



## **Emergency Meeting**

### **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**Thursday, June 26, 2008**

**9:00 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 SFWIB Meeting Minutes:
  - A. April 19, 2008
  - B. May 16, 2008
3. Chairman's Report
4. Executive Director's Report
5. Finance Committee Report
  - A. April 2008 Financial Report
  - B. Approval of 2007-2008 Budget Modification
  - C. Approval of SFW Fiscal Year 2008-2009 Budget
  - D. Approval of 2008-2009 Funding Allocation Methodology
  - E. Approval of Pilot Cash Advance Initiative
6. Workforce Systems Improvement Committee Report
  - A. Approval of Career Center Location Actions
  - B. Approval of Consolidation Action for Quality Assurance Staff
  - C. Approval of an Allocation of Welfare Transition Non-Custodial Parent Funds
  - D. Approval of Additional Funds for City of Hialeah
  - E. Approval of Workforce Services RFP Actions
7. Youth Council Report
  - A. Approval of Florida International University Informal Resolution Conference Action
  - B. Approval of Allocations of Temporary Assistance to Needy Families (TANF) Funds to Enhance Summer Youth Activities

C. Approval of Allocations of Temporary Assistance to Needy Families (TANF) Funds

D. Approval of Youth Service RFP Actions

"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.



2.

**South Florida Workforce Investment Board**

*June 26, 2008*

**Minutes of South Florida Workforce Investment Board Meeting, April 17, 2008**

South Florida Workforce Investment Board Meeting, April 17, 2008, at 9:00 A.M.  
 South Florida Workforce Investment Board Headquarters  
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

<b>SFWI Board Members in Attendance</b>	<b>SFWI Board Members Not in Attendance</b>	<b>Other Attendees</b>
1. Margolis, Edward- <i>Chairperson</i> 2. Adrover, Bernardo 3. Chi, Joe-Vice Chairperson 4. Barsell, Debra 5. Brown, Clarence 6. Corradino, Joseph M. 7. DuBois, Victoria 8. Etter, Stephanie 9. Ferradaz, Gilda 10. Fils-Aime, Daniel 11. Frost, Fred 12. Gaber, Cynthia 13. Gibson, Charles A. 14. Giles, Regina M. 15. Harder, Jacklyn R. 16. Inguanzo, Ramiro 17. Jordan, Hon. Barbara 18. Manning, Anne 19. Manrique, Carlos A. 20. Marinelli, Frederick H. 21. Perez, Andre M 22. Piedra, Obdulio 23. Regueiro, Maria C. 24. Rosemond, David A. 25. Roth, Thomas 26. Talbert, Gregg 27. Wiedman, Holly	28. Acosta, Jose 29. Blacher, Jeffrey 30. Bridges, Jeff 31. Carpenter, Willie 32. Castellanos, Ray 33. Cerezo, Luis 34. Datorre, Roberto 35. Diggs, Bill 36. Huston, Al 37. Moreno, Rolando 38. Roberts, Alvin W. 39. Rodriguez, Pedro 40. Russo, Monica 41. Sapoznik, Rachel A. 42. Socorro, Ivonne 43. Talbert, William  <b>Legal Counsel</b> Tell, Peter-Assistant Miami-Dade County Attorney  <b>SFW Staff</b> Alonso, Gustavo Beasley, Rick Hernandez, Juan Kistner, Ken Pierre, Linda Smith, Marian	Coffie, Eric - <i>South Dade Air Inc.</i> Morrow, Paul - <i>South Dade Air Inc.</i> Sookie, Josette - <i>The Paxen Group, Inc.</i> Diaz, Luis A. - <i>Youth Co-Op, Inc.</i> Brown, Delphine - <i>Youth Co-Op, Inc.</i> Cambronne, Robert - <i>Youth Co-Op, Inc.</i> Alexis, Carl - <i>Youth Co-Op, Inc.</i> Simpkins, Ted - <i>Arbor</i> Iglesias, Laura - <i>Jobs for Miami</i> Ventura, Lilliam - <i>Arbor</i> Morales, Maria - <i>Arbor</i> Rodriguez, Robert - <i>Management Resources, Inc. (MRI)</i> Cruz, Teresita - <i>Youth Co-Op, Inc.</i> Adrian, Raymond - <i>MBHCC</i> Cepeda-Leonardo, Margarita - <i>Miami Beach One-Stop</i> Pichardo, Jorge - <i>Youth Co-Op, Inc.</i> Von Werne, Elizabeth - <i>LSF</i> Farinas, Irene - <i>AMO</i> Sante, Alicia - <i>Youth Co-Op, Inc.</i> Carther, Lloyd - <i>Forward March</i> Marti, Sergio - <i>MDCPS</i> Milian, Dalia - <i>City of Hialeah</i> Milian, Delia - <i>City of Hialeah</i> Mitchell, Carlana - <i>MDCPS</i> Rodriguez, Maria - <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Edward Margolis, SFWIB Chair, called the meeting to order at 9:10 A.M. All members were welcomed. Mr. Margolis noted a quorum had been reached.

**2. Approval of Minutes of the February 21, 2008, Meeting of the SFWIB**

David Rosemond moved approval of the Minutes of the February 21, 2008 meeting of the SFWIB. The motion was seconded by Ramiro Inguanzo and approved.

**3. Chairman's Report**

Mr. Margolis announced that another SFWIB meeting was scheduled on May 15, 2008, at 9:00am.

He also reminded the Members of Mayor Carlos Alvarez' Economic Development, Job Training Initiative, and State of the Workforce event at 9:00 A.M. at the Grove Isle Hotel, Four Grove Isle Drive, Coconut Grove, Florida 33133.

**3a. Strategic Plan Discussion**

He recapped some of the areas of discussion regarding the strategic plan such as a component approach, the avoidance of a monopoly, the need to work with the shareholders. He added that another retreat would be scheduled in about six (6) months.

**4. Executive Director's Report**

Mr. Beasley, Executive Director noted that the Finance Committee had not met due to the illness of some of the members.

**4a. Reemployment and Eligibility Assessment (REA) Allocation**

Jackie Harder moved approval of the Reemployment and Eligibility Assessment (REA) Allocation. The motion was seconded by Joe Chi and approved.

Mr. Manrique asked whether the Miami Downtown was still operational, and Mr. Beasley responded that a 60-day notice to vacate had been received from the landlord, and Youth Co-Op, Inc. is operating the Center provisionally, and funds will be re-assigned. He added that services continue to be provided.

**4b. WIA/Wagner Peyser Planning Estimate**

Mr. Beasley reviewed WIA/Wagner Peyser Planning Estimate and noted the issue of the regression model used to allocate funds to Region 23.

There was a lengthy discussion regarding the change in the formulas used to determine funding for certain large municipal areas, and that the change affects any and all programs based on unemployment figures.

Mr. Margolis asked that the issue be taken up by the Intergovernmental Affairs Committee.

**4c. USDOL WIA Rescissions**

This item was distributed at the meeting.

Mr. Beasley explained in detail the Region's potential reduction in funding.

Commissioner Barbara Jordan suggested that the issue be addressed at the federal level.

Mr. Andy Perez suggested that a task force be established to look into the issue, and the methods used.

Commissioner Barbara Jordan moved approval for the Executive Director to meet with whomever he chooses and that the Assistant Miami-Dade County Attorney prepare an item for the Miami-Dade County Commission. The motion was seconded by Fred Marinelli and approved.

**5. Finance Committee Report**

Mr. Beasley noted that Workforce Florida, Inc. had contracted with Ernst & Young to review the internal controls of each workforce region, and SFW was currently being reviewed.

**5a. Fiscal Year 2006-2007 Audit Report**

Mr. Beasley noted that Mr. Kevin Adderly was expected to provide the report, but he was not present. The audit report will be provided at the next Board meeting.

**5b. February 2008 Financial Report**

Mr. Beasley reviewed the Financial Report covering July 1, 2007 thru February 29, 2008.

