



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

December 14, 2006

8:00 A.M.

South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive
5th Floor - Conference Room 3
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Board Meeting Minutes
 - August 17, 2006
 - October 19, 2006
 - November 8, 2006

3. Finance Report

4. Action Items

Governance Structure Items:

- A. Approval of SFWIB Committee Structure
- B. Election of SFWIB Vice-Chair

Funding Items:

- C. Approval to Allocate Funds to Miami Dade College for the Administration of Take Stock in Children Program
- D. Approval to Allocate Additional Funding to Youth Co-Op, Inc. and SER-Jobs for Progress, Inc. for Employment & Training Services for Program Year 2006-2007

Policy and/or Administrative Items:

- E. Approval to Grant Staff the Authority to Draft and Release a Refugee Employment and Training Services RFP for Specified Geographic Areas
- F. Approval of Informal Resolution Conference Results
- G. Approval of New Program for Approved Existing Training Agents
- H. Approval to Revoke and Cancel in Whole the Request for Qualifications (RFQ) for the Procurement of Mystery Shopper Services
- I. Approval to Rescind City of Miami Police Athletic League (PAL) Board Action

- J. Approval to Grant Staff the Authority to Draft and Release a Request for Proposal for Youth Crime Prevention and Career Exploration
 - K. Approval of SFWIB Nondiscrimination and Equal Opportunity Policy
5. Executive Director's Report

"Section 445.007 (1), Florida Statutes states that: "If the regional workforce board enters into a contract with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the entire board..." Regardless of whether or not you will be attending the meeting of the South Florida Workforce Investment Board, please contact and advise the staff of SFWIB of any such item appearing on the foregoing agenda as soon as possible and prior to any such item being brought before the Board for discussion or vote or both. Thank you for your cooperation and assistance."

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
October 19, 2006

MINUTES OF SOUTH FLORIDA WORKFORCE
INVESTMENT BOARD MEETING OF AUGUST
17, 2006

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING
 August 17, 2006, 8:00 A.M.
 South Florida Workforce Headquarters
 7300 NW 19 Street, Suite 500
 Miami, FL 33126

SFWI BOARD MEMBERS IN ATTENDANCE	SFWI BOARD MEMBERS NOT IN ATTENDANCE	SFW STAFF	OTHER ATTENDEES (CONT.)
1. Abbate, Kathryn 2. Adrover, Bernardo 3. Barsell, Debra 4. Buttacavoli, Mayra D. 5. Carollo, Frank 6. Cerezo, Luis 7. Chi, Joe 8. Corradino, Joseph M. 9. Datorre, Roberto 10. DuBois, Victoria (Non-voting) 11. Fils-Aime, Sr. Daniel 12. Freedman, Anne B. 13. Gaber, Cynthia 14. Giles, Regina M. 15. Hernandez-Hendrix, Dr. Nora 16. Manning Anne 17. Manrique, Carlos A. 18. Margolis, Edward 19. Marinelli, Frederick H. 20. Millan, Jorge 21. Perez, Andres M. 22. Rivas, Eduardo 23. Roth, Thomas 24. Russo, Monica 25. Talbert, William 26. Socorro, Ivonne	27. Acosta, Jose 28. Blacher, Jeffrey, W. 29. Brewster, Alphonso 30. Carpenter, Willie 31. Castellanos, Ray 32. Clemmons, Kerry 33. Diggs, Bill 34. Ferradaz, Gilda 35. Frost, Fred 36. Johnson, Barry E. 37. Regueiro, Maria C. 38. Rodriguez, Pedro 39. Riley, William 40. Roberts, Alvin W. 41. Rosemond, David A. 42. Rucker, Clyde 43. Talbert, Gregg 44. Tomas, Mike 45. Wiedman, Holly Legal Counsel Tell, Peter, Assistant Miami-Dade County Attorney	Beasley, Rick Alfonso, Madelin Diaz, Arlene Glancy, Anne Grant, Teresa Kistner, Ken Morgan, Myria Smith, Marian Soto, Roxanne Uptgrow, Madalyn Walker, Don OTHER ATTENDEES Acosta, Octavio, AARP/SCSEP Bajic, Bujan, Youth Co-op, Inc. Battle, Jorge, Arbor Education & Training Brown, Delphine, Jobs for Miami Cela, Jose, SER-Jobs Cepeda, Margarita, Unidad of Miami Beach Cordoba, Manny, SER-Jobs Harris, Carla, Heaven Sent Consultants Lariview, Ruben, CHS Llerena, Luis, CBT Gaviria-Lopez, Beatriz, SER-Jobs Menendez, Mirizza, Unidad of Miami Beach	Milian, Dalia - City of Hialeah Milian, Delia - City of Hialeah Pichardo, Jorge, Youth Co-op, Inc. Ramirez, Maggie, City of Hialeah Ramos, Marilyn, AARP/SCSEP Roberts, Lynda, Miami Police Athletic League (PAL) Robinson, Neill D., Jobs for Miami Rodriguez, Maria, Youth Co-op, Inc. Rodriguez, Nancy, Sullivan & Cogliano Training Centers, Inc. Rosenbaum, Daryl, Arbor Employment & Training Rutz, Darryl, Arbor Education & Training Sanchez, Ophelia, Management Resources, Inc. Sante, Alicia, Youth Co-Op, Inc. Sayih, SGT. Jim, Miami Police Athletic League (PAL) Schillace, Lt. Joe, Miami Police Athletic League (PAL) Sidowski, Diana, Miami Police Athletic League (PAL) Tulloch, Edith, Arbor Employment & Training Ventura, Lilliam, Arbor Employment & Training Zeno, Miriam, SER-Jobs-North Miami Beach

Agenda items are displayed in the order they were discussed.

1. CALL TO ORDER AND INTRODUCTIONS

Frank Carollo, SFWIB Chair, called the meeting to order at 8:40 a.m. without a quorum present and introductions were made.

Mr. Carollo reminded the members that if they feel that they may have a conflict on any of the items before the Board, they should step out of the room.

Mr. Carollo said that Item 3 would be taken up first, since there was no quorum at this time.

3. FINANCE REPORT

Rick Beasley, SFWIB Executive Director, reported on the Fiscal Year 2005-2006 self-closeout financial report ending June 30, 2006.

Mr. Carollo noted that there was no quorum present, Item 6 would be taken up next.

6. EXECUTIVE DIRECTOR'S REPORT

Legislative Updates

Mr. Beasley provided an update on Legislative issues and indicated that in addition to the cuts that local workforce programs are facing next year, a \$325 million recession has been proposed in the FY 2007 Appropriations House Labor-HHS Education Bill.

The final PY'2006 funding allotments impacted Florida as follows;

- Funding for WIA was reduced from \$36,876,013 to \$32,244,452, a 12.56% reduction.
- Funding for WIA Youth was reduced from \$37,558,049 to \$32,232,987, a 14.18% reduction.

Florida *reBuilds* Press Conference

Region 23 received a \$500,000 appropriation and a press conference with Miami-Dade County Mayor Carlos Alvarez, will be held on August 22, 2006, at the Little Havana Career Center beginning at 10:00am.

