval of training vendors that are represented on the Board. They are the Academy of South Florida, Inc., Florida National University, Inc. Miami Dade College, and the School Board of Miami-Dade County Florida (M-DCPS).

Mr. Frederick Marinelli moved the approval of related party training vendor agreements. Motion was seconded by Mr. Charles Gibson; Further Discussion:

Mr. Roth requested staff verify the quorum count and staff noted that the above item could not be approved as result of a lack of 2/3 vote of the Board:

Motion Failed; Item deferred

4.A. Approval of the 2013 SFWIB Meeting Calendar

Mr. Beasley presented the item.

Mr. Donald Lanman moved the approval of the 2013 SFWIB Meeting Calendar. Motion was seconded by Ms. Maria Regueiro; Further Discussion(s):

Mr. Piedra requested December’s Executive Committee meeting be moved from the 24th to the 23rd.

Motion Passed as Amended with Unanimous Consent
5.B. Approval of New Programs for Existing Training Vendors and a New Campus for an Existing Training Vendor
Item deferred due to lack of 2/3 members present.

5.C. Approval of a Revised Employed Worker Training Policy
Mr. West introduced the item and Mr. Beasley further discussed noting the approval of a revised employed worker training policy.

Mr. Joe Chi moved the approval of the revised employed worker training policy. Motion was seconded by Ms. Maria Regueiro; Motion Passed Unanimously

5.D. Approval of a Revised Paid Work Experience Policy
Mr. West introduced the item and Mr. Beasley further discussed noting the approval of a revised paid work experience policy.

Mr. Joe Chi moved the approval of a revised paid work experience policy. Motion was seconded by Ms. Ivonne Socorro; Motion Passed Unanimously

5.E. Approval of the WIA Adult Priority of Services Revision for Monroe County
Mr. Beasley presented the item noting the approval of the WIA Adult Priority of services revisions for Monroe County as a result of the income guidelines for Monroe County. He further read the following priority of services into record.

The First Priority of Service: residents of Public Housing (with a family unit size of three or greater and Monroe County (family unit size of two or greater) will need to meet the First Priority standards of the WIA Priority of Services to become WIA Adult eligible.

The Second Priority of Services: This only applies to a family unit size of one in Monroe County and to residents of Public Housing with a family unit size of one or two.

The Third Priority of Service: No economic eligibility shall apply under this priority. This only applies to employed workers enrolled in the Employed Workers Training Program.

Mr. Donald Lanman moved the approval of a WIA Adult Priority of Services Revision for Monroe County. Motion was seconded by Ms. Edith Zewadski Bricker; Motion Passed Unanimously

5.F. Approval to Accept and Allocate $1,595,870 in Wagner-Peyser “Pass Thru” Funds
Mr. West introduced the item and Mr. Beasley further discussed noting the Executive Committee’s recommendation for the Board’s approval to accept an allocate $1,595,870 in Wagner Peyser “Pass-thru” funds.

Mr. Clarence Brown moved the approval to allocate $1,595,870 in Wagner Peyser “pass thru” funds. Motion was seconded by Ms. Maria Regueiro; Motion Passed Unanimously

5.G. Approval to Accept $271,926 in Wagner-Peyser Incentive Funds
Mr. West introduced the item and Mr. Beasley further discussed noting the Executive Committee’s recommendation for the Board’s approval to accept $271,926 in Wagner-Peyser Incentive Funds.
Mr. Clarence Brown moved the approval to accept $271,926 in Wagner-Peyser Incentive Funds. Motion was seconded by Ms. Ivonne Socorro; **Motion Passed Unanimously**

5.H. **Approval to Adjust the Budget to Include $247,252 in Carry-Forward Funds from the Performance Tools Grant**

Mr. West introduced the item and Mr. Beasley further discussed noting the Executive Committee’s recommendation for the Board’s approval to adjust the budget to include $247,252 in carry-forward Funds from the performance tools Grant.

Mr. Clarence Brown moved the approval to adjust the budget to include $247,252 in carry-forward funds from the performance tools grant. Motion was seconded by Ms. Monica Russo; **Motion Passed Unanimously**

5.I. **Approval to Adjust the 2012-13 Budget for the Actual Carry-Forward Amounts**

Mr. Beasley presented the item and read it into record noting the Executive Committee’s recommendation for the Board’s approval to adjust the 2012-13 budget for the actual carry-forward amounts.

Ms. Maria Regueiro moved the approval of the 2012-13 budget for the actual carry forward amounts. Motion was seconded by Mr. Frederick Marinelli; **Further Discussion(s):**

Mr. Chi requested additional information on the carry-forward amounts and Mr. Beasley provided further details.

**Motion Passed Unanimously**

5.J. **Approval to Allocate WIA Adult Funds to the Digital Access Initiative**

Mr. Beasley presented and read the item into record noting the Executive Committee’s recommendation for the Board’s approval to allocate WIA adult funds to the digital access initiative.

Mr. Clarence Brown moved the approval to allocate WIA adult funds to the digital access initiative and Motion was seconded by Ms. Monica Russo; **Motion Passed Unanimously**

5.K. **Approval to Reallocate TANF Funds from the City of Miami to Transition, Inc.**

Mr. Beasley presented and read the item into record noting the Executive Committee’s recommendation for the Board’s approval to reallocated TANF Funds from the City of Miami to Transition, Inc.

Mr. Obdulio Piedra moved the approval to reallocate TANF funds from the City of Miami to Transition, Inc. Motion was seconded by Mr. Frederick Marinelli; **Further Discussion(s):**

Mr. Piedra asked for the status of the opening of a new career center to be located in the City of Miami and Mr. Beasley provided an update.

Mr. West inquired about the cause of delays and staff’s efforts to speed up the process. Mr. Beasley provided further details.

Mr. Gibson asked whether Transition, Inc. will continue providing services until the new center opens and Mr. Beasley responded, “Yes”.

**Motion Passed Unanimously**
5.L. Information – October 2012 Financial Statements

Mr. Beasley presented the unaudited financial report for the period of July 1, 2012 through October 31, 2012 and noted the following:

**Budget Adjustments**

**Expenses**

- Adult Services increased by $40,000
- Refugee Services increased by $7,362,261
- Youth Services increased by $24,136
- Unallocated Funds decreased by $7,374,304
- Training and Support Services decreased by $52,093

**Budget Variances**

- Training and Support Services is low: 14.1% vs. 33%
- Other Programs & Contracts are low: 14.6% vs. 33%

No further questions or discussions.

5.M. Information – October 2012 Bank Reconciliation

Mr. Beasley presented the bank reconciliation report for the month of October and noted as a result of the segregation of duties, he is responsible to review all financials received by the bank then forward to the assistant director and finance administrators.

No further questions or discussions.