A discussion was held concerning the under expenditures in Training and Support Services. It was noted that this report was for February and we are still processing invoices and payments.

Ms. Barsell asked if unspent dollars can be carried forward. Mr. Beasley responded in the affirmative.

**6. Economic Development and Industry Sector (EDIS) Committee Report**

**6a. State of the Workforce /Event Update**

Andy Perez provided an update on the Mayor Carlos Alvarez' Economic Development, Job Training Initiative, and State of the Workforce event to be held at 9:00 A.M. at the Grove Isle Hotel, Four Grove Isle Drive, Coconut Grove, Florida 33133.

**7. Youth Council Report**

**7a. Approval of Youth Services Informal Resolution Conference Recommendations**

**7b. Approval of Miami-Dade County Public Schools Informal Resolution Conference Result**

**7c. Approval of Youth Services Utilizing The Children's Trust Funds Negotiations**

Fred Marinelli moved approval of Items 7a, 7b, and 7c. The motion was seconded by Commissioner Barbara Jordan and approved.

Commissioner Jordan addressed the Board concerning the SFW policy not to provide cash advances to small Community Based Organizations (CBO) interested in providing summer youth employment. She suggested that the Finance Committee consider a pilot project because if cash advances are not provided to the small CBOs, then only huge organizations would be funded, thereby, leaving out the small CBOs. As part of the process a consideration could be that a funding limit could be set and the funds repaid over a set period.

Jackie Harder noted that the Small Business Development Centers survey online must be completed. Monroe County had 38 responses, and only seventeen (17) responded from Miami-Dade. She added that the deadline was the next day and suggested that the deadline be extended to get more participation.

The meeting adjourned at 10:36 A.M.



2.

**South Florida Workforce Investment Board**

*June 26, 2008*

**Minutes of South Florida Workforce Investment Board Meeting, May 16, 2008**

South Florida Workforce Investment Board Meeting, May 16, 2008, at 9:00 A.M.  
 South Florida Workforce Investment Board Headquarters  
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

<b>SFWI Board Members in Attendance</b>	<b>SFWI Board Members Not in Attendance</b>	<b>Other Attendees</b>
<ol style="list-style-type: none"> <li>1. Margolis, Edward- <i>Chairperson</i></li> <li>2. Chi, Joe-Vice Chairperson</li> <li>3. Adrover, Bernardo</li> <li>4. Barsell, Debra</li> <li>5. Brown, Clarence</li> <li>6. Gaber, Cynthia</li> <li>7. Gibson, Charles A.</li> <li>8. Harder, Jacklyn R.</li> <li>9. Jordan, Hon. Barbara</li> <li>10. Manrique, Carlos A.</li> <li>11. Marinelli, Frederick H.</li> <li>12. Perez, Andre M</li> <li>13. Piedra, Obdulio</li> <li>14. Rodriguez, Pedro</li> <li>15. Roth, Thomas</li> <li>16. Talbert, Gregg</li> <li>17. Wiedman, Holly</li> </ol>	<ol style="list-style-type: none"> <li>18. Acosta, Jose</li> <li>19. Blacher, Jeffrey</li> <li>20. Bridges, Jeff</li> <li>21. Carpenter, Willie</li> <li>22. Castellanos, Ray</li> <li>23. Cerezo, Luis</li> <li>24. Corradino, Joseph M.</li> <li>25. Datorre, Roberto</li> <li>26. Diggs, Bill</li> <li>27. DuBois, Victoria</li> <li>28. Etter, Stephanie</li> <li>29. Ferradaz, Gilda</li> <li>30. Fils-Aime, Daniel</li> <li>31. Frost, Fred</li> <li>32. Giles, Regina M.</li> <li>33. Huston, Al</li> <li>34. Inguanzo, Ramiro</li> <li>35. Manning, Anne</li> <li>36. Moreno, Rolando</li> <li>37. Regueiro, Maria C.</li> <li>38. Roberts, Alvin W.</li> <li>39. Rosemond, David A.</li> <li>40. Russo, Monica</li> <li>41. Sapoznik, Rachel A.</li> <li>42. Socorro, Ivonne</li> <li>43. Talbert, William</li> </ol>	<p>Alexis, Carl - <i>Youth Co-Op, Inc.</i>          Andreu, Carmen - <i>CANC</i>          Batista, Mercedes – <i>Arbor</i>          Battle, Jorge – <i>Arbor</i>          Brown, Delphine - <i>Youth Co-Op, Inc.</i>          Brunson, Tony – <i>Sharpton, Brunson, &amp; Co.</i>          Cambronne, Robert - <i>Youth Co-Op, Inc.</i>          Cepeda-Leonardo, Margarita - <i>Miami Beach One-Stop</i>          Coffie, Eric - <i>South Dade Air Inc.</i>          Costas, Jorge - <i>Youth Co-Op, Inc.</i>          Cruz, Teresita - <i>Youth Co-Op, Inc.</i>          Farinas, Irene - <i>AMO</i>          Fitzgerald, Neil – <i>Youth Cop-Op, Inc.</i>          Flores, Oscar – <i>Arbor</i>          Gaviria-Lopez – <i>SER Jobs for Progress, Inc.</i>          Iglesias, Laura - <i>Jobs for Miami</i>          Marti, Sergio - <i>MDCPS</i>          Milian, Dalia - <i>City of Hialeah</i>          Milian, Delia - <i>City of Hialeah</i>          Mitchell, Carlana - <i>MDCPS</i>          Morales, Maria - <i>Arbor</i>          Oller, Virama – <i>Transition, Inc.</i>          Perez-Bonoto, Connie - <i>Youth Co-Op, Inc.</i>          Pichardo, Jorge - <i>Youth Co-Op, Inc.</i>          Rodriguez, Maria - <i>Youth Co-Op, Inc.</i>          Sanchez, Ophelia – <i>Management Resources Institute</i></p>
<p><b>Legal Counsel</b>          Tell, Peter-Assistant Miami-Dade County Attorney</p>	<p><b>SFW Staff</b>          Alonso, Gustavo          Beasley, Rick          Hernandez, Juan          Kistner, Ken          Pierre, Linda          Quiñones, Dulce          Smith, Marian</p>	

		Sante, Alicia - <i>Youth Co-Op, Inc.</i> Santiago, Helga – <i>Transition, Inc.</i> Simpkins, Ted – <i>Arbor, Employment &amp; Training</i> Sookie, Jossette - <i>The Paxen Group, Inc.</i> Valde, Roberto - <i>CANC</i> Ventura, Lilliam - <i>Arbor</i>
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Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Edward Margolis, SFWIB Chair, called the meeting to order at 9:18 A.M. All members were welcomed and Mr. Margolis noted that a quorum had not been achieved.

**2. Approval of Minutes of the April 17, 2008, Meeting of the SFWIB**

As there was no quorum, the minutes were not approved.

**3. Chairman’s Report**

Mr. Margolis, SFWIB Chair, thanked the members for attending this additional SFWIB meeting which was necessary due to end of fiscal year issues.

Mr. Margolis thanked Mr. Rick Beasley, SFWIB Executive Director for his efforts on behalf of SFW at the Workforce Florida, Inc. (WFI) meeting which they both attended. He noted that Mr. Beasley, in a difficult environment, represented SFW very well and in a very good light. He did so through performance, perseverance, and excellent people skills.

He added that there had been much discussion regarding investment in the local community, venture capital and following the money. Other subjects discussed were energy, water, health care, and public relations.

Locally we are doing a lot with real estate, management, and our providers have provided excellent services.

Mr. Margolis also thanked Mr. Andy Perez for his work on the Economic Development and Job Training Initiative and release of the State of the Workforce report hosted by Mayor Alvarez, and co-hosted by SFW.

He also thanked the SFWIB members who helped sponsor the event, Mr. Bernardo Adrover of BankUnited, Mr. Obdulio Piedra of Great Florida Bank, Mr. Thomas Roth of Hines Interests Limited Partnership, and Mr. Andy Perez of The Academy of South Florida, Inc.