In addition, Lt. Governor Jennings is also expected to have a press conference in this Region for Florida *ReBuilds*; details will be forwarded when received.

Grant Opportunities

The following grant opportunities were or are being initiated:

USDOL Advanced Manufacturing Grant-Award information is still pending

CHOICE Career Institute-Award information is still pending

Workforce Services for Targeted Groups Award information is still pending

Florida WIRED-Workforce Innovation in Regional Economic Development-pending submission

A lengthy discussion was held concerning the legislative report.

Andres Perez reported that many phone calls have been made throughout Florida and other states regarding the proposed legislation and their affect on ITAs. There is a concern that regional workforce Boards would be eliminated and there would be individual accounts created in the name of the individuals for workforce services.

He indicated that the US Conference of Mayors had sent a letter of support for more local control and that the National Governors Association had sent letters of support for more State control that differs from the President's proposal. He added that he would like to see letters from this Board as well as from some of the municipalities in support of the US Conference of Mayors item more local support and more flexibility on how we look at the workforce system.

Mr. Beasley indicated he would like to set up a meeting with the municipalities to discuss how to get the Mayor's to send letters to Congress.

Carlos Manrique asked for an opinion from Mr. Tell as to whether that was permitted.

Peter Tell, Assistant Miami-Dade County Attorney, read from the Interlocal Agreement "No lobbying or legislative activity of any kind in or before any body or person of any kind shall be undertaken by the SFWIB, any member of the SFWIB acting as such or any staff member of the SFWIB acting as such except by making legislative requests as a board to the Miami-Dade County Office of Intergovernmental Affairs as required by Miami-Dade County Ordinance #04-219 or as may be authorized in writing by said office from time to time."

Frederick Marinelli noted that each municipality has their own individual process for forwarding requests to the legislature.

Mr. Beasley noted that he wanted to meet with the Mayors to see how to move forward.

2. APPROVAL OF MINUTES OF THE JUNE 23, 2006, MEETING

It was determined that a quorum was present.

Thomas Roth noted that he had left the room for item #4. Mayra Buttacavoli noted she had left the room for item #14A2 and that she had not postponed item #14A3. Dr. Nora Hernandez-Hendrix, Dr. Eduardo Rivas, Carlos Manrique, and Andres Perez noted that they each left the room for item #8.

Roberto Datorre moved approval as amended of the minutes of June 23, 2006. The motion was seconded by Frederick Marinelli and approved.

4. A. APPROVAL OF SFWIB BY-LAWS

Mr. Carollo thanked the members of the By-Laws Task Force for the service of reviewing the By-Laws and presenting a finish product for consideration by the membership on this day.

A lengthy discussion was held concerning the By-Laws.

Roberto Datorre asked how the quorum is determined and Mr. Carollo replied that a quorum is a majority of the 44 voting members, which makes the quorum 23.

Mr. Marinelli asked why the Finance Committee and no other committees are standing committees. Mr. Tell responded that it is to provide maximum flexibility to the Chair and to the Board. Any changes would require that the By-Laws be approved. In addition, Mr. Tell noted that the Youth Council is not a committee or task force of the Board. It is a sub-group and there are procedures in the regulations and the Federal Statutes which would be addressed at a later meeting.

William Talbert asked how paragraph D on page 6 is different. Mr. Tell replied that the requirement to have staff notified of conflicts, even if not attending the meeting so that staff would be able to determine whether a voting quorum would be present.

Mr. Marinelli expressed his concern that the Board would not be able to approve contracts by two-thirds of the total number of members.

Mr. Tell said that this is a voting concern, not a conflict concern, and that discussions were held with the State before the draft was prepared. Mr. Marinelli asked if individual votes could be made by each municipality.

Mr. Tell noted that if the board enters into a contract with an organization represented on the SFWIB, the contract must be approved by a two-thirds vote of the members appointed.

Concern was expressed that the Board would not be able to operate.

Mr. Carollo asked if the By-Laws could be ammended without taking it back to the Task Force. Mr. Tell noted that even if the language is deleted it would still be in the State Statutes and the law of the State of Florida.

Ms. Buttacavoli noted that the City of Miami Beach Commission approval votes are two-thirds of the members present.

Mr. Datorre asked why attendance is not addressed in the By-Laws. Dr. Hernandez-Hendrix noted that conflicts are a bigger issue than attendance.

Mr. Tell again noted from the State Statute that if the SFWIB enters into a contract with an organization or individual represented on the SFWIB, the contract must be approved by a two-thirds vote of the entire SFWIB and included a second sentence "The Board member who could benefit financially from the transaction must abstain from voting on the contract." There followed discussion as to what constitutes financial benefit.

Dr. Hernandez-Hendrix moved that the sentence "The Board member who could benefit financially from the transaction must abstain from voting on the contract." be included in Section D of the By-Laws. The motion was seconded by Regina Giles, and approved.

Dr. Nora Hernandez-Hendrix moved approval of the By-Laws to include the amended section D. The motion was seconded by Regina Giles and approved.

Mr. Tell noted that the approval was made by a majority of the voting members of the Board upon the approval of the Mayor of Miami-Dade County.

4. B. APPROVAL OF SFWIB MEETING DATES

Frederick Marinelli moved approval of option 2, the third Thursday of every other month at 8:00am with the exception of the December meeting, which would be held on December 14. The motion was seconded by Roberto Datorre and approved.

Mr. Carollo notified the members that he had to leave the meeting.

Frederick Marinelli moved to approve Joe Chi as temporary Chair. The motion was seconded by William Talbert and approved.

4. C. APPROVAL OF PROGRAM YEAR 2006-2007 CAREER CENTER ACTIONS

There was discussion concerning the requirement of the Career Centers to do more with less.

Mr. Beasley reported that the service partners had been involved in the process, and they agreed on these numbers among themselves. He also noted that if a service partner is not successful the first quarter, the service partner would be given a chance to make up during the next quarter.

There was further discussion regarding the possibility that these actions might drive service partners to place participants in short-term less substantial training regardless of quality.

Mr. Beasley responded that the region is seeking a 70% training completion rate for those that enter into training, and resulting placements. To meet performance outcomes, SFW will work in partnership with service partners to develop service processes.

William Talbert moved approval of of Program Year 2006-2007 Career Center actions with the exception of Arbor Employment & Training. The motion was seconded by Dr. Nora Hernandez-Hendrix and approved 20-4 by roll-call vote as follows:

Member	Vote Yes	Vote No
Kathryn Abbate	✓	
Jose Acosta		
Bernardo Adrover	✓	
Debra Barsell		✓
Jeffrey Blacher		
Alphonso Brewster		
Mayra Buttacavoli	✓	
Frank Carollo		
Willie Carpenter		
Ray Castellanos		
Luis Cerezo		✓
Joe Chi	✓	
Kerry Clemmons		
Joseph Corradino		✓
Roberto Datorre	✓	
Bill Diggs		
Victoria DuBois		
Gilda Ferradaz		
Daniel Fils-Aime	✓	
Anne Freedman	✓	
Fred Frost		
Cynthia Gaber	✓	
Regina Giles	✓	

Member	Vote Yes	Vote No
Nora Hernandez-Hendrix	✓	
Barry Johnson		
Anne Manning	✓	
Carlos Manrique		✓
Edward Margolis	✓	
Frederick Marinelli	✓	
Jorge Millan	✓	
Andres Perez	✓	
Maria Regueiro		
William Riley		
Eduardo Rivas	✓	
Alvin Roberts		
Pedro Rodriguez		
David Rosemond		
Thomas Roth	✓	
Clyde Rucker		
Monica Russo	✓	
Ivonne Socorro	✓	
William Talbert	✓	
Thomas Talbert		
Mike Tomas		
Holly Wiedman		

William Talbert moved approval of Program Year 2006-2007 Career Center actions for Arbor Employment & Training. The motion was seconded by Roberto Datorre and approved with Carlos Manrique, and Joseph Corradino voting against the item.