6. Audit Committee

6.A. Approval to Accept the Audited Financial Reports for Fiscal Year 2011-12

Mr. Piedra introduced the item then introduced Mr. Ronald Thompkins, Engagement Partner for TCBA Watson Rice, LLP. Both he and Carshena Thompkins appeared before the Board and presented the audited financial reports for the fiscal year 2011-12.

Mr. West inquired about the audit results and Mr. Thompkins responded that the audit results were clean. He also inquired about audits of major funds and Mr. Thompkins further explained the process. He additionally noted that SFW continues to be a low risk agency as a result of its two year history of clean audits.

Mr. Lanman inquired about the comparison between state and federal audits and Mr. Thompkins further explained the difference.

Mr. Piedra thanked the representatives of TCBA Watson Rice, LLP for their presentation and SFW staff for their hard work. He went on to request an amendment to this item to include a contract extension with TCBA Watson Rice, LLP for an additional year.

Mr. Joe Chi moved the approval to accept the audit financial reports for Fiscal Year 2011-12 and extend the contract with TCBA Watson Rice, LLP for an additional year. Motion was seconded by Mr. Kenneth Scott.

Further Discussion(s):
Mr. Roth inquired about the contract renewal and Mr. Piedra further explained.

**Motion Passed Unanimously**

9. Workforce Services Improvement Committee
9. A. Approval to Draft and Release a Request for Proposal (RFPs) for Work Readiness Services

Mr. Fils-Aime presented the item and first noted that the Committee had a quorum of members present at today’s meeting. He further noted the Committee’s recommendation for the Board’s approval to draft and release a request for proposal for work readiness services.

Mr. Kenneth Scott moved the approval to draft and release a request for proposal for work readiness services. Motion was seconded by Mr. Andy Perez; **Motion Passed Unanimously**

9. B. Approval of an Allocation of $2,250.00 to SER Jobs for Progress, Inc. for SFWIB-M-DCPS Career Pathways Program

Mr. Fils-Aime presented and read the item into record noting the Committee’s recommendation for the Board’s approval of an allocation of $2,250.00 to SER Jobs for Progress, Inc. to cover the costs of launching a SFWIB-M-DCPS Career Pathways Program at the North Miami Beach Career Center.

Mr. Frederick Marinelli moved the approval of an allocation of $2,250.00 to SER Jobs for Progress, Inc. for SFWIB-M-DCPS Career Pathways Program. Motion was seconded by Mr. Joe Chi; **Motion Passed Unanimously**

9. C. Approval of Contractors for PY 2012-13 Workforce Services

Mr. Fils-Aime presented and read the item into record noting the Committee’s recommendation for the Board’s approval of contractors for PY 2012-13 Workforce Services.

Ms. Ivonne Socorro moved the approval of contractors for PY 2012-13 Workforce Services. Motion was seconded by Mr. Joe Chi; **Further Discussion(s):**

Mr. Gibson requested staff provide additional details regarding the RFP and Mr. Beasley further explained.

**Motion Unanimously Passed**

9. D. Approval of a Contractor for PY 2012-13 Mystery Shopper Services

Mr. Fils-Aime presented and read the item into record noting the Committee’s recommendation for the Board’s approval of a contractor for PY 2012-13 Mystery Shopper Services.

Ms. Ivonne Socorro moved the approval of a contractor for PY 2012-13 Mystery Shopper Services. Motion was seconded by Mr. Joe Chi; **Further Discussion(s):**

Mr. Perez inquired about the cost to be allocated for the service and Mr. Beasley responded up to $100,000.

**Motion Unanimously Passed**
9. E. Approval of the Re-allocation of $20,000 from the City of Miami Career Center to SFWIB for Electrical Repairs

Mr. Fils-Aime presented and read the item into record noting the WSI’s recommendation for the Board’s approval of the re-allocation of $20,000 from the City of Miami Career Center to SFWIB for Electrical Repairs.

Mr. Kenneth Scott moved the approval of the re-allocation of $20,000 from the City of Miami Career Center to SFWIB for Electrical repairs. Motion seconded by Mr. Clarence Brown; **Further Discussion(s):**

Mr. Perez requested staff provide a status update to the Executive Committee at its next meeting in January.

**Motion Unanimously Passed**

9. F. Approval of a Three-Month Extension to Azure College, Inc. Refugee Employment and Training Program Contract

Mr. Fils-Aime presented and read the item into record noting the WSI Committee’s recommendation for the Board’s approval of a three month extension to Azure College, Inc. refugee employment and training program contract.

Ms. Cynthia Gaber moved the approval of a three-month extension to Azure College, Inc. refugee employment and training program contract. Motion was seconded by Mr. Kenneth Scott; **Further Discussion(s):**

Mr. Piedra inquired about the status of the corrective action plan and SFWIB Program Manager, Juan Hernandez further explained.

**Motion Passed Unanimously**

7. Youth Council

7.A. Approval of an Allocation for the National Flight Academy – The Explore AMBITION Program

Mr. Clarence Brown presented and read the item into record noting the Youth Council’s recommendation for the Board’s approval of an allocation for the national flight academy – The Explore AMBITION program.

Mr. Piedra moved the approval of an allocation for the National Flight Academy – The Explore Ambition Program. Motion was seconded by Mr. Joe Chi; **Further Discussion(s):**

Mr. Perez requested information on the timeline for this program and Mr. Beasley further explained. Mr. West informed the Board that this would be the first year implementing this new program. Mr. Lanman added that Monroe county officials are also in support of this new program.

**Motion Unanimously Passed**
7B. Approval of an Allocation of Youth Funds for Miami Dade College Future Banker’s Training Program

Council Chairman Clarence Brown presented the item and noted the Council’s recommendation for the Board’s approval of an allocation of Youth Funds for Miami Dade College Future Bankers Training Program.

Mr. Donald Lanman moved the approval of an allocation of Youth Funds for Miami Dade College Banker’s Training Program. Motion was seconded by Mr. Joe Chi; Motion Passed Unanimously

7. C. Approval of an Allocation of Funds to Miami-Dade College for the Purchase of Take Stock in Children Scholarships

Council Chairman Clarence Brown presented and read the item into record noting the Youth Council’s recommendation for the Board’s approval to waive the competitive procurement process and award Miami-Dade College an allocation not to exceed $50,000.00 of Temporary Assistance to Needy Families (TANF) funds to purchase scholarships from Take Stock in Children Scholarship Program on behalf of Big Brothers Big Sisters of Miami Foundation, Inc. (BS) to provide scholarships to eligible TANF youth.

Ms. Ann Manning moved the approval of an allocation of funds to Miami Dade College for the Purchase of Take Stock in Children Scholarships. Motion was seconded by Ms. Maria Regueiro; Further Discussion(s):

Ms. Zewadski-Bricker asked whether there would be any funding allocated to Monroe County and Mr. Beasley further explained.

Mr. Gibson inquired about the 2/3 of members required to approve this item as stated in the item and staff confirmed that 2/3 of members was present to approve this item.