Mr. Perez commented that the *State of the Workforce* event went extremely well, and the attendees from the private sector were very impressed. He added that possibly two follow-up events are anticipated.

**4. Executive Director’s Report**

Mr. Beasley distributed the *State of the Workforce* report, as well as a letter sent to Mr. Chris Hart, President, Workforce Florida, Inc. He added that working with Mr. Hart is a pleasure and he is very professional. He leads by example and he is a man of his word.

The letter highlighted three issues concerning this region: the loss of approximately \$4Million in new funding; questions regarding the methodologies used to calculate the PY08-09 planning

allocations; and that the concern that the formula still does not adequately reflect the economic conditions present in this workforce region.

He thanked Mr. Margolis for not only attending the WFI meeting in Orlando, but also meeting with Mr. Hart.

Regarding the release of the *State of the Workforce* report, he thanked Mr. Andy Perez of the Academy, as well as staff persons Ms. Marian Smith, Ms. Myria Morgan, Ms. Sharon McFarlane, and the all the others who assisted in the event.

He also thanked Ms. Linda Pierre, Mr. Richard Clarke for their work preparing the *State of the Workforce* report and Ms. Maria Bencomo for the layout of the report. He thanked the sponsors as well.

## **5. Finance Committee Report**

Mr. Margolis introduced Mr. Bernardo Adrover, Finance Committee Vice-Chair, who presented the report.

### **5a. Approval of Actions for Additional Food Stamp Employment & Training (FSET) Funds**

Mr. Beasley reported that FSET funds in the amount of \$87,332.00 must be spent by June 30, 2008. As there was no quorum, he asked that the SFWIB ratify the action at the next meeting.

Mr. Manrique asked what period of time the salaries were for, and to which Career Centers the staff would be assigned. Mr. Beasley reported that these are temporary staff to work part time.

Mr. Beasley reported that the original allocation and been dispersed, and this is additional funding to be dispersed.

Mr. Manrique noted that it would not be necessary to ratify an action, but that staff must inform the Board at the next meeting that the funds were appropriately spent.

Mr. Marinelli indicated that the Board had previously given to the Executive Director discretionary authority on an emergency basis up to a certain dollar amount. If that was so, the Executive Director could allocate the funds requested in this item.

Mr. Peter Tell, Assistant Miami-Dade County Attorney, noted that no limit was specified.

### **5b. Fiscal Year 2006-2007 Audit Report**

Mr. Anthony Brunson and Mr. Kevin Adderly, Sharpton, Brunson & Company, P.A., provided a presentation on the Fiscal Year 2006-2007 audit examination of SFWIB.

The opinion on financial statements and OMB, were unqualified. There were no items of non-compliance.

Mr. Adrover noted that the assets amount reported in presentation is not current. Mr. Adderly replied that the slide in the hard copy was an earlier draft.

Mr. Adrover asked about the material weakness. Mr. Adderly responded that the material weakness was a deferred liability carried forward for several years, even before Mr. Beasley's time, and due to turnover in staff and management, supporting documentation was not readily available. Management sent a letter to the State to inquire if information was available to help. The funds in the amount of \$651,000 appear to be amounts drawn down and for which the funds were never used.

Mr. Marinelli noted that the five members of the South Florida Employment and Training Consortium (SFETC) took up that issue, and it is now a moot issue. The state has resolved the \$299,000, and the balance is expected to be re-paid three to four months.



Mr. Peter Tell, Assistant Miami-Dade County Attorney, reported that this liability was a liability of the predecessor organization which no longer exists. It has nothing to do legally or financially with this board. The auditors, for whatever reason have put it on the SFWIB books. This board and its funds have no liability for those monies.

To date both Monroe County and Miami-Dade County have approved the settlement agreement with the state. Two of the three cities: the City of Hialeah and the City of Miami have approved the settlement agreement with the state. We expect the City of Miami Beach settlement to be approved as well. This would then be off the books of the predecessor organization.

Mr. Margolis noted that the State monitors recommended some control items in the area of board oversight into the financial controls. He asked the Finance committee to suggest ways to do that.

Commissioner Jordan asked whether the State auditors had made specific recommendations.

Mr. Brunson responded that it deals with Board composition, and items such as those brought to today's meeting. The desire is to have the Board more engaged.

Mr. Margolis asked whether the correct assets were included in the report to the State. Mr. Brunson noted that the handout which contains the incorrect amount was never submitted to the State. The correct amount was submitted.

#### **5c. March 2008 Financial Report**

Mr. Adrover began the financial report.

Mr. Beasley noted that in some areas spending was not up to the expected 75% in anticipation of the rescission. Mr. Adrover commented that Mr. Beasley exhibited careful management of the funding.

Items reported included:

1. Headquarter Costs- Equipment is under anticipated target, 23.36% vs. 75% over a nine month period due mainly to little spending in the Capital & Non-Capital Equipment budget. These purchases will be made on an as needed basis.
2. Career Centers-Youth Services are under anticipated target in the areas of Out of School (60.15%), In School (58.96%), and Special Programs (59.50%). Staff will keep an eye out on these variances to see if further intervention is necessary. However please note that there is a summer program that begins in June that have budgeted expenditures that will not materialize until fiscal year end.
3. Career Centers- Veteran Staff Incentives have been fully utilized, 100% vs. 75%, and no additional payment is anticipated this fiscal year.
4. Training and Support Services are significantly under anticipated projections, 40.53% vs. 75%. This is an area that has been closely monitored in the past and will continue to be. Staff is diligently working with Service Partners in an effort to maximize resources available. Some suggestions that staff have made, is for the service providers to closely monitor vouchers issued that have not materialized and to reconcile and void if necessary. Also, not all EWT and TAA allocations have been awarded.
5. Other Programs & Contracts are under anticipated projections, 50.23% vs. 75%. This is due to some new Board actions that have been recently approved and/or awarded such as 5,000 Role Models of Excellence, Take Stock in Children, University of West Florida, and Miami Dade College. Also, IDA and Career Services allocations have not been awarded.

Mr. Beasley noted that the figure for Youth would increase with the beginning of the summer program which started in May. He also added that there are invoices which have not yet been received, such as Miami-Dade County Public Schools, and Miami Dade College. Also funds such as EWT funds were not spent due to the pending rescission.

Ms. Barsell commented that the EWT program had funds held, and not all the funds held were due to the pending rescission. She asked if there was a plan to spend the funds or would the funds be rolled-over.

Mr. Beasley responded that the Career Centers had EWT funds to spend, although headquarters withheld EWT funds awaiting the decision by the State Board. That decision was received yesterday. The funds would now be spent on a number of projects that were awaiting that decision, and the remaining would be carried forward to next year.

Ms. Barsell commented that the delay of EWT funding was not a benefit to Monroe County. Mr. Beasley responded that Monroe County received 6.7 percent of the funding to this region, and EWT funding would be additional to that amount.

Ms. Barsell noted that if the funds were allocated, but not spent, then it is not a benefit to our community.

Mr. Beasley commented that the strategy for Monroe County is very different, and instead of using Workforce Investment Act (WIA) youth funds it would be better to use Temporary Assistance to Needy Families (TANF) funds for that population. Also, for individual training accounts (ITA) it would be better to use employed worker training (EWT) funds.

Mr. Margolis commented that Ms Barsell brought up a good point, and funds should be held aside for training for initiatives, such as career ladders.

Mr. Margolis noted that as there was no quorum, this had turned into more of a workshop meeting.

Mr. Beasley noted that Monroe County did not have any funds held. The only funds held were for EWT which are more or less discretionary.

Ms. Barsell expressed her concern regarding services in Monroe County.

Commissioner Jordan asked for clarification because she thought the concern was not just funding received, but funding not expended. The request is to have the funds brought back to Monroe County, and not carried forward.