4. D. APPROVAL OF AWARD OF TANF FUNDS TO THE CITY OF MIAMI POLICE ATHLETIC LEAGUE (PAL) PROGRAM

Mr. Manrique noted that this was not the right policy to award funds to a 501(c.)3 organization when the career center case managers are asked to take less.

Anne Manning asked whether the organization had been selected by a competitive bid. Mr. Beasley noted that the funds were carried over and the item had been brought to the last SFWIB meeting at which staff was asked to meet with other PALs in the region. He added that a competitive bid is not necessary when approving funds for a government entity such as the City of Miami.

Mr. Manrique noted that the PAL is not a government entity but a 501(c.)3 and the funds should be held until the end of the year.

Mr. Fils-Aime noted that all ethnic groups would benefit from this action.

Ms. Giles noted that funding any organization that assists youth would be a good decision.

Frederick Marinelli moved approval to waive the competitive procurement process as recommended by the Executive Director that this is in the best interest of the SFWIB, and award a contract not to exceed \$150,000 in TANF funds to the City of Miami Police Athletic League (PAL) for youth activities. The motion was seconded by Roberto Datorre and approved by 16 to 8 by roll-call vote as follows.

Member	Vote Yes	Vote No
Kathryn Abbate		✓
Jose Acosta		
Bernardo Adrover	✓	
Debra Barsell		✓
Jeffrey Blacher		
Alphonso Brewster		
Mayra Buttacavoli		✓
Frank Carollo		
Willie Carpenter		
Ray Castellanos		
Luis Cerezo		✓
Joe Chi	✓	
Kerry Clemmons		
Joseph Corradino	✓	
Roberto Datorre	✓	
Bill Diggs		
Victoria DuBois		
Gilda Ferradaz		
Daniel Fils-Aime	✓	
Anne Freedman	✓	
Fred Frost		
Cynthia Gaber	✓	
Regina Giles	✓	

Member	Vote Yes	Vote No
Nora Hernandez-Hendrix	✓	
Barry Johnson		
Anne Manning		✓
Carlos Manrique		✓
Edward Margolis	✓	
Frederick Marinelli	✓	
Jorge Millan	✓	
Andres Perez	✓	
Maria Regueiro		
William Riley		
Eduardo Rivas	✓	
Alvin Roberts		
Pedro Rodriguez		
David Rosemond		
Thomas Roth		✓
Clyde Rucker		
Monica Russo		✓
Ivonne Socorro	✓	
William Talbert	✓	
Thomas Talbert		
Mike Tomas		
Holly Wiedman		

Mr. Beasley said that quorum has been lost and items 4 E-G could be postponed to the next SFWI Board meeting.

4. E. APPROVAL TO ACCEPT AND ALLOCATE FLORIDA *reBUILDS* FUNDS

4. F. APPROVAL OF INFORMAL RESOLUTION CONFERENCE RESULTS

4. G. APPROVAL OF APPROVED TRAINING AGENT NEW PROGRAM

5. A. FISCAL YEAR 2004-2005 AUDIT REPORT OF PREDECESSOR BOARD (INFORMATIONAL ITEM.)

Mr. Beasley noted that the audit had been submitted to the members previously.

The meeting adjourned at 11:05 am.



South Florida Workforce Investment Board
 General Membership Meeting
 October 19, 2006 at 8:00 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

<p>SFWI BOARD MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. Abbate, Kathryn 2. Adrover, Bernardo 3. Barsell, Debra 4. Buttacavoli, Mayra D. 5. Datorre, Roberto 6. Diggs, Bill 7. Fils-Aime, Sr. Daniel 8. Frost, Fred 9. Gaber, Cynthia 10. Hernandez-Hendrix, Dr. Nora 11. Jordan, Barbara J. 12. Manrique, Carlos A. 13. Margolis, Edward 14. Marinelli, Frederick H. 15. Millan, Jorge 16. Moreno, Rolando 17. Perez, Andres M. 18. Regueiro, Maria C. 19. Talbert, Gregg 20. Talbert, William 21. Wiedman, Holly <p>LEGAL COUNSEL</p> <p>Valda Clark Christian</p> <p>SFWI BOARD MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 22. Acosta, Jose 23. Blacher, Jeffrey, W. 24. Brewster, Alphonso 25. Bridges, Jeff 26. Carollo, Frank 27. Carpenter, Willie 	<p>SFWI BOARD MEMBERS NOT IN ATTENDANCE (CONT.)</p> <ol style="list-style-type: none"> 28. Castellanos, Ray 29. Cerezo, Luis 30. Chi, Joe 31. Clemmons, Kerry 32. Corradino, Joseph M. 33. DuBois, Victoria (Non-voting) 34. Ferradaz, Gilda 35. Freedman, Anne B. 36. Giles, Regina M. 37. Manning Anne 38. Rivas, Eduardo 39. Roberts, Alvin W. 40. Rodriguez, Pedro 41. Rosemond, David A. 42. Roth, Thomas 43. Rucker, Clyde 44. Russo, Monica 45. Socorro, Ivonne <p>SFW STAFF</p> <p>Beasley, Rick Alfonso, Madelin Diaz, Arlene Glancy, Anne Grant, Teresa Johnson, Johnnie Pierre, Linda Quinones, Dulce Smith, marian M. Soto, Roxanne Thompson, Bruce Zumaeta, Jorge</p>	<p>Other Attendees</p> <p>Brito, Hiluea, Arbor Brown, Delphine, JFM/Arbor Calvani, Grace, Miami Beach Latin Chamber of Commerce Davis, Wayne, In Touch Gaviria, Beatrice, SER Jobs for Progress Harris, Carla, Heaven Sent Consultants Inc Jacinto, Barbara, MDBCC Lusk, Angela, SEIU Florida Healthcare Union Medina, Holly, BeaconAlvarez, Alex, Tack Stock in Children Milian, Dalia - City of Hialeah Milian, Delia - City of Hialeah Pichardo, Jorge Plaza, Jolinel, Arbor Ragin, Andre, Miami-dade County Rodriguez, Maria, Youth Co-op, Inc. Rodriguez, Nancy, Sullivan and Cogliano Training Center Inc. Rutz, Darryl, Arbor Education & Training Sanchez, Ophelia, MRI Tullocj, Edith, Arbor Education & Training [Illegible name], Miami Beach Community Development Corp.</p>
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1. Call to Order and Introductions

Mr. Rick Beasley, Executive Director, called the meeting to order at 8:20am. In the absence of the Chair, he asked for a volunteer to Chair the meeting. Mr. Bill Diggs agreed to Chair.