Ms. Manning requested clarification on the 2/3 requirement and Mr. Beasley further explained.

Motion Unanimously Passed

8. Economic Development and Industry Sector Committee

8. A. Approval of Revisions to the On-the-Job Training Policy

Mr. Thomas Roth presented the item on behalf of EDIS Chairman Andy Perez noting the Committee’s recommendation for the Board’s approval of revisions to the On-the-Job Training (OJT) Policy.

Mr. Frederick Marinelli moved the approval of Revisions to the On-the-Job Training Policy. Motion was seconded by Mr. Joe Chi; Motion Passed Unanimously

8. B. Approval of Revisions to the Individual Training Account Policy

Mr. Roth presented the item noting the EDIS recommendation for the Board’s approval of revisions to the Individual Training Account Policy.

Mr. Joe Chi moved the approval of revisions to the Individual Training Account Policy. Motion was seconded by Ms. Monica Russo; Motion Passed Unanimously

Prior to adjourning the meeting, Mr. Beasley welcomed everyone to take a tour of the new SFWIB Youth Mobile Outreach Unit that was conveniently parked downstairs at the Doubletree hotel. The new mobile unit was donated by Heartland Workforce.

Meeting adjourned at 11:03am
AGENDA ITEM NUMBER: 3

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: CHAIRMAN’S REPORT

AGENDA ITEM TYPE: Information

BACKGROUND
The Chair will provide a report.
The Executive Director will provide a report.
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: EXECUTIVE

AGENDA ITEM NUMBER: 5A

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL OF RELATED PARTY TRAINING VENDOR AGREEMENTS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION:

The Executive Committee recommends to the Board the approval of Training Vendor Agreements with the following Training Vendors that are represented on the Board: The Academy of South Florida, Inc., Florida National University, Inc., Miami Dade College, and The School Board of Miami-Dade County Florida (M-DCPS).

STRATEGIC GOAL:

N/A

STRATEGIC PROJECT:

N/A

BACKGROUND

The Workforce Florida, Inc. (WFI) Contracting Policy prohibits workforce boards from entering into a contract equal to or greater than $25,000 with one of its own board members, with an organization represented by its own board member or with any entity where a board member has any relationship with the contracting vendor unless the contract is approved by a two-thirds vote of the board when a quorum has been established; such contracts must be submitted to the FL Department of Economic Opportunity (DEO) and WFI for review.

The policy does not exclude agreements between workforce boards and educational institutions that eligible customers choose from when selecting an occupational training program. Accordingly, the Training Vendor Agreements between SFWIB and the following educational entities represented on the Board are subject to the 2/3 vote requirement as well as review by DEO and WFI.

- The Academy of South Florida
- FL National University
- Miami Dade College
- M-DCPS
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: EXECUTIVE

AGENDA ITEM NUMBER: 5B

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL OF NEW PROGRAMS FOR EXISTING TRAINING VENDORS AND A NEW CAMPUS FOR AN EXISTING TRAINING VENDOR

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION:

The Executive Committee recommends to the Board the approval of new programs for existing Training Vendors – the School Board of Miami-Dade County Florida (M-DCPS) and Dade Medical College, Inc (Dade Medical) – and the addition of a new campus for an existing vendor – the Academy of South Florida, Inc. (The Academy).

STRATEGIC GOAL:

N/A

STRATEGIC PROJECT:

N/A

BACKGROUND

Federal and state law permit regional workforce boards to independently develop criteria for the selection and maintenance of Training Vendors and programs. In Region 23, the current process to become an approved Training Vendor involves staff evaluation of an applicant’s programmatic and fiscal capabilities. For an existing Training Vendor who requests the addition of a new program or campus, staff reviews only programmatic capabilities. Vendor requests passing staff’s review are presented to the EDIS Committee for a recommendation for Board approval. Below are the requests for the Committee to consider.

Request to Add Programs:

M-DCPS – Major Appliance and Refrigeration Repair, Diploma
Dade Medical – Medical Billing and Coding, Diploma

Request to Add a Campus:

The Academy – Ft. Lauderdale

As a general rule, Individual Training Accounts (ITAs) are only applicable to occupational training programs appearing on the current program year’s TOL. The requested Dade Medical program addition as well as the programs offered at the Academy’s Ft. Lauderdale campus appears on the current TOL.

Note however that M-DCPS’ requested program addition does not appear on the Program Year 2012-13 TOL. Nevertheless, regional workforce boards may use other sources of information to identify current employment opportunities in their local areas. M-DCPS provided sufficient data establishing demand for major appliance and refrigeration repairers. Accordingly, the workforce board may elect to provide ITAs for M-DCPS’ Major Appliance and Refrigeration Repair program.

Documentation used during staff’s review process is attached.

Attachment
**Florida Department of Education**  
**Curriculum Framework**  

**Program Title:** Major Appliance and Refrigeration Repair  
**Program Type:** Career Preparatory  
**Career Cluster:** Manufacturing

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| Basic Skills Level | N/A | Mathematics: 9.0  
Language: 9.0  
Reading: 9.0 |
The School Board of Miami-Dade County Florida (M-DCPS)

Note: ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program’s maximum ITA amount; the subsequent ITA is issued upon the participant’s arrival at the midpoint of the training program’s life and may cover up to and including the remaining 50 percent of the program’s maximum ITA amount. Pell Grants: All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. Tuition Refunds: For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. Notice: Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. SFWIB will not be responsible for any debts that the participant incurs.

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<th>Credit Hours</th>
<th>Course Length (estimated in months)</th>
<th>Tuition Cost</th>
<th>Application-Registration Fees</th>
<th>Special Course Fees</th>
<th>Total Institutional Fees (A+B+C)</th>
<th>Books and Materials</th>
<th>Tools</th>
<th>Tests/Certification Exams</th>
<th>Total Program Cost (D=E+F+G)</th>
<th>MAX ITA AMT (Determined by SFWIB)</th>
<th>Pell Eligible (Yes/No)</th>
<th>Comparable Public School Program (Determined by SFWIB)</th>
<th>2012-2013 TOL Related Occupations</th>
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A.S./A.A.S. Degree Programs

Diploma/Certificate Programs

Institutional Fees

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<th>H</th>
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</thead>
<tbody>
<tr>
<td>Tuition Cost</td>
<td>Application-Registration Fees</td>
<td>Special Course Fees</td>
<td>Total Institutional Fees (A+B+C)</td>
<td>Books and Materials</td>
<td>Tools</td>
<td>Tests/Certification Exams</td>
<td>Total Program Cost (D=E+F+G)</td>
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2012 - 2013 TOL Wage