Mr. Beasley repeated that for the Youth program Monroe County could use other dollars, which we have done. Instead of using the ITA model for Monroe County, use the EWT model. Expenditure-wise they are right on target, but we need to look at the Youth program.

Mr. Manrique commented that the provider was doing their job, but that Monroe County is a difficult area to fit into the given funding streams.

Mr. Beasley noted that in Monroe County there are very experienced workers coming back to the workforce and many need soft skills training, which is not regularly approved. We are looking at a certification specific to that area to provide trainings not usually approved, such as soft skills. If and chambers and their associations certify that the skills are required, it may be possible for SFW to pay for those trainings.

Mr. Manrique suggested staff work with Ms. Barsell on an economic summit similar to the Mayor's economic and job development initiative, so that Monroe County could help decide on the recommendations for Monroe.

**6. Workforce Systems Improvement Committee Report**

**6a. Approval of Actions for the Redesign of the Workforce Delivery System**

Ms. Cynthia Gaber, Committee Vice-Chair, presented the report.

At the Workforce Systems Improvement Committee meeting the Service Partners and staff teams presented three recommendations to the committee and option number one was approved.

Commissioner Jordan asked whether the cost savings was the only criteria for the decision.

Mr. Beasley asked the teams to present.

Ms. Harder suggested that as a member of the Committee she offered to clarify. The committee looked at maximizing our savings, and the committee endeavored to ensure that the number of services, the kinds of services, and the level of services would not be impacted. In addition, if the center was consolidating, to ensure that the customers would still have access to transportation to get to the new sites. All three recommendations agreed on consolidating two of the three centers, so that it was necessary to decide on the third site.

Commissioner Jordan noted that she needed to know where the other centers are so as to know if transportation is available.

Staff provided information on the sites considered, the access points to be opened, and those centers selected for closure.

Mr. Charles Gibson requested detailed information on how decisions were made, and to include a transit map.

Comm. Jordan requested the information on the numbers of customers affected. If those are the hard to serve, we really need to reach them. Staff provided approximate figures.

She asked for more information to back up the decisions, because it appears that for poor people concentrated in certain areas it would be harder for them to access services.

Mr. Rodriguez commented that he has a concern regarding closing the Carol City center.

Comm. Jordan suggested that the Teams go back to the drawing Board. As a County Commissioner, she must cut \$200M from the County budget, and this same population would again be affected.

Mr. Beasley noted that SFW cannot keep every door open, because if we do, there will not be staff enough to provide the services.

Mr. Piedra asked if the other centers have the capacity to absorb the staff from the closed centers. Mr. Beasley noted that the access points would reduce the number of customers who must visit the Career Centers.

He added that he is still trying to find another center in that area at no cost to SFW.

Mr. Marinelli suggested that counting on transportation as is, may not in fact be there because of county and city cuts in funding. Comm. Jordan noted that the Commission cut 18 bus routes, and there may not be transportation for those customers having to go to another center.

Mr. Beasley commented that keeping the center open is also a disservice, although SFW would do what the Board decides.

Mr. Manrique added that the total savings for the consolidations proposed would be only \$1.9Million, but that there is still the budget process to look for the remaining \$1.2M. Recommendations to consider would be those actions taken by the school system, employees to

take one day off without pay, senior management would take five days without pay, and cabinet members would take ten days without pay.

Mr. Manrique noted that the committee did an excellent job, but he suggests that Carol City remain open and staff investigate other ways to save the remaining \$1.2M.

Mr. Perez asked for information on the Miami Downtown center that already closed and consolidated. He asked how the Little Havana and Northside centers were working with the customers from Miami Downtown.

Mr. Beasley responded that some centers have a lot of vacant space, and added that he would have conversations with Mr. Manrique regarding vacant school space.

Mr. Margolis noted that Mr. Beasley has worked very hard to reduce the bricks and mortar costs.

Comm. Jordan noted that the School Board has taken re-purposing off the table, but SFW must contact them to express our interest. She also added that the City of Miami Gardens Community Development agreed to help with the bricks and mortar costs for the Carol City center from their funds, and she asked that every avenue be explored to keep the Carol City center open.

Mr. Rodriguez expressed his concern that Carol City is strategically located and there are many customers there.

Mr. Manrique congratulated Mr. Beasley and the way this had been handled. He suggested items to include in the RFPs: ensure there is language included that a Career Center is subject to being closed in 30-45 days; and that the successful proposer could be required to supervise additional satellites over and above those that may be included in the RFP.

He added that in his opinion closure of the Carol City center is not necessary.

**6b. Approval to Draft and Release an RFP for Career Center Services**

There was discussion as to whether discussion should be held at this meeting regarding the release of RFPs.

Mr. Tell noted that the release of the Request for Proposals is an operational item, and SFWIB is a policy board. The Board must approve the results of the RFP, which is the selection of successful proposer organization, and that reiterates what Commissioner Jordan said.

Mr. Manrique offered that language should be included in the RFP that the contract is subject to a 30 to 45 day notice to move to a new location and that the successful contractor may be required to supervise satellite centers.

He added that in his opinion, the \$1.9M could be identified in the budget process.

Mr. Marinelli suggested that the RFP be released to require that the proposers submit responses for several scenarios.

**7. Executive Committee Report**

**7a. Approval of Number of Career Centers an Organization May Manage/Operate**

**8. Youth Council Report**

**8a. Approval of Florida International University Informal Resolution Conference Action**

**8b. Approval to Allocate TANF Funds**

Items 7., 7a., 8., 8a., and 8b., were not discussed.

**8c. Approval to Draft and Release an RFP for Youth Services**

See agenda item 6b.

The meeting adjourned at 10:55 A.M.



3.

**South Florida Workforce Investment Board**

*June 26, 2008*

**Chairman's Report**

**BACKGROUND**

The Chair will provide a report.



4.

**South Florida Workforce Investment Board**

*June 26, 2008*

**Executive Director's Report**

**BACKGROUND**

The Executive Director will provide a report.



5.A

**South Florida Workforce Investment Board**

*June 26, 2008*

**April 2008 Finance Report**

**BACKGROUND**

The un-audited finance report for the months ending April 30, 2008, will be reviewed.

*Attachments*





**5.B**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of a 2007-2008 Budget Modification**

**RECOMMENDATION**

The consensus of the Finance Committee members present recommend the reallocation and readjustment actions as set forth below.

**BACKGROUND**

SFW has expended dollars for programmatic temporary staff assigned to Florida Rebuild, Ready to Work, Military Family Employment Advocacy and Trade Adjustment Act (TAA) grants. The dollars were charged to the headquarters administrative temporary staff line item. There were no dollars allocated to this line item to perform the programmatic functions in these particular programs.

To ensure that all expenditures incurred during this Fiscal Year are properly reflected in the budget, SFW staff recommends that the \$166,442.00 in funds be reallocated and or readjusted to the programs as follows:

<b>Program</b>	<b>Reallocation Amount</b>	<b>Readjustment Amount</b>	<b>Total</b>
Florida Rebuild Grant	\$43,344.00	\$0.00	\$43,344.00
Ready To Work Grant	\$32,712.00	\$0.00	\$32,712.00
Trade Adjustment Assistance (TAA) Grant	\$43,912.00	\$4,521.00	\$48,433.00
Military Family Employment Advocacy Grant	\$0.00	\$41,953.00	\$41,953.00
<b>Totals</b>	<b>\$119,968.00</b>	<b>\$46,474.00</b>	<b>\$166,442.00</b>

At the June 19, 2008, Finance Committee meeting there was no quorum for this item; however, the consensus of the members present recommend the reallocation and readjustment actions set forth above.



5.C

**South Florida Workforce Investment Board**

***June 26, 2008***

**Approval of the SFW Fiscal Year (FY) 2008-2009 Budget**

**RECOMMENDATION**

The Finance Committee's recommendation is forthcoming.

**BACKGROUND**

Attached for review is the proposed SFW FY 2008-2009 Budget.

This item is being reviewed at the June 25, 2008 Finance Committee meeting and the Committee's recommendation will be forwarded to the Board.