Mr. Diggs asked for those present to introduce themselves, which they did.

2. Approval of Minutes of the August 17, 2006, Board Meeting

In the absence of a quorum, this item was not approved.

3. Finance Report

Mr. Beasley provided the finance report with reference to the notes on page 1 of the report.

Mr. Carlos Manrique inquired as to the status of actions taken to lease additional headquarters space. Mr. Beasley was able to offer information, with Edward Margolis' input to the satisfaction of the Chair.

4. Executive Director's Report

Mr. Beasley reported on the following:

Workforce Investment Act Reauthorization / FY07/08 Workforce Funding Congressional action on WIA reauthorization or Labor-HHS appropriations has been on hold since this summer and the U.S. Conference of Mayor's Workforce Development Council (WDC) held a congressional forum and House and Senate staffers that attended expressed their extreme pessimism about WIA reauthorization because of the breakdown of discussions over the faith-based hiring preference provision in the House version of the bill. Although Committee staff would like to move forward, the faith-based issue is thwarting the process and negotiations have stalled.

Mr. Beasley recommends the Inter-governmental Affairs committee work with Miami-Dade County to draft a legislative proposal.

Florida Workforce Development Association 2007 Legislative Agenda The Florida Workforce Development Association's 2007 Legislative agenda was distributed to the members.

SFW Balance Scorecard 1st Quarter Update The *SFW Integrated Performance System/AWI Balanced Scorecard*, as well as the *SFW Balance Scorecard 1st Quarter Report* were distributed. Pertinent performance categories were highlighted on the *SFW Balance Scorecard 1st Quarter Report*. Mr. Beasley noted that some measures were exceeded, even though there had been doubt expressed by some of the Partners in the beginning. He also noted that the State is moving away from the Red and Green Report.

Miami-Dade County American Heart Association – American Heart Walk South Florida Workforce (SFW) mobilized approximately 135 volunteers to participate in the Miami-Dade County American Heart Association Heart Walk held on September 9, 2006. SFW and partner agencies exceeded the \$7,000 goal and were able to raise \$10,419.

In addition to SFW staff, provider partners participating in the event included Arbor, Inc., Jobs for Miami and SER Jobs for Progress, Transition, Inc., and Youth Co-op.

SFWIB New Board Membership Orientation The SFWIB new board membership orientation is being scheduled for November 9, 2006. The orientation will begin at 8:30 at SFW headquarters.

The purpose of the orientation is discuss the role and responsibility of a workforce investment board, the Workforce Investment Act, SFW funding source streams and the Miami-Dade and Monroe Counties' Inter-local agreement.

5. SFWIB Committee Structure

[Copies of the minutes of the October 13th Workshop meeting were distributed.]

Mr. Beasley presented the item and distributed a list of the committee structure of the previous Board. Mr. Diggs asked how members would be selected, and the frequency of the meetings. Mr. Beasley replied that the SFWIB Chairperson would name members to each committee, after reviewing each member's preference. The Chairperson and members of each committee would decide the frequency of their committee meetings. Mr. Beasley also noted that non-SFWIB members may also become members of the committees.

Dr. Nora Hernandez-Hendrix asked for clarification of the difference between the Economic Development and Industry Sector and the Workforce System Improvement committees. Mr. Beasley explained that he saw the Economic Development and Industry Sector committee concerned more with training, and the Workforce System Improvement committee more concerned with performance.

Mr. Fred Marinelli noted that he did not believe that the Intergovernmental Affairs committee would be involved in lobbying and state affairs. He felt it was to have a more local flair. He offered that it had not been the intent to be a lobbyist for the county or the Board; it was to coordinate business development within Miami-Dade and Monroe counties.

Mr. Marinelli also offered his opinion that the Executive Committee might not be necessary.

Mr. Manrique reviewed his comments from the SFWIB workshop meeting on October 13th which were included in the draft minutes.

Commissioner Barbara Jordan offered that it was a pleasure to be back. She offered that the intergovernmental committee is not set up to be a lobbying committee, but that SFWIB should take every opportunity to have our issues taken to Tallahassee.

The Commissioner noted that she would rather have the Finance Committee made up of folks who know finance, and that having the Chairs of the other committees would not be necessary.

Mr. Margolis asked if the Executive Director brought an item to the Board and it had not gone to the Committee, would it go to the committee before being heard by the Board.

Mr. Manrique offered that if an item was not considered by a committee because of the lack of a quorum, the item would move forward.

Mr. Bill Talbert noted that every organization he belongs to has an Executive Committee. He also noted that "audit" should be included in the responsibilities of the Finance Committee.

Mr. Roberto Datorre offered that the Executive Committee is very useful if the Executive Director feels he needs support on an issue.

Mr. Beasley informed the Board that he is working on the committee structure with the mayor's office.

Dr. Hernandez-Hendrix asked why the meeting on the 13th was listed as a general membership meeting. Mr. Beasley replied that it should have been a workshop meeting.

Mr. Diggs asked if in the future the agendas could be tabbed so as to be easier to identify each item for discussion.

6. Action Items

In the absence of a quorum, items 6 A. through 6 L. were not considered or approved.

The meeting was adjourned at 9:17am



2.

***South Florida Workforce Investment Board
December 14, 2006***

***MINUTES OF SOUTH FLORIDA WORKFORCE
INVESTMENT BOARD EMERGENCY
MEETING NOVEMBER 08, 2006***

South Florida Workforce Investment Board
Emergency Meeting
November 8, 2006, at 9:00 A.M.
South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive, 5th Floor - Conference Room 3

SFWI BOARD MEMBERS IN ATTENDANCE	SFWI BOARD MEMBERS <u>NOT</u> IN ATTENDANCE	SFW STAFF
<ol style="list-style-type: none"> 1. Acosta, Jose 2. Barsell, Debra 3. Bridges, Jeff 4. Cerezo, Luis 5. Chi, Joe 6. Datorre, Roberto 7. Fils-Aime, Sr. Daniel 8. Gaber, Cynthia 9. Giles, Regina M. 10. Jordan, Barbara J. 11. Manrique, Carlos A. 12. Margolis, Edward 13. Marinelli, Frederick H. 14. Millan, Jorge 15. Perez, Andres M. 16. Rivas, Eduardo 17. Roberts, Alvin W. 18. Roth, Thomas 19. Russo, Monica 20. Wiedman, Holly 	<ol style="list-style-type: none"> 21. Abbate, Kathryn 22. Adrover, Bernardo 23. Blacher, Jeffrey, W. 24. Buttacavoli, Mayra D. 25. Carollo, Frank 26. Carpenter, Willie 27. Castellanos, Ray 28. Corradino, Joseph M. 29. Diggs, Bill 30. DuBois, Victoria (Non-voting) 31. Ferradaz, Gilda 32. Freedman, Anne B. 33. Frost, Fred 34. Hernandez-Hendrix, Dr. Nora 35. Manning Anne 36. Moreno, Rolando 37. Regueiro, Maria C. 38. Rodriguez, Pedro 39. Rosemond, David A. 40. Rucker, Clyde 41. Socorro, Ivonne 42. Talbert, Gregg 43. Talbert, William 	<p>Beasley, Rick Alfonso, Madelin Diaz, Arlene Glancy, Anne Kistner, Ken Pierre, Linda Quinones, Dulce Smith, Marian M. Soto, Roxanne</p> <p>OTHER ATTENDEES</p> <p>Brito, Jorge, MDPD Gaviria Lopez, Beatrice, SER Jobs for Progress Menendez, Mirizza, Unidad of Miami Beach Milian, Dalia - City of Hialeah Milian, Delia - City of Hialeah Rodriguez, Maria, Youth Co-op, Inc. Rucker, Shellonda, Henkel & McCoy Rutz, Darryl, Arbor Education & Training Sanchez, Ophelia, Management Resources, Inc. Vidal, Monica, Community Coalition, Inc. Yarosz, Thomas M., Vietname Veterans of America #620</p>
<p>LEGAL COUNSEL Tell, Peter S., Assistant Miami-Dade County Attorney</p>		