<table>
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<tr>
<th>2012 - 2013 TOL Wage</th>
<th>Entry Mean Comments</th>
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<tr>
<th>Program Year</th>
<th>POSTSECONDARY Educational Program</th>
<th>Total Completion Rate</th>
<th>Total Placement Rate</th>
<th>Total Training-Related Placement Rate</th>
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<td>Major Appliance and Refrigeration Repair</td>
<td>95</td>
<td>89</td>
<td>89</td>
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</table>
Florida Department of Education

Dade Medical College (#2262)
3721-1 NW 7th Street
Miami, FL 33126

Contact: Hernan Cruz
Phone: (305) 644-1171
Fax: (305) 844-1129
Email: dademedical.edu
Website: www.dademedical.edu
License Status: License By Means of Accreditation
Licensed Since: 3/24/2000

Other Locations

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Location</th>
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<tr>
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<td>Miami</td>
<td>Main</td>
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<tr>
<td>Dade Medical College</td>
<td>Hollywood</td>
<td>Branch</td>
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<tr>
<td>Dade Medical College</td>
<td>Homestead</td>
<td>Branch</td>
</tr>
<tr>
<td>Dade Medical College</td>
<td>Jacksonville</td>
<td>Branch</td>
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<td>Dade Medical College</td>
<td>Miami</td>
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</tr>
<tr>
<td>Dade Medical College</td>
<td>West Palm Beach</td>
<td>Branch</td>
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</table>

Accreditation

Accredited By
ABHES
JRCERT

Level of Accreditation
Institutional
Programmatic

Note: Accreditation generally means that a college or school has been evaluated by a group of educators, and meets the accrediting agency's standards. This process is VOLUNTARY for the college; it is not "required". However, accreditation is required for financial aid eligibility, recognition of degrees or credits by employers or other colleges, universities, or schools, easy transfer of credits, acceptance into another school, and other education-related opportunities.

Be aware that some so-called "accrediting agencies" may not be recognized by the U.S. Department of Education, or may even be bogus! A current listing of recognized "accrediting agencies" may be found on the U.S. Department of Education's web site. Check with this office before you send money to any college, even if it claims to be accredited.
<table>
<thead>
<tr>
<th>Program Title</th>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>CIP Code</th>
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<tbody>
<tr>
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<td>General Radiologic Technologist</td>
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<td>Healthcare Management</td>
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<td>0</td>
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<tr>
<td>Nursing</td>
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<td>Practical Nursing</td>
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<tr>
<td>Psychology</td>
<td>Bachelors</td>
<td>2360</td>
<td>214</td>
<td>420101</td>
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Dade Medical College, Inc.

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### Medical Billing and Coding

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<th>CIP Code</th>
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<th>Credit Hours</th>
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<th>Special Course Fees</th>
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<th>Books and Materials</th>
<th>Tools</th>
<th>Tests/ Certification Exams</th>
<th>Total Program Cost (D=E+F+G)</th>
<th>MAX ITA AMT (Determined by SFWIB)</th>
<th>Pell Eligible (Yes/No)</th>
<th>Comparable Public School Program (Determined by SFWIB)</th>
<th>2012-2013 TOL</th>
<th>Wage Rate</th>
<th>Entry</th>
<th>Mean</th>
<th>Comments</th>
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<tr>
<td>Diploma/Certificate Programs</td>
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<td>$16.57</td>
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</table>
Dade Medical College: Medical Billing and Coding

2010-2011
Diploma Program
Retention
Miami Campus – 80%
Hialeah Campus – N/A
Homestead Campus – 88%
Hollywood Campus – N/A

Placement
Miami Campus – N/A
Hialeah Campus – N/A
Homestead Campus – 100%
Hollywood Campus – N/A

2011-2012
Diploma Program
Retention
Miami Campus – 100%
Hialeah Campus – N/A
Homestead Campus – 100%
Hollywood Campus – N/A

Placement
Miami Campus – 75%
Hialeah Campus – N/A
Homestead Campus – 75%
Hollywood Campus – N/A
Florida Department of Education

Academy, The (#3409)

800 W. Cypress Creek Road, Suite 200
Ft. Lauderdale, FL 33309
[Map]

Contact: Christopher Perez
Phone: (305) 648-2000
Fax: (305) 648-2012
Email: cperez@academyflorida.com
Website: www.academyflorida.com
License Status: Annual
Licensed Since: 12/8/2006

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>CIP Code</th>
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</thead>
<tbody>
<tr>
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<td>60</td>
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<td>Application Architect</td>
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<td>0511020204</td>
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<td>Cisco Certified Network Associates Test Prep</td>
<td>Diploma</td>
<td>120</td>
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<tr>
<td>Information Technology Professional</td>
<td>Diploma</td>
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<td>0511090102</td>
</tr>
<tr>
<td>Microsoft MCTS/MCITP Prep</td>
<td>Diploma</td>
<td>360</td>
<td></td>
<td>0511090110</td>
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<tr>
<td>Microsoft Office Specialist</td>
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<td></td>
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</tr>
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<td>Network Professional (+)</td>
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<td></td>
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</tr>
<tr>
<td>The Network Engineers</td>
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<td>600</td>
<td></td>
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</tr>
<tr>
<td>The Network Expert Program</td>
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<tr>
<td>The Network Technician</td>
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<td></td>
<td>0511090102</td>
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<tr>
<td>Virtualization Professional</td>
<td>Diploma</td>
<td>107</td>
<td></td>
<td>0511090110</td>
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</tbody>
</table>
### The Academy of South Florida, Inc.

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<tr>
<td><strong>A.S./A.A.S. Degree Programs</strong></td>
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<tr>
<td><strong>Network Professional +</strong></td>
<td>Yes</td>
<td>511080110</td>
<td>60</td>
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<tr>
<td><strong>Cisco Certified Network Associates Test Preparation</strong></td>
<td>Yes</td>
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**Diploma/Certificate Programs**

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<tr>
<th>Program Offered</th>
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<th>Tests/ Certification Exams</th>
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<th>Pell Eligible (Yes/No)</th>
<th>Comparable Public School Program (Determined by SFWIB)</th>
<th>2012 - 2013 TOL Wage Rate</th>
<th>Entry</th>
<th>Mean</th>
<th>Comments</th>
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**Related Occupations (Name & SOC)**