*Attachment*



**5.D**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of 2008-2009 Funding Allocation Methodology**

**RECOMMENDATION**

The Finance Committee's recommendation is forthcoming.

**BACKGROUND**

For FY 2007, SFW funded providers based on the proportions that were awarded in prior years. In order to allocate funding in a more equitable manner, SFW staff has researched funding allocation methodologies for Miami-Dade County for WIA Adult, WIA Dislocated Worker, Unemployment Compensation and Reemployment and Eligibility Assessment.

The funding allocation methodology for the above programs will be based on the following formula:

- 1/3 of the funding based on the percent of the total number of unemployed by ZIP Codes per Career Center,
- 1/3 of the funding based on the percent of the total civilian labor force by Zip Codes per Career Center, and
- 1/3 of the funding based on the percent of the total Employ Florida Registration per Career Center.

For Welfare Transition and the Food Stamp Employment & Training (FSET) programs the funding is based on the caseload per center.

SFW staff recommends approval of the funding allocation methodology described above.

This item is being reviewed at the June 25, 2008 Finance Committee meeting and the Committee's recommendation will be forwarded to the Board.



*5.E*

**South Florida Workforce Investment Board**

*June 26, 2008*

**Approval of Pilot Cash Advance Initiative**

**RECOMMENDATION**

The Finance Committee's recommendation is forthcoming.

**BACKGROUND**

At the May 7, 2008, Finance Committee meeting, the members discussed the possibility of SFW developing a Pilot Cash Advance Initiative that would assist local small Community-Based and Faith-Based Organizations to participate in SFWIB future initiatives.

SFW staff has researched the Miami-Dade County policy and staff is recommending that a Cash Advance Pilot program be developed and include, as a minimum, the following:

1. The Pilot will be limited to four agencies,
2. Contracts will not exceed \$100,000.00 per project,
3. The agencies must be a non-profit, in business for at least two (2) years, has not had a contract with SFWIB within the last two (2) years and must be able to meet the SFWIB Due Diligence Requirements,
4. The Cash advance will be 2/12<sup>th</sup> of the contract amount (first and last months of the contract),
5. Expenses must be fully supported and documented; i.e. cancelled checks, etc., and
6. Reimbursements will be on a monthly basis, and cash advanced funds will be repaid as a percentage of the reimbursement invoice.

This item is being reviewed at the June 25, 2008 Finance Committee meeting and the Committee's recommendation will be forwarded to the Board.



**6.A**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of Career Center Locations Action**

**RECOMMENDATION**

The consensus of the Workforce Systems Committee (WSI) Committee members present recommends that staff be authorized to move forward with Career Center actions set forth below.

**BACKGROUND**

At the April 24, 2008, Workforce Systems Improvement Committee (WSI) meeting the Committee recommended the following action: consolidation of the Carol City, Hialeah Gardens and Miami Downtown Career Centers.

SFW staff researched alternative solutions for the Carol City and Hialeah Gardens Career Centers. The attached analysis outlines a solution. If approved by the Board, SFW would proceed with the consolidation of the Carol City and Hialeah Gardens Career Centers. However, by reducing the square footage and/or relocating the West Dade Career Center, the savings will enable SFW to negotiate and open new Career Centers in the Hialeah Gardens and Carol City areas. To ensure savings, the size of these Centers would be reduced compared to the existing locations.

The actions detailed above would enable SFW to maintain its presence in the Carol City and Hialeah Gardens communities.

SFW staff recommends that staff be authorized to move forward with the Career Center actions detailed above.

At the June 13, 2008, Workforce Systems Improvement Committee meeting there was no quorum for this item; however, the consensus of the members present recommend that staff be authorized to move forward with Career Center actions set forth above and to forward to the full Board for approval.

*Attachment*

Career Center Expenditures	YEAR ONE				YEAR TWO				YEAR THREE			
	West Dade Reduction	Hialeah Gardens	Job Corps (Carol City)	West Dade	West Dade Reduction	Hialeah Gardens	Job Corps (Carol City)	West Dade	West Dade Reduction	Hialeah Gardens	Job Corps (Carol City)	West Dade
Square Footage	8,886	5,196	5,000	17,772	6,000	5,196	5,000	17,772	6,000	5,196	5,000	17,772
Base Rent <sup>1</sup>	\$ 168,834.00	\$ 114,312.00	\$ 48,300.00	\$ 337,668.00	\$ 177,275.70	\$ 117,741.36	\$ 48,300.00	\$ 354,551.40	\$ 186,161.70	\$ 121,274.64	\$ 48,300.00	\$ 372,323.40
CAM	\$ 59,891.64	\$ 37,671.00	\$ -	\$ 119,783.28	\$ 62,912.88	\$ 39,541.56	\$ -	\$ 125,825.76	\$ 66,022.98	\$ 41,516.04	\$ -	\$ 132,045.96
Pass Throughs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 23,725.62	\$ 13,873.32	\$ 13,350.00	\$ 47,451.24	\$ 24,880.80	\$ 14,548.80	\$ 14,000.00	\$ 49,761.60	\$ 26,124.84	\$ 15,276.24	\$ 14,700.00	\$ 52,249.68
Janitorial	\$ 29,945.82	\$ 17,510.52	\$ -	\$ 59,891.64	\$ 31,456.44	\$ 18,393.84	\$ -	\$ 62,912.88	\$ 33,055.92	\$ 19,329.12	\$ -	\$ 66,111.84
<b>Annual Cost</b>	\$ 282,397.08	\$ 183,366.84	\$ 61,650.00	\$ 564,794.16	\$ 296,525.82	\$ 190,225.56	\$ 62,300.00	\$ 593,051.64	\$ 311,365.44	\$ 197,396.04	\$ 63,000.00	\$ 622,730.88

<b>Three Career Centers (CW/HG/JC) Vs West Dade</b>	<b>\$ 527,413.92</b>	<b>\$ 564,794.16</b>	<b>\$ 549,051.38</b>	<b>\$ 593,051.64</b>	<b>\$ 571,761.48</b>	<b>\$ 622,730.88</b>
<i>Variance - Savings/(Overage)</i>	\$	37,380.24	\$	44,000.26	\$	50,969.40

<sup>1</sup> The base rents for the Coral Way and Hialeah Gardens locations are quotes from the leasing agents. The rates have not been negotiated. Due to negotiations rates could be lower.



**6.B**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of Consolidation Action for Quality Assurance Staff**

**RECOMMENDATION**

The Workforce Systems Improvement (WSI) Committee recommends the approval to consolidate four Quality Assurance (QA) staff currently assigned to the Career Centers/Service Providers with the current SFW Program staff.

**BACKGROUND**

The Workforce Systems Improvement (WSI) Committee has held discussions on the Region's Service Delivery which have focused on how to provide services where not currently provided, funding levels and the impact funding has on the Career Centers and the services that can be provided.

The Service Partners and SFW staff having been working in partnership to develop recommendations for the Region's service delivery system. Two teams had been created, each team composed of Service Partners and SFW staff. The first team was charged with determining the number of service delivery centers, and the second team was charged with reviewing the service delivery process.

At the April 24, 2008, Workforce Systems Improvement (WSI) Committee meeting, two options to improve Quality Assurance (QA) were presented for the Committee's review and action. The two options were:

- Option 1: consolidating four QA staff currently assigned to the Career Centers/Service Providers with the current SFW Program staff. This option results in a cost savings ranging from \$208,308 to \$313,908 for PY'08/098.
- Option 2: implements a peer-to-peer QA process at no cost savings

The Workforce Systems Improvement (WSI) Committee discussed this item. The Committee recommends that Option 1, consolidating four Quality Assurance (QA) staff currently assigned to the Career Centers/Service Providers with the current SFW Program staff be forwarded to the full Board for approval.