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Rick Beasley, Executive Director, informed those present at 9:20am that a quorum was not present. In the absence of the Chair, he asked for a member from the private sector to Chair the meeting. Mr. Joe Chi agreed to Chair the meeting.

Mr. Beasley noted that if the Board can not conduct business, it becomes a governance issue for the State as to how we allocate our funding.

Mr. Chi asked Mr. Beasley to report on the informational items.

3. Finance Report

Mr. Beasley provided the finance report for July 1, 2006, through August 31, 2006, un-audited, with reference to page 1 of the report.

[Mr. Alvin Roberts and Edward Margolis arrived.]

2. Approval of Minutes of the August 19, 2006, Board Meeting

This item was not approved due to the lack of a quorum.

4. Executive Director's Report

Mr. Beasley did not provide a report.

5. SFWIB Committee Structure

Mr. Beasley presented the proposed SFWIB committee structure and referenced the "Outline of SFWIB Committee Structure", which was distributed. He noted that comments made at previous meetings were incorporated. The Youth Council is not a committee, but a Council and is not included here.

Mr. Chi thanked Mr. Beasley for his report and opened the floor for comment. There was no comment.

Mr. Chi noted that no other items could be discussed as there was no quorum present.

Commissioner Barbara J. Jordan expressed concern that without a quorum the Board cannot act and resources could be lost. She asked if the Chair, Mr. Carollo, could appoint an Executive committee to take action on urgent matters so as to not lose opportunities for resources. She asked if the attorney could give guidance.

Mr. Peter Tell, Assistant Miami-Dade County Attorney, explained that the Chair under the approved By-Laws can appoint an Executive Committee to take care of emergency matters which could result in a loss of funds, for example, to the organization. Assuming there is no quorum today; Mr. Carollo could do that. The Committee must meet in the "Sunshine". Mr. Tell noted that he would advise the Chair of his authority to do that.

Mr. Marinelli commented that Miami-Dade County is the administrative entity, and does not Miami-Dade County have the authority as the administrative entity to accept and to make policy decisions in order to spend funds the same way as the pre-existing Consortium Board.

Mr. Tell already advised staff that if in an emergency where irreparable harm would occur funds could be received and expended, however subject to receiving the information in writing from the person granting the funds. That would be the safest way; however what the Commissioner is proposing is a safer alternative. He responded to Mr. Marinelli that he would not want to rule his theory out.

Miami-Dade County departments must have a resolution approved to apply, receive and expend funds. However, the SFWIB Bylaws have a mechanism that would allow the Chair to take the action and in doing so protects the Director from taking action that this Board may not want him to take.

Commissioner Jordan suggested that the By-Laws be amended to give the Executive Director the authority to apply for, receive, and expend funds.

Mr. Tell noted that the Chair could create and appoint members to the Committee immediately, although the meeting must be in the "Sunshine" and must be advertised 48 hours in advance of the meeting.

Discussion followed concerning the difficulty in achieving quorums for the meetings.

Mr. Beasley reported that he had been reluctant to report the lack of action to Tallahassee because that would be seen as a governance issue. He went on to say that he was concerned when Members confirm their attendance for a meeting, but do not show for the meeting.

He added that the action items needing approval by next week to prevent loss of the funding are:

- 6A. Approval to Accept and Allocate Florida *reBuilds* Funds
- 6C. Approval to Accept and Allocate Reemployment and Eligibility Assessment (REA) Funds
- 6D. Approval of Refugee Employment and Training Services Program Allocations

Mr. Roberts asked if there are alternate Members who could step up. Mr. Tell responded that alternate members are not permitted as far as he knows by either State or Federal law.

Ms. Debra Barsell asked why teleconference meetings were not permitted. Mr. Tell responded that teleconference meetings are not permitted per the Inter-Local Agreement, although it could be amended with the approval of both mayors and both county commissions.

Mr. Margolis asked if State law supersedes local. Mr. Tell responded that it does not in this instance, and the InterLocal Agreement does not permit it.

Mr. Manrique noted that the Executive Committee would only solve the approval of the emergency items, not the rest of the agenda.

Ms. Monica Russo suggested that Members should think about stepping down if they are not able to attend meetings.

Mr. Andre Perez noted that that approval of teleconferencing would ensure that there would be no members present for meetings.

Mr. Tell noted that only the appointing authority may appoint or remove Members. Staff could keep the appointing authorities apprised of attendance by copying the minutes of each meeting to them.

Ms. Barsell asked whether a reduced number of members would allow quorums to be reached. Mr. Tell noted that a good portion of the membership is required by the State, but maybe the State could approve fewer members.

Mr. Beasley noted that the attendance for each meeting is maintained, and he had been in touch with the Mayor's office on the subject. He also noted that the size of the Board could be designed to be smaller, but that must be approved by the State.

Mr. Roberts asked if extenuating circumstances are taken into consideration in evaluating attendance. Mr. Beasley noted that staff makes note of the reasons given for non-attendance, but the real issue is those who confirm, but do not attend.

Mr. Frederick Marinelli suggested that Members who have not attended be contacted to see if they are committed. There are only 6 meetings a year to attend.

Commissioner Jordan asked if there was anything to prevent a vote to recommend to the Mayor to remove members.

Mr. Tell suggested that diplomacy must be considered. Commissioner Jordan suggested that attendance should not be politically sensitive.

[Commissioner Jordan left.]

Ms. Regina Giles recapped the necessary steps to be taken, which were to advise the Chair of the need to appoint a committee to consider the 3 urgent funding items, and to look at the long-term issues confronting the SFWIB.

Mr. Chi commented that this is a volunteer board and the appointing authority must gauge the commitment of those considered for SFWIB membership.

Mr. Manrique noted that if all went well, the Committee could meet as early as noon Friday. Mr. Tell noted that Friday would be Veteran's Day and a County holiday.