- **Network Professional +**
  - Entry Mean Comments
- **Cisco Certified Network Associates Test Preparation**
  - Entry Mean Comments
<table>
<thead>
<tr>
<th>Program Offered</th>
<th>CIP Code</th>
<th>Clock Hours</th>
<th>Course Length (estimated in months)</th>
<th>Tuition Cost</th>
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<th>Special Course Fees</th>
<th>Total Institutional Fees (A+B+C)</th>
<th>Books and Materials</th>
<th>Tools</th>
<th>Tests/Certification Exams</th>
<th>Total Program Cost (D+E+F+G)</th>
<th>MAX ITA AMT (Determined by SFWIB)</th>
<th>Pell Eligible (Yes/No)</th>
<th>Comparable Public School Program (Determined by SFWIB) 2012-2013 TOL Related Occupations (Name &amp; SOC)</th>
<th>Entry</th>
<th>Mean</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Microsoft MCTS/MCITP Prep</td>
<td>511000110</td>
<td>360</td>
<td>3 months</td>
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<tr>
<td>Virtualization Professional</td>
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<td>2 months</td>
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<td>$23.62</td>
<td>$36.94</td>
<td></td>
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<th>Application-Registration Fees</th>
<th>Special Course Fees</th>
<th>Total Institutional Fees (A+B+C)</th>
<th>Books and Materials Fees</th>
<th>Tools</th>
<th>Tests/Certification Exams</th>
<th>Total Program Cost (F+G+H)</th>
<th>MAX ITA AMT (Determined by SFWIB)</th>
<th>Pell Eligible (Yes/No)</th>
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## ACADEMY PROGRAM PERFORMANCE

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<th>COURSE NAME*</th>
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<th>Length (Weeks)</th>
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<th>July 1st, 2009-June 30th, 2010</th>
<th>Starts</th>
<th>Retention Percent</th>
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# Academy Program Performance

## Table

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<tr>
<th>COURSE NAME*</th>
<th>Clock Hours</th>
<th>Length (Weeks)</th>
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<th>July 1st, 2010-June 30th, 2011</th>
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## ACADEMY PROGRAM PERFORMANCE

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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: EXECUTIVE

AGENDA ITEM NUMBER: 5C

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE WIA ADULT FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION:

The Executive Committee recommends to the Board the approval to allocate $1,688,855 in WIA Dislocated Worker funds, as set forth in the attachment.

STRATEGIC GOAL: Premier Florida Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

BACKGROUND:

On July 23, 2012, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) for $1,688,855 in WIA Dislocated Worker funding for Program Years 2012-14. These funds were targeted to assist the potential laid-off workers from American Airlines. Since the layoffs were not as significant as projected, the impacted workers can be served with the existing WIA Dislocated Worker funding.

SFWIB Staff has requested approval from the Department of Economic Opportunity to transfer $1,688,855 from the WIA Dislocated Worker funding to the WIA Adult funding. The Executive Committee recommends to the Board the allocation of the funds as set forth in the attachment and to require that the service providers use the additional funds exclusively for occupational training of new enrollees.

FUNDING: WIA Adult and WIA Dislocated Worker

PERFORMANCE: NA
### SUPPLEMENTAL WIA ADULT ALLOCATION

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<th>Amount</th>
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SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: EXECUTIVE

AGENDA ITEM NUMBER: 5D

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL TO ACCEPT WIA YOUTH, ADULT AND DISLOCATED WORKER PERFORMANCE INCENTIVE FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION:

The Executive Committee recommends to the Board the approval to accept $90,642.00 in WIA Youth, Adult and Dislocated Worker performance incentive funds.

STRATEGIC GOAL: Premier Florida Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

BACKGROUND:

On January 24, 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for $90,642.00 in WIA Youth, Adult and Dislocated Worker performance funding for Program Years 2012-13. The funds may be used for any allowable WIA expenditure category, consistent with WIA laws, rules and regulations.

The Executive Committee recommend to the Board granting staff authorization to accept these funds.

FUNDING: WIA Youth, Adult and Dislocated Worker Programs

PERFORMANCE: NA
AGENDA ITEM SUBJECT: DECEMBER 2012 FINANCIAL STATEMENTS

BACKGROUND:
Per the amended SFWIB By-Laws approved at the Board’s January 5, 2012, meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the attached un-audited financial report for the month of December 2012 was presented to the Executive Committee at its January 29, 2013 meeting.

FUNDING:
N/A

PERFORMANCE:
N/A

Attachment
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: EXECUTIVE COMMITTEE

AGENDA ITEM NUMBER: 5F

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: DECEMBER 2012 BANK RECONCILIATION

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL:

Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT:

N/A

BACKGROUND:

Based on the Internal Control Procedures recommended by the State, the Finance Committee at its April 2, 2009, meeting requested a monthly cash reconciliation report be provided to it. Per the amended SFWIB By-Laws approved at the Board’s January 5, 2012, meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the reconciliation report for December 2012 was presented to the Executive Committee at its January 29, 2013 meeting.

FUNDING:

N/A

PERFORMANCE:

N/A

Attachment
AGENDA ITEM SUBJECT: APPROVAL OF AN ALLOCATION TO THE NATIONAL FLIGHT ACADEMY - THE EXPLORE AMBITION PROGRAM

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION: The Youth Council recommends to the Board the approval to provide payment in an amount not to exceed $100,000.00 to the National Flight Academy as set forth below.

STRATEGIC GOALS: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; and State Leader in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

At its December 20, 2012 meeting, the Board approved allocating funding in an amount not to exceed $100,000.00 in Temporary Assistance to Needy Families (TANF) funds to support the National Flight Academy – The Explore AMBITION Program.

The funds will cover the cost of the program, including tuition, materials, room and board on the naval base, meals (breakfast, lunch, dinner and snacks), 24-hour security, field trips and academics for the week of March 24, 2013 to March 29, 2013. Up to 100 students will participate in the program at a group discount rate of $1,000 per student.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to the National Flight Academy an allocation not to exceed $100,000.00 in Temporary Assistance to Needy Families (TANF) Youth funds to provide for the aviation program.

FUNDING: Temporary Assistance to Needy Families (TANF)

PERFORMANCE:

- Expected Outcome:
  - 100 high school students introduced and exposed to STEM disciplines
AGENDA ITEM NUMBER: 6B

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL TO ACCEPT AND ALLOCATE TRANSPORTATION FUNDS TO MIAMI-DADE AND MONROE COUNTY SCHOOL DISTRICTS

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION: The Youth Council recommends to the Board the approval to accept and allocate $18,200.00 as set forth below.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; State Leadership in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

At its December 20, 2012 meeting, the Board approved allocating funding in an amount not to exceed $100,000.00 in Temporary Assistance to Needy Families (TANF) funds to support the National Flight Academy – The Explore AMBITION Program to cover the cost of tuition and lodging for 100 students.

Staff solicited Workforce Florida, Inc. (WFI) to sponsor the program by providing funds for the transportation costs for Miami-Dade and Monroe Counties. On February 1, 2013, WFI awarded SFWIB a Notice of Grant Award/Fund Availability (NFA) for $18,200.00 to cover the costs of transportation for the Explore AMBITION Program. The transportation funds will be divided equally between Miami-Dade County Public Schools and the Monroe County School District.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami-Dade County Public Schools and the Monroe County School District an allocation not to exceed $9,100.00 respectively to provide transportation costs for 100 students attending the National Flight Academy - The Explore AMBITION Program.