*Attachment*

## **Career Center Process Improvement Recommendations for Quality Assurance**

Pursuant to the Workforce Systems Committee's request in March 2008, a Career Center Process Improvement Working Group ("Group") comprised of South Florida Workforce Investment Board (SFWIB) staff and current service providers' staff was convened to study and provide recommendations to improve the Career Center service delivery system and identify cost savings for Program Years 08/09 and 09/10. The Group was charged to: a) provide recommendations for Career Center staff on how to continue to provide adequate delivery of services to our primary and secondary customers and b) to do so without radically impacting the current staffing levels of existing career centers.

The Group met over a five week period to review and discuss the current career center service delivery system and to consider a variety of models proposed. Summarized below are the Quality Assurance options that could potentially improve the Career Center service delivery system and realize a potential cost savings.

As detailed below, the desired cost savings would only be realized in one of the two options recommended by the Career Center Process Working Group. The cost savings analysis is also attached (**Attachment A**).

### **Quality Assurance - Option One**

The first option contemplates the savings to be realized by consolidating four (4) Quality Assurance staff currently assigned to the Career Centers/Service Providers with the current SFW Programs staff. As a result, this would enhance the Quality Assurance process at no additional administrative cost. In addition, this will allow additional file and system reviews, as well as providing more technical assistance/training. Furthermore, this staff will have the flexibility to provide Quality Assurance not only at the Career Centers but across all South Florida Workforce programs. This option results in a cost savings ranging from \$208,308 to \$313,908 for PY08/09.

### **Quality Assurance - Option Two**

The second option considered by the working group contemplates implementing a peer to peer Quality Assurance process at no cost savings. This simply means modifying the Quality Assurance process to have the current staff from one Career Center/Service Partner provide Quality Assurance to another Career Center/Service Provider. Therefore, there is no cost savings. A process will have to be worked on in order to minimize any disruption in synergy.

### **Conclusion**

In conclusion, the group made considerable progress in articulating strategies that would allow the Region to improve the Quality Assurance Process for the Region. The working group recognizes that it is extremely important that we become more proactive, have subject matter experts as points of contact, and to improve the process by providing more training, feedback, and technical assistance. Undoubtedly, we face many constraints and challenges, therefore it will be the responsibility of all of us to stay the course and provide support to this important process as it now enters its crucial, implementation phase. We look forward to keeping you apprised of our progress in the future.



**Option 2 Provider/Career Center Peer to Peer Quality Assurance**

<b>JOB TITLE</b>	<b>Salary</b>	<b>Fringe Benefits</b>	<b>Adm Cost</b>	<b>Total Cost</b>
Career Advisor/Quality assurance	\$ 13,734.87	\$ 4,396.16	\$ 1,813.10	\$ 19,944.13
Job Specialist/Quality Assurance	\$ 37,003.20	\$ 11,842.02	\$ 4,884.52	\$ 53,729.75
Quality Assurance/Trainer	\$ 64,986.02	\$ 20,796.53	\$ 8,578.25	\$ 94,360.80
Quality Assurance Manager	\$ 69,550.00	\$ 22,257.00	\$ 9,180.70	\$ 100,987.70
Supervisor, QA & CQI	\$ 45,000.00	\$ 14,401.00	\$ 5,940.10	\$ 65,341.10
Supervisor, QA & CQI	\$ 45,362.00	\$ 14,516.84	\$ 5,987.88	\$ 65,866.72
Supervisor & QA	\$ 49,640.00	\$ 15,885.80	\$ 6,552.58	\$ 72,078.38
	\$ 325,276.09	\$ 104,095.35	\$ 42,937.14	\$ 472,308.58

**Option 1 SFW Quality Assurance**

	<b>Minimum</b>	<b>Maximum</b>
Salary Range	\$ 30,000.00	\$ 50,000.00
Salary plus Fringe Benefits	\$ 39,600.00	\$ 66,000.00
Salary plus Fringe Benefits for 4 QA Staff	\$ 158,400.00	\$ 264,000.00
<b>Cost Savings</b>	<b>\$ 313,908.58</b>	<b>\$ 208,308.58</b>



**6.C**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of an Allocation of Welfare Transition  
Non-Custodial Parent Program Funds**

**RECOMMENDATION**

The consensus of the Workforce Systems Improvement (WSI) Committee members present recommends the approval of an allocation not to exceed \$47,057.00 in unobligated Welfare Transition Non-Custodial Parents Program funds as set forth below.

**BACKGROUND**

Gulf Coast Jewish Family Services, Inc, d/b/a Gulf Coast Community Care has been operating the Non-Custodial Parent Employment Program under a contract with SFW using Welfare Transition Non-Custodial Parents Program funds.

There is approximately \$47,057.00 in unobligated Welfare Transition Non-Custodial Parent Program funds available. These funds are Temporary Assistance to Needy Families (TANF) funds that must be obligated by June 30, 2008, or they cannot be certified forward for next year.

SFW staff recommends the approval of an allocation not to exceed \$47,057.00 in unobligated Welfare Transition Non-Custodial Parents Program funds to Gulf Coast Jewish Family Services, Inc, d/b/a Gulf Coast Community Care.

At the June 13, 2008, Workforce Systems Improvement Committee meeting there was no quorum for this item; however, the consensus of the members' present recommend the approval of an allocation not to exceed \$47,057.00 in unobligated Welfare Transition Non-Custodial Parents Program funds to Gulf Coast Jewish Family Services, Inc, d/b/a Gulf Coast Community Care and to forward to the full Board for approval.



**6.D**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of Additional Funds for the City of Hialeah**

**RECOMMENDATION**

The consensus of the Workforce Systems Improvement (WSI) Committee members present recommends the approval of an allocation not to exceed \$94,433.00 to the City of Hialeah as set forth below.

**BACKGROUND**

The City of Hialeah, which operates the Hialeah Downtown Career Center located at 240 East First Street, Hialeah, Florida, has submitted a request for \$186,400.00 in additional funds to allow the City of Hialeah to continue to operate its Career Center at its current level of services. The City of Hialeah has informed SFW that due to Employee Contract Negotiations that have been completed, the funding awarded by SFW is insufficient to cover the existing service levels.

SFW staff recommends an allocation not to exceed \$94,433.00 to the City of Hialeah as follows:

- Temporary Assistance to Needy Families (TANF) Funds \$59,370.00
- Unemployment Compensation Funds \$35,063.00  
\$94,433.00

At the June 13, 2008, Workforce Systems Improvement Committee meeting there was no quorum for this item; however, the consensus of the members present recommend the approval of an allocation not to exceed \$94,433.00 to the City of Hialeah, and to forward to the full Board for approval.



**6.E**

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of Workforce Services RFP Actions**

**RECOMMENDATION**

The consensus of the Workforce Systems Improvement (WSI) Committee members present recommends the approval to declare the Workforce Services Request for Proposal a failed procurement, to give staff the authority to extend current contracts three months and to authorize staff to draft and release a new Workforce Services Request for Proposals.

**BACKGROUND**

On May 20, 2008, a Request for Proposals (RFP) for Workforce Services for the period July 1, 2008 through June 30, 2009, was released to the community. A total of nine (9) agencies responded to the Workforce Services RFP.

Staff reviewed the submissions based on the criteria detailed in the RFP. A publicly noticed Proposal Review Session was conducted on June 11, 2008. The reviewers provided their scoring per respondent. A total of four (4) agencies were disqualified from consideration for failing to meet due diligence requirements. Table 1 displays the results of the public review session.

Historically, 80 points was the minimum score for consideration for funding. Based on the results of the proposal review session, SFW staff recommends that the Workforce Services RFP be declared a failed procurement.

At the June 13, 2008, Workforce Systems Improvement Committee meeting there was no quorum for this item; however, the consensus of the members' present recommend the approval to declare the Workforce Services Request for Proposal a failed procurement, give staff the authority to extend current contracts three months, to authorize staff to draft and release a new Workforce Services Request for Proposals, and to forward to the full Board for approval.