Mr. Chi asked for volunteers for membership on the Executive Committee to consider the 3 items. The volunteers were:
Debra Barsell Carlos Manrique

Joe Chi
Roberto Datorre
Daniel Fils-Aime

Edward Margolis
Andres Perez
Eduardo Rivas

6. Action Items

Funding Items:

- 6A. Approval to Accept and Allocate Florida *reBuilds* Funds**
- 6B. Approval of an Allocation of Funds to Miami Dade College for the Administration of Take Stock in Children Program**
- 6C. Approval to Accept and Allocate Reemployment and Eligibility Assessment (REA) Funds**
- 6D. Approval of Refugee Employment and Training Services Program Allocations**
- 6E. Approval of Additional Funding for Youth Co-Op, Inc. and SER Job for Progress, Inc. Employment & Training Services for Program Year 2006-2007**

Policy and/or Administrative Items:

- 6F. Approval of Granting Staff the Authority to Draft and Release a Refugee Employment and Training Services RFP for Specified Geographic Areas**
- 6G. Approval of Informal Resolution Conference Results**
- 6H. Approval of Approved Training Agents New Programs**
- 6I. Approval to Revoke and Cancel in Whole the Request for Qualifications (RFQ) for the Procurement of Mystery Shopper Services**
- 6J. Approval to Rescind City of Miami Police Athletic League (PAL) Board Action**
- 6K. Approval of Granting Staff the Authority to Draft and Release a Request for Proposal for Youth Crime Prevention and Career Exploration**
- 6L. Approval of SFWIB Nondiscrimination and Equal Opportunity Policy**

In the absence of a quorum, items 6 A. through 6 L. were not considered or approved.

The meeting was adjourned at 10:00am.



3.

South Florida Workforce Investment Board

December 14, 2006

Finance Report

The finance report for the months ending October 31, 2006, will be reviewed.

Attachments



4.A

South Florida Workforce Investment Board

December 14, 2006

Approval of SFWIB Committee Structure

RECOMMENDATION

Approval is recommended for the attached SFWIB Committee structure.

BACKGROUND

At the August 17, 2006 meeting, the SFWIB approved its By-laws, which has subsequently been approved by the Mayor of Miami-Dade County. The only standing committee designated in the By-laws is the Finance Committee.

Approval is recommended for the attached SFWIB Committee structure.

Attachment

SFWIB COMMITTEE STRUCTURE

1. **Executive Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair.
2. **Economic Development and Industry Sector Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendations to the SFWIB in the following areas:
 - a. Improvements to the responsiveness of training in Region 23 with respect to business and economic development opportunities.
 - b. Integration of federal and state workforce funding to improve training and job placements within the business community.
 - c. Identification of occupations in Region 23 which are critical to business retention, expansion and recruitment activities.

When developing the Committee's policy recommendations to the SFWIB the Committee may: consider existing labor market conditions; identify skill gaps between the needs of the business and the skills of the worker; and identify best practices which coordinate curriculum improvements with changing employer needs.

3. **Workforce System Improvement Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice Chair. This Committee shall develop policy recommendations to the SFWIB in the following areas:
 - a. Workforce policy and service delivery strategies for SFWIB programs, including, but not limited to, Welfare Transition, WIA, Food Stamp Employment and Training (FSET), and Wagner-Peyser programs such as Veterans, and Job Corps.

When developing the Committee's policy recommendations to the SFWIB the Committee may: review the research for best practices that will enhance and improve the SFWIB's Career Center system; review the procurement policies of the SFWIB with respect to the employment issues of Career Center customers; and obtain community input into the planning process of the SFWIB.

4. **Finance Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendations to the SFWIB with respect to the financial and budgetary oversight and monitoring responsibilities of the SFWIB, including, but not limited to, the review of SFWIB monthly financial reports and SFWIB budgets.
5. **Intergovernmental Affairs Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendation to coordinate workforce services within business and community development activities within the Region. This committee shall develop policy recommendations for submission to the SFWIB with respect to proposed legislative activity which may be approved by both the SFWIB and the Miami-Dade County Office of Intergovernmental Affairs. Additionally, this Committee may develop policy recommendations to provide outreach to community leaders and advocates.



4.B

South Florida Workforce Investment Board

December 14, 2006

Election of SFWIB Vice-Chair

RECOMMENDATION

Approval is recommended for the election of the SFWIB Vice-Chair.

BACKGROUND

At the August 17, 2006 meeting, the SFWIB approved its By-laws, which has subsequently been approved by the Mayor of Miami-Dade County.

The By-Laws states that “The Vice-Chair of the SFWIB shall be elected by the SFWIB at a meeting of the SFWIB. The Vice-Chair shall be elected from among the representatives described in Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i)...”.



4.C

South Florida Workforce Investment Board

December 14, 2006

Approval to Allocate Funds to Miami Dade College for the Administration and Overall Program Operations of the Take Stock in Children Program (TSIC)

RECOMMENDATION

Approval is recommended to allocate an amount not to exceed \$129,542 in Temporary Assistance to Needy Families (TANF) funds to Miami Dade College for the administration and coordination of the Take Stock in Children's program operations in Region 23.

BACKGROUND

Take Stock in Children is a program serving low-income, at risk students through a scholarship program for children of parents receiving Temporary Assistance for Needy Families (TANF). Eligible students can receive a scholarship to attend a post-secondary education institution, which may include either a 2 year or a 2+2 Florida Pre-Paid college/university. The program is operated by the Miami-Dade Community Partnership, which includes Miami Dade College as the fiscal agent and Miami-Dade County Public Schools as the entity responsible for program implementation.

Program components include mentoring, counseling services, retention assistance for students who may be at risk of not meeting the academic requirements for the program, and workshops for parents and students. TSIC teaches students to take responsibility for their academic performance and encourages parents to be involved with their children's school and activities. TSIC has proven to be a solution to the problems of school dropout, youth crime and breaking the cycle of poverty for our neediest children.

It is recommended that the SFWIB waive the competitive procurement process as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation for an amount not to exceed \$129,542 in TANF funds to Miami Dade College for the administration and coordination of the Take Stock in Children's program in the South Florida Workforce Region.



4.D

South Florida Workforce Investment Board

December 14, 2006

Approval to Allocate Additional Funding to Youth Co-Op, Inc. and SER Jobs for Progress, Inc. for Employment & Training Services for Program Year 2006-2007

RECOMMENDATION

1. Approval is recommended to allocate Workforce Investment Act (WIA) adult funding not to exceed \$243,053 to SER Jobs for Progress, Inc. to provide employment and training services in the Career Centers.
2. Approval is recommended to allocate Workforce Investment Act (WIA) youth funding not to exceed \$65,265 to Youth Co-Op, Inc. to provide employment and training services in the Career Centers.

BACKGROUND

During the initial Career Center allocation process for Program Year 2006-2007, Career Center funding was allocated to five Career Center provider/operators. The allocation formula was based on the provider/operators Program Year 2005-2006 allocation relative to the funding reduction for SFWIB.

During Program Year 2005-2006, Career Center Provider/Operators were running out of dollars to fund individual training accounts, as well as, under expending allocated funds within their respective contracts to operate the Career Centers. In an effort to maximize available funding, staff advised all Career Center Provider/Operators that they would not be penalized if they voluntary de-obligated funding from their contracts to fund individual training accounts and supportive services.

