



REVISED

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Thursday, December 18, 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 Meeting Minutes
 - A. September 18, 2008
 - B. November 7, 2008
3. Chairman's Report
4. Executive Director's Report
5. SFWIB 2008 Retreat Follow-up
6. Executive Committee
 - A. Approval of SFWIB 2009 Calendar
 - B. Discussion of SFWIB By-Law Changes
 - C. Approval of Refugee Employment and Training (RET) Budget Modifications*
 - D. Approval to Allocate Surplus Refugee Employment & Training Funds*
 - E. Approval to Accept and Allocate Food Stamps Employment and Training (FSET) Funds*
7. Finance Committee
 - A. October 2008 Finance Report
 - B. SFWIB Internal Controls Policy and/or Procedure Recommendations
 - i. Approval of Increasing Fidelity Bond Coverage
 - ii. Approval of Establishment of Mandatory Leave policy for Key Positions
 - iii. Approval of Establishing a Formal Risk Assessment Process
 - iv. Approval of Finance Staff Annual Training Requirement
 - v. Approval of Bank Reconciliation Modification
 - vi. Approval of Vendor Master File Modification
 - vii. Approval of Revised Policy and Procedure to Conduct Payroll Reconciliation
 - viii. Approval of IT Network Strengthening
 - ix. Approval of IT Application Change Procedures
 - x. Approval of IT Backup and Recovery Procedures

- C. Approval to Accept Additional Reed Act Funds
 - D. Approval to Accept Rapid Response Supplemental Funds
- 8. Workforce Systems Improvement Committee
 - A. Approval of Reed Act Funds Allocations
 - B. Approval of FSET Funds Allocations
 - C. Approval of Veterans Incentives Allocations
 - D. Approval of Support Services Matrix
- 9. Youth Council
 - A. Approval of In-School Youth Programs Caseload Distribution Recommendation
 - B. Approval of Out-of School Youth Programs Caseload Distribution Recommendation
 - C. Approval of In-School Youth Allocation
 - D. Approval of Out-of-School Youth Allocation
- 10. Economic Development and Industry Sector Committee
 - A. ~~Recommendation as to the Approval of Revised ITA Policy~~ **REMOVED**
 - B. Approval of New Programs for Approved Training Agents*
- 11. Informal Resolution Conference Results

Note: *Agenda items asterisked in red are from the November 7, 2008 SFWIB Meeting.

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.A

South Florida Workforce Investment Board

December 18, 2008

Minutes of South Florida Workforce Investment Board Meeting, September 18, 2008

South Florida Workforce Investment Board Meeting, September 18, 2008, 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 Not in Attendance	Other Attendees
<ol style="list-style-type: none"> 1. Margolis, Edward- <i>Chairperson</i> 2. Brown, Clarence 3. DuBois, Victoria (<i>Non-voting</i>) 4. Ferradaz, Gilda 5. Fils-Aime, Daniel 6. Gaber, Cynthia 7. Gibson, Charles A. 8. Harder, Jacklyn R. 9. Jennings, Donna 10. Manning, Anne 11. Manrique, Carlos A. 12. Marinelli, Frederick H. 13. Perez, Andre M 14. Regueiro, Maria C. 15. Roberts, Alvin W. 16. Rodriguez, Pedro 17. Rosemond, David A. 18. Roth, Thomas 19. Socorro, Ivonne 20. Wiedman, Holly 	<ol style="list-style-type: none"> 21. Acosta, Jose 22. Adrover, Bernardo 23. Carpenter, Willie 24. Castellanos, Ray 25. Chi, Joe-Vice Chairperson 26. Corradino, Joseph M. 27. Datorre, Roberto 28. Diggs, Bill 29. Frost, Fred 30. Giles, Regina M. 31. Huston, Al 32. Inguanzo, Ramiro 33. Jordan, Hon. Barbara 34. Piedra, Obdulio 35. Russo, Monica 36. Talbert, Gregg 	<p>Andreu, Carmen – CANC</p> <p>Barroso, Lupe – CANC</p> <p>Cela, Jose – <i>SER Jobs for Progress</i></p> <p>Costas, Jorge – <i>Youth Co-Op, Inc.</i></p> <p>Dawson, Anthony – <i>Miami-Dade County Corrections</i></p> <p>Dorsett, Deborah – <i>Greater Miami Service Corps</i></p> <p>Farinas, Irene</p> <p>Fitzgerald, Neil – <i>Youth Cop-Op, Inc.</i></p> <p>Fletcher, Andrew – <i>Trinity Church</i></p> <p>Flores, Oscar – <i>Arbor E&T</i></p> <p>Gaviria-Lopez, Beatriz – <i>SER-Jobs for Progress</i></p> <p>Gazitua, Luis – <i>Miami-Dade County Mayor's Office</i></p> <p>Iglesias, Laura – <i>Jobs for Miami</i></p> <p>Lopez, Owen – <i>Gulf Coast Community Care</i></p> <p>McGranahan, Margie M. – <i>Gulf Coast Community Care</i></p> <p>Menendez, Mirizza – <i>Unidad</i></p> <p>Mitchell, Carlena – <i>MDCPS</i></p> <p>Oller, Virama – <i>Transition, Inc.</i></p> <p>Perez, Julio – <i>Transition, Inc.</i></p> <p>Ramirez, Maggie – <i>City of Hialeah</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>Sacasa, Shermaine – <i>Trinity Church</i></p> <p>Sanchez, Ophelia – <i>Management Resources Institute</i></p> <p>Sante, Alicia – <i>Youth Cop-Op, Inc.</i></p> <p>Silverstein, Myra – <i>Easter Seals</i></p> <p>Someillan, Ana – <i>AMO</i></p> <p>Someillan, Elsa – <i>Community</i></p>
<p>Legal Counsel</p> <p>Tell Peter – Assistant Miami-Dade County Attorney</p>	<p>SFW Staff</p> <p>Alonso, Gustavo</p> <p>Beasley, Rick</p> <p>Hernandez, Juan</p> <p>Kistner, Ken</p> <p>Pierre, Linda</p> <p>Quiñones, Dulce</p> <p>Smith, Marian</p> <p>Uptgrow, Madalyn</p>	