*Attachment*

**Workforce Services**

Requesting Organization	Workforce Services Carol City Location						
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan	Comments
		Average Score Across Raters					
Arbor E&T, LLC	4.25	44.56	0.00	9.50	9.50	67.81	
Better Family Life	4.25	40.19	10.00	6.60	10.00	71.04	Proposal disqualified. Thje agency did not meet Due Diligence

**Workforce Services**

Requesting Organization	Workforce Services Hialeah Downtown Location						
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan	Comments
		Average Score Across Raters					
Hialeah, City of	4.50	29.00	6.25	9.10	8.50	57.35	Proposal disqualified. Thje agency did not meet Due Diligence

**Workforce Services**

Requesting Organization	Workforce Services Hialeah Gardens Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan
		Average Score Across Raters				
Arbor E&T, LLC	4.25	44.56	3.75	9.50	9.50	71.56

**Workforce Services**

Requesting Organization	Workforce Services North Miami Beach Location						
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocviation Plan	Comments
		Average Score Across Raters					
Arbor E&T, LLC	4.25	44.56	3.75	9.50	9.50	67.81	
SER-Jobs for Progress, Inc	2.75	48.25	10.00	9.50	9.00	79.50	Proposal disqualified. The agency did not meet Due Diligence



**Workforce Services**

Requesting Organization	Workforce Services Northside Location						Comments
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan)	
		Average Score Across Raters					
Arbor E&T, LLC	4.25	44.56	3.75	9.50	9.50	71.56	
Private Industry Council of Dade County dba Jobs for Miami	3.75	44.00	10.00	9.50	10.00	77.25	Proposal disqualified. The agency did not meet Due Diligence
Youth Co-Op, Inc.	4.25	49.19	5.00	9.50	10.00	77.94	

**Workforce Services**

Requesting Organization	Workforce Services Miami Beach Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan
		Average Score Across Raters				
UNIDAD of Miami Beach, Inc.	3.50	45.50	10.00	9.00	7.00	75.00

**Workforce Services**

Requesting Organization	Workforce Services Little Havana Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance - Budget & Cost Allocation Plan)
		Average Score Across Raters				
Arbor E&T, LLC	4.25	44.56	3.75	9.50	9.50	71.56
Youth Co-Op, Inc.	4.25	49.19	5.00	9.50	10.00	77.94

**Workforce Services**

Requesting Organization	Workforce Services West Dade Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocvation Plan
		Average Score Across Raters				
Youth Co-Op, Inc	4.25	44.19	6.25	9.50	10.00	79.19

**Workforce Services**

Requesting Organization	Workforce Services Perrine Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocvation Plan
		Average Score Across Raters				
Youth Co-Op, Inc	4.25	44.19	6.25	9.50	10.00	79.19

**Workforce Services**

Requesting Organization	Workforce Services Homestead Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan)
		Average Score Across Raters				
Arbor E&T, LLC	4.25	44.56	3.75	9.50	9.50	71.56
Adults Mankind Organization (AMO), Inc.	4.25	36.19	7.50	9.50	9.00	66.44

**Workforce Services**

Requesting Organization	Workforce Services Offender Hub- Culmer & REG Courthouse Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan
		Average Score Across Raters				
Transition	3.75	41.69	7.50	9.10	9.00	71.04

**Workforce Services**

Requesting Organization	Workforce Services Key Largo Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocvation Plan
		Average Score Across Raters				
Youth Co-Op. Inc	4.25	49.19	5.00	9.50	10.00	77.94



**Workforce Services**

Requesting Organization	Workforce Services Key West Location					
	Organizational Experience/Capabilities and Staffing Qualifications (5 points)	Proposed Service Strategies/Scope of Services (65 Points)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap + Average Score of Raters (Technical) + Proposed Performance _ Budget & Cost Allocation Plan
		Average Score Across Raters				
Youth Co-Op. Inc	4.25	49.19	5.00	9.50	10.00	77.94



7.A

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval of FIU Youth Services/TCT Informal Resolution Conference Action**

**RECOMMENDATION**

The Youth Council recommends the approval of removing FIU from Youth Services/TCT funding consideration for failing to meet due diligence and to allocate the remaining Youth Services/TCT funds to the other Youth Services/TCT funded providers.

**BACKGROUND**

At the March 18, 2008, Youth Council Committee Meeting, the Council approved the results of the SFWIB Informal Resolution Conference. As indicated in the chart below, Florida International University did not meet the required due diligence.

SFW staff has diligently worked with FIU to obtain the required due diligence documentation since the Informal Resolution Conference decision.

At the May 13, 2008, Youth Council recommended that FIU be given an additional 30 days to submit all required due diligence documents. As June 13, 2008, FIU has not submitted the required documents.

Organization	Results	Recommendation
Florida International University (FIU)	<p>Florida International University provided the required due diligence items at the time of the Informal Resolution Conference. In addition, during the session, Florida International University (FIU) provided sufficient documentation to reverse the scores received from the raters for the programmatic components of the proposal. The panel decided that contingent upon the satisfactory review by SFW staff of the submitted due diligence documents, the SFWIB Informal Resolution Panel recommended that Florida International University be awarded youth services for The Children's Trust.</p> <p>SFW has reviewed the submitted due diligence documentation and the documents submitted did not meet the due diligence requirements.</p>	Not recommended for funding. FIU has not met due diligence.

The Youth Council discussed this item at its June 13, 2008, meeting. The Youth Council is recommending that FIU be removed from funding consideration for failing to meet due diligence and to allocate the remaining Youth Services/TCT funds to the other Youth Services/TCT funded providers, and to forward to the full Board for approval.



**7.B**

**South Florida Workforce Investment Board**

***June 26, 2008***

**Approval to Allocate Temporary Assistance to Needy Families (TANF) Funds to Enhance Summer Youth Activities**

**RECOMMENDATION**

The consensus of the Youth Council members present recommend the approval for the utilization of Temporary Assistance to Needy Families (TANF) funds in an amount not to exceed \$464,838.00 to sponsor summer youth activities, as set forth below and in the attached Table.

**BACKGROUND**

SFW staff identified TANF funding which could be used to enhance this year's summer youth activities. Staff requested approval to allocate TANF dollars to current WIA youth providers to deliver summer youth employment activities. WIA Youth Service Providers will be responsible for administering the fiscal and programmatic components of the program.

At the May 13, 2008, Youth Council meeting there was no quorum for this item; however, the consensus of the members present recommended the approval for the utilization of Temporary Assistance to Needy Families (TANF) funds in an amount not to exceed \$464,838.00 to sponsor summer youth activities, as set forth in the attached Table and to forward to this item the full Board for action.

*Attachment*

**PY 07-08 TANF SUMMER YOUTH SERVICES**

PARTNER'S NAME	Proposed by Partners-CURRENT		
	Number of CURRENT Youth	Amount Requested	Cost per Participant
<b>SUMMER ACTIVITIES IN-SCHOOL</b>			
City of Hialeah	75	90,000	1,200
Cuban American National Council	32	25,634	801
Easter Seals	40	13,137	328
Jobs for Miami	350	312,643	893
UNIDAD	0	0	0
Youth Co-Op	0	0	0
<b>IN-SCHOOL TOTALS</b>	<b>497</b>	<b>441,414</b>	<b>888</b>
<b>SUMMER ACTIVITIES OUT-of-SCHOOL</b>			
Easter Seals	8	2,923	365
Greater Miami Service Corps	10	16,320	1,632
Youth Co-Op	0	0	0
<b>OUT-OF-SCHOOL TOTALS</b>	<b>18</b>	<b>19,243</b>	<b>1,069</b>
<b>CRIME PREVENTION</b>			
Trinity Peacemakers	40	30,000	750
Youth Co-Op	0	0	0
<b>CRIME PREVENTION TOTALS</b>	<b>40</b>	<b>30,000</b>	<b>750</b>
<b>PROGRAM TOTALS</b>	<b>555</b>	<b>490,657</b>	<b>884</b>