- 1) SER Jobs for Progress, Inc volunteered to de-obligate \$276,700 to fund individual training accounts and supportive services.
- 2) Youth Co-Op, Inc. volunteered to de-obligate \$75,600 to fund individual training accounts and supportive services.

It is recommended that an additional allocation of \$243,053 of WIA adult funding be approved for SER Jobs for Progress, Inc. The funding source is based on the consideration of the partner agency and availability of funding.

It is recommended that an additional allocation of \$65,265 of WIA Youth funding be approved for Youth Co-Op, Inc. The funding source is based on the consideration of the partner agency and availability of funding.



4.E

South Florida Workforce Investment Board

December 14, 2006

Approval to Grant Staff the Authority to Draft and Release a Refugee Employment and Training Services RFP for Specified Geographic Areas

RECOMMENDATION

Approval is recommended to grant staff the authority to draft and release a Refugee Employment and Training (RET) Services Request for Proposal (RFP) for specified geographic locations within Miami-Dade County for an amount not to exceed \$284,885, as described below.

BACKGROUND

At the June 23, 2006 SFWIB meeting, staff was authorized to negotiate for Refugee Employment and Training Services with the Service Partners whose proposals scored 80 points and higher.

The RET contracts have been executed and services are being rendered; however, after careful assessment, staff has identified two areas within Miami-Dade County which were traditionally served under the RET program and now are being underserved. These areas are Little Havana and Miami Beach.

In order to better serve the refugee population within the Little Havana and Miami Beach geographic areas, staff is requesting authority to draft and release a Refugee Employment and Training Services RFP for these specified geographic areas.

Total amount allocated to perform services of the PY06/07 Refugee Employment and Training program is \$10,389,645.00. The amount awarded is \$10,104,760 and the remaining funds for allocation are \$284,885.



4.F

South Florida Workforce Investment Board

December 14, 2006

Approval of Informal Resolution Conference Results

RECOMMENDATION

Approval is recommended for the results of the Informal Resolution Conferences described below.

BACKGROUND

The SFWIB Appeal Rules require Service Providers not awarded funding an opportunity to appeal funding decisions. The first level of the appeal process is the required Informal Resolution Conference. Any resolution resulting from an Informal Resolution Conference must be approved by SFWIB in order to be effective. In the event the SFWIB does not approve the proposed informal resolution, then the agency’s appeal shall be heard by the Appeal Panel.

The following Informal Resolution Conferences were held and require action by the Board.

Organization	Results	Recommendation
Greater Miami Service Corps (GMSC)	<p>The panel decided that a letter is sent that identifies financial and organization requirements that Greater Miami Service Corps (GMSC) will need to satisfy for funding. If GMSC satisfied the financial and organizational requirements, the SFWIB Informal Resolution Panel would recommend to the Board that funding be awarded to GMSC.</p> <p>The SFWIB Informal Resolution Panel reconvened on November 27, 2006 and based on the documentation submitted and reviewed is recommending that Greater Miami Service Corps be awarded youth funding for an amount not to exceed \$200,000.</p>	Recommended for Youth funding for an award not to exceed \$200,000.
James E. Scott Community Association, Inc. (JESCA)	The panel upheld the non-funding recommendation. James E. Scott Community Association’s Inc. (JESCA) proposal did not fully comply with the RFP to receive a score which would enable SFWIB to contract with JESCA. JESCA elected not to appeal further.	Recommend Non-Funding
Trinity Church, Inc.	The panel upheld the non-funding recommendation. The submitted proposal was not rated as high as other proposals based on budgetary and programmatic information. Trinity did not provide sufficient documentation to reverse the scores received. Trinity elected not to appeal further.	Recommend Non-Funding
Florida National College	The panel upheld the non-funding recommendation. The proposal submitted was not rated as high as other proposals based on programmatic information. Florida National College did not provide sufficient information to reverse the scores received. Florida National College elected not to appeal further.	Recommend Non-Funding
Little Havana Activities and Nutrition Centers of Dade County, Inc.	<p>The panel decided that a letter be sent to identify programmatic requirements that Little Havana Little Havana Activities and Nutrition Centers of Dade County, Inc. (LHANC) will need to satisfy for funding. If LHANC satisfied the programmatic requirements, the SFWIB Informal Resolution Panel would recommend to the Board that funding be awarded to LHANC.</p> <p>On September 18, 2006 LHANC submitted a letter declining funding for RET program.</p>	Recommend Non-Funding



4.G

South Florida Workforce Investment Board

December 14, 2006

Approval of New Programs for Approved Existing Training Agents

RECOMMENDATION

Approval is recommended for new training programs for approved existing Region 23's Training Agents, as set forth below and in the attached Table.

BACKGROUND

Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to determine the Region's approved Training Agents based upon each Region's criteria. The local procedure currently in place, permits training institutions to request approval to become training agents for Educational Scholarships (ITAs) and for current training agents to request the addition of new training programs or facilities.

For those existing approved Training Agents requesting new training programs, this process requires staff to review programmatic capabilities. Upon approval by SFWIB, the recommendations are entered into the State of Florida Eligible Training Provider List (ETPL).

Table 1 details the requests reviewed by staff and staff recommendations.

Attachment

Table 1

Training Institution	Proposed Training Program or Facility	Comments
Florida National College	New Programs: A.S. Degrees 1. Computer Information Technology 2. Diagnostic Medical Sonography Technology 3. Networking Systems Administrator Certificate/Diploma Programs 1. Auto-CAD 2. Basic X-Ray Operator 3. Obstetric-Gynecology/Medical Sonographer 4. Practical Nursing	Programmatic review of all programs requested was conducted and all programs met requirements. Programs are being recommended for approval.
SABER, Inc	New Programs: 1. Practical Nursing	Programmatic review of the program requested was conducted and met requirements. Program is being recommended for approval.
Technical Career Institute	New Programs: Occupational Associates Degree (OAD): 1. Computer & Networking Technology 2. Medical Assistant Certificate/Diploma Programs: 1. Computer Support Technician	Programmatic review of all programs requested was conducted and all programs met requirements. Programs are being recommended for approval



4.H

South Florida Workforce Investment Board

December 14, 2006

Approval to Revoke and Cancel in Whole the Request for Qualifications (RFQ) for the Procurement of Mystery Shopper Services

RECOMMENDATION

Approval is recommended to revoke and cancel in whole the Request for Qualifications (RFQ) to procure Mystery Shopper Services.

BACKGROUND

At the March 31, 2006 SFWIB meeting, staff was authorized to draft and release a Request for Qualifications (RFQ) to procure Mystery Shopper Services. On April 24, 2006, a Request for Qualifications (RFQ) was released to the community and by the due date of May 15, 2006, three (3) agencies responded to the Mystery Shopper solicitation.

The proposals were reviewed based on the criteria detailed in the RFQ and at a publicly noticed Proposal Review Session, conducted in the sunshine on May 22, 2006; the reviewers provided their scoring per respondent.

Due to funding cuts, staff is recommending the Board to revoke and cancel in whole the RFQ for Mystery Shopper Services.



4.1

South Florida Workforce Investment Board

December 14, 2006

Approval to Rescind City of Miami Police Athletic League (PAL) Board Action

RECOMMENDATION

Approval is recommended to rescind the August 17, 2006, City of Miami Police Athletic League Board action.