FUNDING: Workforce Investment Act (WIA)
AGENDA ITEM NUMBER: 6C

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL TO ALLOCATE ADDITIONAL FUNDING TO MIAMI-DADE COLLEGE FUTURE BANKERS TRAINING PROGRAM

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION: The Youth Council recommends to the Board the approval of additional funding in an amount not to exceed $7,700.00 to Miami-Dade College (MDC) to support the program costs for participants in the Future Bankers Training Program.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; State Leadership in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND: At the December 20, 2012 Youth Council Meeting, the council recommended for Board approval an allocation of $25,000.00 to The Miami-Dade College (MDC) School of Business and Center for Financial Training (CFT) to provide academic services and coordinate activities for the Future Bankers Training Program. The Board approved the item later that day.

At the December 20, 2012 meeting, the Director of the Future Bankers Program announced that the $25,000.00 allocation would not be adequate to cover the costs of the program and provide appropriate services to the students and thus requested an additional $7,700.00. It was noted that the need for additional funding would be presented at the next council meeting.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami Dade College an additional allocation not to exceed $7,700.00 in youth funds to provide for the MDC Future Bankers Training Program.

FUNDING: Workforce Investment Act (WIA)

PERFORMANCE:

- Expected Outcomes:
  - 20 students receive job shadowing/internship experiences within financial institutions
  - 20 students complete the program and receive the AIB Bank Teller Certificate and the ABA Certificate
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: YOUTH COUNCIL

AGENDA ITEM NUMBER: 6D

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL OF AN ALLOCATION OF FUNDS TO MIAMI-DADE COUNTY PUBLIC SCHOOLS

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION: The Youth Council recommends to the Board the approval of an allocation in an amount not to exceed $50,000.00 to support the cost of a teacher/counselor position for the Youth Reentry Initiative.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; State Leadership in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

At the December 20, 2012 Youth Council Meeting, staff presented information about the Youth Reentry Initiative. The presentation relayed information relating to services provided to youth who are involved in the juvenile and foster care systems. Partners for this initiative include South Florida Workforce Investment Board (SFWIB), Miami-Dade County Mayor Carlos A. Gimenez, the Eleventh Circuit Juvenile Division, and Eleventh Circuit of the Juvenile Justice Department (DJJ), Miami-Dade County Juvenile Services Department, Our Kids, Inc., Adults Mankind Organization, Inc., Miami-Dade County School Board, and the State Attorney’s Office.

The responsibilities of the teacher/counselor position are: being a liaison for the school and court systems; administering comprehensive educational assessments; reviewing school performance; providing educational recommendations to SFWIB service provider staff; acting on behalf of the youth at the school and court level; assisting in completing the career plan for each youth; identifying at-risk factors; assessing the student’s profile and student records; providing ongoing counseling; advocating for youth in the justice systems; furnishing required program reports; and performing any other job tasks assigned.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami-Dade County Public Schools an allocation not to exceed $50,000.00 to provide programmatic services to youth participating in the Youth Reentry Initiative.

FUNDING: Workforce Investment Act (WIA)

PERFORMANCE: N/A
AGENDA ITEM NUMBER: 6E
DATE: FEBRUARY 22, 2013
AGENDA ITEM SUBJECT: APPROVAL OF AN ALLOCATION OF FUNDS TO MIAMI DADE COLLEGE FOR THE PURCHASE OF TAKE STOCK IN CHILDREN SCHOLARSHIPS FOR THE 5000 ROLE MODELS OF EXCELLENCE PROGRAM

AGENDA ITEMS TYPE: APPROVAL

RECOMMENDATION: The Youth Council recommends to the Board an allocation not to exceed $50,000.00 of Temporary Assistance to Needy Families (TANF) funds to purchase Take Stock in Children Scholarships for the 5000 Role Models of Excellence Program.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND: Miami Dade College’s Take Stock in Children (TSIC) and 5000 Role Models are programs that provide educational, social, and mentoring services to youth who are classified as at-risk and not likely to enroll in a post-secondary institution. These programs aim to keep youth in-school and offer scholarships to youth who successfully complete high school.

Youth who are eligible for the scholarships will be required to participate in both TSIC and 5000 Role Models. This will allow each youth to receive multiple services from each program. TSIC will assist in college enrollment and retention with the ultimate goal of college completion and transition into the workforce. MDC and TSIC will act as the fiscal agent, and 5000 Role Models will be responsible for program implementation and case management.

In following the procurement process of Miami-Dade County Administrative Order No.: 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests of 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 $50,000.00 in TANF funding for Miami Dade College to purchase scholarships for the Take Stock in Children Program.

FUNDING: Temporary Assistance to Needy Families (TANF)

PERFORMANCE: A fully paid college tuition scholarship (or vocational) for students who complete the program and graduate from high school
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR COMMITTEE

AGENDA ITEM NUMBER: 7A

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL OF A NEW TRAINING VENDOR AND PROGRAMS FOR THE NEW VENDOR

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: The EDIS Committee recommends to the Board to approve Advance Science Institute, Inc. (ASI) as a training services provider and including its programs on the approved programs list.

STRATEGIC GOAL:

Premier National Provider of Employment and Career Training

STRATEGIC PROJECT:

N/A

BACKGROUND

Federal and state law permit regional workforce boards to independently develop criteria for the selection and maintenance of Training Vendors and programs. In Region 23, the current process to become an approved Training Vendor involves staff evaluation of an applicant’s programmatic and fiscal capabilities. For an existing Training Vendor who requests the addition of a new program or campus, staff reviews only programmatic capabilities. Vendor requests passing staff’s review are presented to the EDIS Committee for a recommendation for Board approval. Below are the requests for the Committee to consider.

Request to be a Training Vendor:

Advance Science Institute

Request to Add Programs:

Advance Science Institute – Medical Assistant, Diploma
Advance Science Institute – X-Ray Machine Operator, Diploma

Note that ASI was formerly a participating training services provider until it elected to not renew its Training Vendor Agreement; notice of the refusal to renew was sent via email by ASI’s president on November 4, 2010. As a former participating provider, SFWIB has performance information on file for the requested program additions. As seen in the attached Consumer Report Card, both programs fall far below the required 70 percent training-related placement rate – (Medical Assistant, 50 percent and X-Ray Machine Operator, 33 percent). The data on the report card contrasts with the attached performance information for the programs submitted by ASI.