SFW RECOMMENDATIONS-CURRENT		
# OF YOUTH	FUNDING	Cost per Participant
75	69,075	921
32	25,632	801
40	13,137	328
175	156,275	893
0	0	0
0	0	0
<b>322</b>	<b>264,119</b>	<b>820</b>
8	2,923	365
10	9,210	921
0	0	0
<b>18</b>	<b>12,133</b>	<b>674</b>
40	30,000	750
0	0	0
<b>40</b>	<b>30,000</b>	<b>750</b>
<b>380</b>	<b>306,252</b>	<b>806</b>

Proposed by Partners-NEW		
Number of NEW Youth	Amount Requested	Cost per Participant
0	0	0
0	0	0
10	9,234	923
120	107,192	893
18	8,861	492
75	73,156	975
<b>223</b>	<b>198,443</b>	<b>890</b>
0	0	0
0	0	0
25	31,150	1,246
<b>25</b>	<b>31,150</b>	<b>1,246</b>
40	30,000	750
20	24,920	1,246
<b>60</b>	<b>54,920</b>	<b>915</b>
<b>308</b>	<b>284,513</b>	<b>924</b>

SFW RECOMMENDATIONS-NEW		
# of YOUTH	FUNDING	Cost Per Participant
0	0	0
0	0	0
10	9,210	921
0	0	0
18	8,856	492
75	69,075	921
<b>103</b>	<b>87,141</b>	<b>846</b>
0	0	0
0	0	0
25	23,025	921
<b>25</b>	<b>23,025</b>	<b>921</b>
40	30,000	750
20	18,420	921
<b>60</b>	<b>48,420</b>	<b>807</b>
<b>188</b>	<b>158,586</b>	<b>844</b>

PARTNER'S TOTAL REQUEST
90,000
25,634
22,371
419,835
8,861
73,156
<b>639,857</b>
0
16,320
31,150
<b>47,470</b>
60,000
24,920
0
<b>84,920</b>
<b>772,247</b>

SFW'S FUNDING RECOMMENDATIONS
69,075
25,632
22,347
156,275
8,856
69,075
<b>351,260</b>
2,923
9,210
23,025
0
<b>35,158</b>
60,000
18,420
0
<b>78,420</b>
<b>464,838</b>

MAXIMUM FOR WAGES \$921



7.C

**South Florida Workforce Investment Board**

**June 26, 2008**

**Approval to Allocate Temporary Assistance to Needy Families (TANF) Funds**

**RECOMMENDATION**

The Youth Council recommends the approval of an allocation not to exceed \$185,153.00 in unobligated TANF funds as set forth below.

**BACKGROUND**

Take Stock in Children (TSIC) and 5,000 Role Models of Excellence are programs that work with economically disadvantaged at-risk youth. The 5,000 Role Models of Excellence program in particular works with at-risk minority males. The programs work to keep youth in-school and offer scholarships to youth who successfully complete.

SFW has provided scholarship to both TSIC and 5,000 Role Models of Excellence.

SFW staff recommended that up to \$185,153.00 in unobligated TANF funds be allocated to purchase for scholarships for Take Stock in Children and the 5,000 Role Models of Excellence program as follows:

- Take Stock in Children                      \$92,576.50                      15 Scholarships
  - 5,000 Role Models of Excellence        \$92,576.50                      22 Scholarships
- \$185,153.00

The Youth Council discussed this item at its June 13, 2008, meeting. The Youth Council is recommends approval of this item and to forward to the full Board for approval.



7.C

**South Florida Workforce Investment Board**

***June 26, 2008***

**Approval of Youth Services RFP Actions**

## **RECOMMENDATION**

The Youth Council recommends the approval to declare the Youth Services Request for Proposal a failed procurement, to give staff the authority to extend current contracts three months, and to authorize staff to draft and release a new Youth Services Request for Proposals.

## **BACKGROUND**

On May 20, 2008, a Request for Proposals (RFP) for Youth Services for the period July 1, 2008 through June 30, 2009, was released to the community. A total of twelve (12) agencies responded to the Youth Services RFP.

Staff reviewed the submissions based on the criteria detailed in the RFP. A publicly noticed Proposal Review Session was conducted on June 11, 2008. The reviewers provided their scoring per respondent. A total of five (5) agencies were disqualified from consideration for failing to meet the due diligence requirements. Table 1 displays the results of the public review session.

Historically, 80 points was the minimum score for consideration for funding. Based on the results of the proposal review session; SFWIB staff recommends that the Youth Services RFP be declared a failed procurement.

The Youth Council discussed this item at its June 13, 2008, meeting. The Youth Council recommends approval to declare the Youth Services Request for Proposal a failed procurement, give staff the authority to extend current contracts three months, to authorize staff to draft and release a new Youth Services Request for Proposals and to forward to the full Board for approval.

*Attachment*

Youth Services  
Scores

Requesting Organization	Youth Services/In -School Youth						Comments
	Organizational Experience/ Capabilities and Staffing Qualifications (5points)	Proposed Service Strategies/Scope of Services (65 points) (Average Score Across Raters)	Proposed Performance/Cost Effectiveness (10 points)	Proposed Budget (10 points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap +Average Score of raters (Technical)+ Proposed Performance+Budget & Cost Allocation Plan)	
Adults Mankind Organization, (AMO) Inc.	3.58	46.94	2.50	9.00	9.00	71.02	
Community Coalition, Inc.	4.33	38.69	3.00	9.50	10.00	65.52	
Cuban American National Council, Inc.	4.50	36.56	2.50	9.00	10.00	62.56	
Florida Venture Foundation	3.83	31.06	1.75	6.50	5.00	48.14	The Proposal was disqualified. The Respondent did not meet Due Diligence
Hialeah, City of	3.50	43.25	4.50	9.00	8.50	68.75	The Proposal was disqualified. The Respondent did not meet Due Diligence
Miami-Dade County Poublic Schools	2.83	23.26	3.00	7.50	10.00	46.58	The Proposal was disqualified. The Respondent did not meet Due Diligence
Private Industry Council of Dade County dba Jobs for Miami	4.33	52.25	7.00	9.50	10.00	83.08	The Proposal was disqualified. The Respondent did not meet Due Diligence
Transition, Inc.	4.25	47.00	5.25	6.50	9.00	72.00	
Trinity Church, Inc.	4.08	40.88	1.75	7.50	8.50	62.71	
UNIDAD of Miami Beach, Inc	3.08	46.19	4.00	6.50	7.00	66.77	
Youth Co-O, Inc.	4.25	47.81	9.00	7.00	10.00	78.06	

Youth Services  
Scores

Requesting Organization	Youth Services/Out of School Youth						Comments
	Organizational Experience/ Capabilities and Staffing Qulaifications (5points)	Proposed Service Strategies/Scope of Services (65 points) (Average Score Across Raters)	Proposed Perfomance/Cost Effectiveness (10 points)	Proposed Budget (10 points)	Cost Allocation Plan (10 points)	Final Rating Score (Organizational Cap +Average Score of raqters (Technical)+ Proposed Performance+Budget & Cost Allocation Plan)	
Adults Mankind Organization, (AMO) Inc.	3.58	46.75	5.25	9.00	9.00	73.58	
Cuban American National Council, Inc.	4.50	36.75	4.75	8.50	10.00	64.50	
Greater Miami Service Corps	4.33	51.81	1.75	9.00	10.00	76.89	The Proposal was disqualified. The Respondent did not meet Due Diligence
Hialeah, City of	3.75	44.06	8.50	7.50	8.50	72.31	The Proposal was disqualified. The Respondent did not meet Due Diligence
Private Industry Council of Dade County dba Jobs for Miami	4.33	44.88	4.75	9.00	10.00	72.96	The Proposal was disqualified. The Respondent did not meet Due Diligence
Transition, Inc.	4.25	47.50	7.25	6.50	9.00	74.50	
Youth Co-O, Inc.	4.25	52.56	8.00	7.00	10.00	81.81	