BACKGROUND

A recommendation to waive competitive procurement was made at the August 17, 2006 Board meeting. Staff was under the mistaken fact that the City of Miami Police Department was the grant recipient, when in fact it was the Miami Police Athletic League.

Upon further consideration, the Executive Director is recommending that the SFWIB not waive the competitive procurement process, since it is not in the best interest of the SFWIB.

Therefore, it is recommended that the Board reverse and rescind its August 17, 2006 City of Miami Police Athletic League action.



4.J

South Florida Workforce Investment Board

December 14, 2006

Approval to Grant Staff the Authority to Draft and Release a Request for Proposal for Youth Crime Prevention and Career Exploration

RECOMMENDATION

Approval is recommended to authorize staff to draft and release a Request for Proposal (RFP) for a competitive procurement process to provide Youth Crime Prevention and Career Exploration services to at-risk youth through an award of WIA Youth funds not to exceed \$400,000.

BACKGROUND

Due to the increasing youth crime rate in Miami-Dade County, staff is proposing to fund a crime prevention initiative targeted for at-risk youth to include educational, employability and social service activities. These activities will focus primarily on preparing at-risk youth for positive engagement in social activities, and pre-employability skills leading to long-term employment. This initiative will provide a unique opportunity for local communities to address the needs of at-risk youth through an array of services offered through the workforce investment system.

Staff is requesting authority to draft and release an RFP for an award of WIA Youth dollars not to exceed \$400,000.



4.K

South Florida Workforce Investment Board

December 14, 2006

Approval of SFWIB Nondiscrimination and Equal Opportunity Policy

RECOMMENDATION

Approval is recommended for the attached SFWIB Nondiscrimination and Equal Opportunity Policy.

BACKGROUND

The predecessor regional board at its November 29, 2005, Board meeting approved an SFW Nondiscrimination and Equal Opportunity Policy.

The purpose of the attached is to ensure awareness and understanding of the accessibility nondiscrimination and equal opportunity requirements for all Workforce Investment Act (WIA) Title I financially assisted programs. The policy has been revised to include the additions of the following sections (pages 2 – 4) for SFWIB contractors:

1. Nondiscrimination and Equal Opportunity
2. Grievance Procedure
3. Persons with Disabilities and Accessibility of Facilities

Attachment



POLICY TRANSMITTAL

SUBJECT:	Nondiscrimination and Equal Opportunity	Procedural/Guidance No.: PY2006-07 # 3
APPLIES TO:	All Contracted Service Partners	Effective Date: Immediately
		Revised Date: 09/14/06
		Expiration Date: Indefinite
REFERENCE:	Local Policy	

OBJECTIVE

Ensure awareness and understanding of the disability nondiscrimination and equal opportunity requirements as specified in Section 188 of the Workforce Investment Act of 1998 (WIA) and its implementing regulations for all Title I financially assisted programs.

BACKGROUND

The South Florida Workforce Investment Board (SFWIB) is committed to the prevention of discrimination in employment, services to the public, public accommodations, and communication in all programs receiving federal financial assistance. SFWIB hires employees and provides services without discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, political affiliation or belief, and for beneficiaries only, citizenship or status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his or her participation in any WIA Title I financially assisted program or activity.

PROCEDURES

SFWIB assures that all recipients of federal financial assistance under WIA, including program and service partners, do not discriminate in any of the following: deciding who will be admitted, or have access to, any WIA Title I financially assisted program or activity; or making employment decision in the administration of, or in connection with, such a program or activity. SFWIB assures that it is providing equal opportunity in employment to qualified individuals with disabilities, including promotional opportunities and training, using reasonable accommodations when necessary. SFWIB also ensures that qualified individuals with a disability have full and equal access to the services provided by the service partners and will assist all offices, programs or entities under WIA to achieve and maintain both program and physical accessibility.

Revision No.: NA	Supersedes: PT #6 PY05-06	Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator
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In order to provide a conducive and effective environment for all employees and job seekers, SFWIB strives to maintain an atmosphere free from discrimination and retaliation. Toward this end, SFWIB ensures employees, job seekers and partners they will be kept informed about discrimination issues and incidents will be reported and investigated promptly. SFWIB's written complaint and grievances procedures address both, state and federally mandated requirements for complaint resolution.

SFWIB requires the following of its contractors:

A. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition of the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief , and against beneficiaries on the basis of either citizenship/status as a lawful admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination against qualified individuals from participating or receiving benefits in any Federal Assisted Programs on the basis of race, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

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

Revision No.: NA	Supersedes: PT #6 PY05-06	Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator
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B. GRIEVANCE PROCEDURES

1. SFWIB's Grievance Procedures

The Contractor agrees to comply with SFWIB's grievance procedures with respect to non-criminal grievances in connection with Workforce Investment Act of 1998 and Welfare Transition programs funded by SFWIB. A complaint of discrimination shall be filed and processed in accordance with the State of Florida's Complaint of Discrimination procedures.

2. Participant Access to Grievance Procedures

Welfare Transition and WIA program participants shall be afforded access to SFWIB's Grievance Procedures for resolution of any formal grievance lodged by a participant for activities in the programs funded by this Contract. The Contractor agrees to be bound by any decision arrived at as a result of participating in the procedure. The final resolution of the grievance shall be accomplished within sixty (60) days of the filing of the formal grievance. The Contractor agrees to cooperate with SFWIB in complying with the sixty (60) day deadline to resolve a participant's grievance. Grievances or hearings related to the granting of Hardship Exemptions for Welfare Transition shall be processed in accordance with the Granting of Hardship Exemptions Policy approved by the State of Florida.

C. PERSONS WITH DISABILITIES AND ACCESSIBILITY OF FACILITIES

The Contractor shall conduct all activities under the pertinent Contract in accordance with the Americans with Disabilities (ADA) Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 as amended, and the regulations promulgated under such Acts, with respect to the disabled.

The Contractor shall designate a Disability Services Coordinator to establish and implement internal procedures to ensure that Contractor and operational staff are knowledgeable about and comply with the disability-related requirements of WIA, Section 188; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990. The Contractor's staff shall be thoroughly trained in providing services to individuals with disabilities as it pertains to customer service, reasonable accommodations, and etiquette.

Revision No.: NA	Supersedes: PT #6 PY05-06	Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator
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The Contractor shall assure that programs and activities under the pertinent Contract are accessible to individuals with a disability without discrimination, including:

1. Making reasonable accommodation for an individual's disability;
2. Providing services in the most integrated setting appropriate to the needs of individuals with a disability;
3. Providing auxiliary aids for the vision and hearing impaired during recruitment, referral, and assessment of prospective program participants; and
4. Having resource materials available in alternate formats.

The Contractor shall ensure that the physical facilities utilized under the pertinent Contract are accessible at all times to individuals with a disability; in accordance with the applicable standards of the State of Florida as set forth in "AWI/Office of Civil Rights Facility Accessibility checklist" or shall submit to SFWIB an alternate plan to achieve physical accessibility to individuals with disabilities provided services under the pertinent Contract with SFWIB.

Revision No.: NA	Supersedes: PT #6 PY05-06	Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator
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