Attachment
**Advance Science Institute, Inc.**

**Note:** ITAs are issued in accord with the SFWIB ITA Policy; the initial ITA may cover up to and including 50 percent of the program’s maximum ITA amount; the subsequent ITA is issued upon the participant’s arrival at the midpoint of the training program’s life and may cover up to and including the remaining 50 percent of the program’s maximum ITA amount. **Pell Grants:** All participants are required to apply for the Pell Grant and if Pell eligible and the program is a Pell eligible program, then the Pell Grant must be used first to cover tuition costs. ITAs only cover up to one year of training and neither A.A. nor Bachelor degrees are covered by ITAs. **Tuition Refunds:** For guidance on issuing refunds, refer to the SFWIB Standardized Refund Policy. **Notice:** Case Managers shall advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. **SFWIB will not be responsible for any debts that the participant incurs.**

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>License/ Certification (Yes/No)</th>
<th>CIP Code</th>
<th>Clock Hours</th>
<th>Tuition Cost</th>
<th>Application- Registration Fees</th>
<th>Special Course Fees</th>
<th>Total Institutional Fees (A+B+C)</th>
<th>Books and Materials</th>
<th>Tools</th>
<th>Tests/ Certification Exams</th>
<th>Total Program Cost (D+E+F+G)</th>
<th>MAX ITA AMT (Determined by SFWIB)</th>
<th>Pell Eligible (Yes/No)</th>
<th>Comparable Public School Program (Determined by SFWIB)</th>
<th>2012-2013 TOL Wage Rate</th>
<th>Entry Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diploma/Certificate Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Yes</td>
<td>0351080100</td>
<td>1020 Clock Hours</td>
<td>12 Months</td>
<td>$15,350.00</td>
<td>$150.00</td>
<td>$15,500.00</td>
<td>$160.00</td>
<td>$65.00</td>
<td>$15,725.00</td>
<td>Yes</td>
<td>Medical Assistants-319092</td>
<td>$11.05</td>
<td>$14.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X-Ray Machine Operator</td>
<td>Yes</td>
<td>0351090702</td>
<td>930 Clock Hours</td>
<td>12 Months</td>
<td>$15,100.00</td>
<td>$150.00</td>
<td>$15,250.00</td>
<td>$330.00</td>
<td>$150.00</td>
<td>$15,730.00</td>
<td>Yes</td>
<td>Radiologic Technologists and Technicians-292034</td>
<td>$19.57</td>
<td>$25.62</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Consumer Report Card
### 07/01/2010 - 06/30/2013

<table>
<thead>
<tr>
<th>Training Agent</th>
<th>Training Program</th>
<th>Total Outcome</th>
<th>Number of Completions</th>
<th>Number of Placements</th>
<th>% of Placements</th>
<th>% of # of Training Related Placements</th>
<th>Avg. Cost Per Participant</th>
<th>Total Completion Expenditures</th>
<th>Total Expenditure Per Placement</th>
<th>Average Wage</th>
<th>Average Economic Benefit</th>
<th>Net Economic Benefit Per Placement</th>
<th>Value Added per Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Science Institute</td>
<td>Basic X-Ray Operator</td>
<td>10</td>
<td>9</td>
<td>3</td>
<td>33.33 %</td>
<td>1</td>
<td>33.33 %</td>
<td>$ 7,918.66</td>
<td>$ 71,267.94</td>
<td>$ 23,755.98</td>
<td>$ 7.70</td>
<td>$ 16,016.00</td>
<td>($ 7,739.98)</td>
</tr>
<tr>
<td>Advance Science Institute</td>
<td>Medical Assistant</td>
<td>10</td>
<td>6</td>
<td>2</td>
<td>33.33 %</td>
<td>1</td>
<td>50.00 %</td>
<td>$ 8,485.10</td>
<td>$ 50,910.60</td>
<td>$ 25,455.30</td>
<td>$ 7.63</td>
<td>$ 15,860.00</td>
<td>($ 9,595.30)</td>
</tr>
</tbody>
</table>
## Performance History

### Basic X-Ray Machine Operator

<table>
<thead>
<tr>
<th></th>
<th>2009-2010</th>
<th>2010-2011</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completion</strong></td>
<td>71%</td>
<td>81%</td>
<td>64%</td>
</tr>
<tr>
<td><strong>Placement Total</strong></td>
<td>71%</td>
<td>71%</td>
<td>71%</td>
</tr>
<tr>
<td><strong>Further Education</strong></td>
<td>10%</td>
<td>18%</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Unable for Employment</strong></td>
<td>0%</td>
<td>0%</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Employed In-Field</strong></td>
<td>71%</td>
<td>59%</td>
<td>71%</td>
</tr>
<tr>
<td><strong>Licensing</strong></td>
<td>0.28%</td>
<td>1.14%</td>
<td>0.84%</td>
</tr>
</tbody>
</table>

### Medical Assistant

<table>
<thead>
<tr>
<th></th>
<th>2009-2010</th>
<th>2010-2011</th>
<th>2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completion</strong></td>
<td>69%</td>
<td>93%</td>
<td>80%</td>
</tr>
<tr>
<td><strong>Placement</strong></td>
<td>72%</td>
<td>70%</td>
<td>76%</td>
</tr>
<tr>
<td><strong>Further Education</strong></td>
<td>0%</td>
<td>13%</td>
<td>14%</td>
</tr>
<tr>
<td><strong>Unable for Employment</strong></td>
<td>0%</td>
<td>0%</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Employed In-Field</strong></td>
<td>72%</td>
<td>70%</td>
<td>76%</td>
</tr>
<tr>
<td><strong>Licensing</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Florida Department of Education

Advance Science Institute, Inc. (#2007)

3750 W. 12th Avenue
Hialeah, FL 33012
Map

Contact: Pablo Perez
Phone: (305) 827-5452
Fax: (305)557-2268
Email: advancesi2000@aol.com
Website: ASImedschool.com

License Status: License By Means of Accreditation
Licensed Since: 4/21/1998

Accreditation

Accredited By: ACCSC
Level of Accreditation: Institutional

Note: Accreditation generally means that a college or school has been evaluated by a group of educators, and meets the accrediting agency's standards. This process is VOLUNTARY for the college, it is not "required". However, accreditation is required for financial aid eligibility, recognition of degrees or credits by employers or other colleges, universities, or schools, easy transfer of credits, acceptance into another school, and other education-related opportunities. Be aware that some so-called "accrediting agencies" may not be recognized by the U.S. Department of Education, or may even be bogus! A current listing of recognized "accrediting agencies" may be found on the U.S. Department of Education's web site. Check with this office before you send money to any college, even if it claims to be accredited.

Programs Offered

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>CIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>Diploma</td>
<td>1020</td>
<td>0</td>
<td>0351080100</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>Diploma</td>
<td>120</td>
<td>0</td>
<td>0351390200</td>
</tr>
<tr>
<td>X-Ray Machine Operator</td>
<td>Diploma</td>
<td>930</td>
<td>0</td>
<td>0351090702</td>
</tr>
</tbody>
</table>


2/15/2013
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

COMMITTEE: WORKFORCE SERVICES IMPROVEMENT COMMITTEE

AGENDA ITEM NUMBER: 8A

DATE: FEBRUARY 22, 2013

AGENDA ITEM SUBJECT: APPROVAL TO CONSIDER OPTIONS FOR THE AZURE COLLEGE, INC. REFUGEE EMPLOYMENT & TRAINING PROGRAM CONTRACT

AGENDA ITEM TYPE: Approval

RECOMMENDATION: Staff recommends that the Workforce Systems Improvement Committee recommend to the Board one of the options set forth below regarding the Azure College, Inc. (Azure) Refugee Employment and Training Program Contract.

STRATEGIC GOAL:

Premier National Provider of Employment and Career Training

STRATEGIC PROJECT:

Raise the Bar One-Stop Performance and Consistency

BACKGROUND:

On August 16, 2012, the Board approved renewing all the Program Year 2012-13 Refugee Employment and Training Program (RETP) contracts with existing RETP contractors that met the minimum 70-point contract consideration threshold score. The contract term covers a 12-month period, commencing October 1, 2012. However, on September 25, 2012, the SFWIB Executive Committee awarded Azure only a 90-day (i.e., January 1, 2013 to March 31, 2013) contract due to repeated issues with quality assurance. Staff requested that Azure submit a Plan of Corrective Action (POCA) which it did on December 13, 2012.

On December 20, 2012, the Board approved the three-month contract, enabling staff sufficient time to conduct a special quality assurance review of Azure’s compliance with RETP contract requirements.

The results of the review are as follows:

- The RETP file maintenance error rate exceeded the three percent (3%) threshold stipulated in the executed contract. The overall error rate for the period reviewed for program year 2012-2013 was 21.61%.

- Serious non-compliance and recordkeeping issues were noted during the review of thirty (30) sampled RETP case files. These deficiencies are recurring issues which have been identified during OCI quality assurance and fiscal reviews of the RETP, since program year 2009-2010.

Azure continues to not comply with the stipulations of the executed RETP contract, Exhibit A, Sections I and II; as a result, performance standards billed by Azure and paid by SFWIB related to five (5) clients, for a total of $909.55 are being disallowed.
Five (5) or eighteen percent (18%) of the total placements recorded for sampled clients, resulted in disallowed costs for one (1) or more performance standards. **This has been a repeat finding since program year 2009-2010.**

- In one (1) instance, OCI was unable to verify the placement with the employer of record and/or the client.
- In two (2) instances, sampled placements indicated they were referred by Azure to the employer of record and recorded as permanent; however, these placements were confirmed by OCI with the clients, as self-placements and not referred by Azure.

RETP intake, assessment, and eligibility documentation was not properly completed, updated and maintained in sampled case files; consequently, inaccurate information was entered into the Refugee Services Data System (RSDS). **This has been a repeat finding since program year 2009-2010.**

- Ten (10) client case files, representing thirty-three percent (33%) of the sample, had blank intake and assessment documentation; of which nine (9) files had blank forms signed by the clients. It should be noted these case files had documentation to support placements entered into the RSDS.
- For a sampled client, there was no immigration documentation and proof of residency in Miami-Dade County maintained in the case file. Performance standards billed by Azure and paid by SFWIB for this client are being disallowed.

Azure did not verify sampled clients’ employment and maintain adequate supporting documentation in the case files, yet entered inaccurate non-verifiable information into the RSDS. **This has been a repeat finding since program year 2009-2010.**

- For a sampled client, the Staffing Agency Verification form was not maintained in the case file.
- Twelve (12) or forty percent (40%) of the sampled clients’ case files contained outdated Staffing Agency Verification forms, which was not the required version to be utilized for the current program year as specified by the executed contract.
- Placement Forms were not properly completed as required for two (2) sampled clients. Sections on the forms did not indicate whether the position would be for six (6) months or longer, or whether the position was classified as temporary/seasonal.

Job search activities, including referrals and interviews with potential employers, were not documented in sampled case files as required by the executed contract. A total of twelve (12) or forty percent (40%) of the sampled case files contained no documentation to evidence clients’ referral and/or interview with potential employers. **This has been a repeat finding since program year 2009-2010.**

Sampled clients’ Family Self Sufficiency Plans (FSSP) were not properly developed and/or updated as required by the executed contract. A total of ten (10) or thirty-three percent (33%) of the sampled clients’ case files contained blank or partially completed FSSPs. **This has been a repeat finding since program year 2009-2010.**

Azure failed to properly complete and/or update the Employability Plans as required by the executed contract. A total of eight (8) or twenty-seven percent (27%) of the sampled clients’ case files contained blank or partially completed Employability Plans. **This has been a repeat finding since program year 2009-2010.**
• Placement information was not recorded in the Employ Florida Marketplace (EFM) as obtained employment or direct placement. Required information for twenty-two (22) or seventy-three percent (73%) of the sampled clients’ placements was not recorded in EFM.

• Follow-up contacts with employers of record and clients were not properly documented at the required intervals after job placement in sampled case files. This has been a repeat finding since program year 2009-2010.

• For sampled clients, Economic Status forms were not properly completed at the required intervals. A total of eleven (11) or thirty-seven percent (37%) of the sampled clients’ case files contained blank or partially completed Economic Status forms. This has been a repeat finding since program year 2009-2010.

• Narrative case notes were not completed on a monthly basis and include all required information for sampled clients. A total of fourteen (14) or forty-seven percent (47%) of the sampled client’s case files did not contain any case notes. This has been a repeat finding since program year 2009-2010.

Additionally, SFWIB OCI Quality Assurance, Fiscal and Programs Units identified numerous deficiencies during previous program year’s reviews of the RETP, operated by Azure or Florida Educational Institute (FEI), (Azure’s name prior to the name change on November 12, 2010). These reviews have resulted in disallowed costs since program year 2009-2010. The following is a breakdown of the disallowances Azure or FEI had incurred since the inception of the program:

<table>
<thead>
<tr>
<th>Program Years</th>
<th>Total Disallowed Amounts</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-2010</td>
<td>$57,312.50</td>
<td>The total disallowed amount comprised of $50,782.50 from OCI’s Fiscal Unit review, $3,835.00 from OCI’s Special Investigation, which derived from an anonymous complaint, and $2,695.00 from SFWIB Adult Programs employment validations.</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$99,278.75</td>
<td>The total disallowed amount comprised of $91,638.92 from SFWIB Adult Programs review of the RETP after the Department of Children and Families (DCF) identified multiple placements for the same clients in a given month, and $7,639.83 from OCI’s Quality Assurance review which identified invalid intakes, placements, and follow ups</td>
</tr>
<tr>
<td>2011-2012</td>
<td>$57,092.19</td>
<td>The total disallowed amount of $57,092.17 resulted from OCI’s Quality Assurance review which identified invalid intakes, placements, and follow ups</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$213,683.44</td>
<td></td>
</tr>
</tbody>
</table>

Due to the repeated findings from the special review, staff recommends that the committee consider the following options:

**Option 1:** Non-renewal of existing three-month contract that expires March 31, 2013.

**Option 2:** Renew the existing three-month contract for the remainder of the RETP PY with a 50 percent reduction in funding.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*