		<i>Coalition, Inc.</i> Sookie, Jossette – <i>The Paxon Group, Inc.</i> Thompson, Nancy – <i>Arbor E&T</i> Valdez, Roberto – <i>CANC</i> Zeno, Miriam – <i>SER-Jobs for Progress</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 present were welcomed and Mr. Margolis noted that a quorum had not been achieved.

3. Chairman's Report

Mr. Margolis asked for items that could be voted on without discussion, and those that need discussion. Mr. Tell commented that without a quorum, that could not be done. Mr. Margolis responded that the items were just being re-organized.

Mr. Margolis welcomed Mr. Luis Gazitua of Miami-Dade County Mayor Carlos Alvarez' office.

4. Executive Director's Report

Mr. Beasley informed the Members on: Federal-Continuing Resolution; Federal-Second Economic Stimulus Package; Federal-Higher Education Act Signed Into Law; Fiscal Monitoring Report Update-Jobs for Miami; and Program Monitoring Report Update-Arbor E&T, L.L.C.

4A. Report of Temporary Assistance for Needy Families (TANF) Actions

Mr. Rick Beasley reported that at the June 26th, 2008, SFWIB Board/Executive Emergency meeting, a quorum was not achieved. The agenda included a number of action items to allocate TANF funding. Since a quorum was not achieved, the Executive Director informed the members that were present the operational actions that would be implemented.

4B. Report of Temporary Assistance for Needy Families (TANF) Summer Youth Enhancement Actions

Mr. Beasley reported that at the June 26th, 2008, SFWIB Board/Executive Emergency Meeting, a quorum was not achieved. The agenda included a number of action items to allocate TANF funding. Since a quorum was not achieved, the Executive Director informed the members that were present the operational actions that will be implemented. Under administrative authority, the SFW Executive Director allocated TANF funds before June 30, 2008, or they could not be certified forward for the next fiscal year.

At the May 13, 2008, Youth Council the consensus of the Workforce System Improvement Committee members recommended the allocation and to forward to the full Board.

4C. Report of the Three Month Allocation

Mr. Beasley reported that at the June 26th, 2008, SFWIB Board/Executive Emergency meeting, a quorum was not achieved. The agenda for the meeting included a number of action items to declare the Workforce Services and Youth Services, Request For Proposals (RFP) failed procurements, as well as, to authorize staff to renew the current contracts for three months.

Since a quorum was not achieved, the Executive Director informed the members that were present of the operational actions that would be implemented. Under administrative authority, the SFW Executive Director renewed the current contracts for Workforce and Youth Services for three months.

The Career Center contracts were extended for three months, July through September 2008.

Mr. Perez inquired how staff would handle funding if the three-month funding was not sufficient. Mr. Beasley responded that the providers could de-obligate funds which could be added to the SAMS system for training.

5B. Discussion - Career and Technical Initiative

Mr. Margolis noted that this stemmed from the State of the Workforce report. Dr. Donna Jennings and Mr. Fred Frost had previously agreed to lead this initiative and work with the business and education communities to determine the training needs of the region.

5C. Discussion - Digital Skills Working Group

Mr. Margolis noted that Mr. Andre Perez agreed to spearhead this issue of keeping up with technological changes.

Mr. Perez reported that he is working with Ms. Holly Wiedman of the Beacon Council, and a meeting is scheduled in conjunction with Mr. Carlos Manrique of Dade County Public Schools. Employers find that those with a four-year degree must be able to implement theory using the current technology.

Mr. Margolis referenced an article published regarding the Beacon Council noting that locally K-12 education is not where it should be. Now is the time for the Board to set policies to shift the paradigm to a higher level.

5D. Discussion - South Florida Workforce Board Retreat

Mr. Margolis commented that some policies set at last year's retreat were somewhat outside of the realm of SFWIB.

Mr. Margolis asked whether the same hotel would work for the Members. He added that Mr. John Metcalf was the facilitator, and dates had not yet been decided. Mr. Beasley commented that possible topics could be the re-entry council, and the Chair's vision on literacy, and there would be a chance to look at where we were and where we want to go. It would also give the SFWIB a look at policies and how our funding is used to reflect that policy. Ms. Harder asked that staff send out three sets of dates for the Members to select from.

There was discussion regarding the lack of quorum.

Mr. Tell reported that a quorum was achieved and added that some people who are not here today are no longer on the Board.

2. Approval of Minutes of the April 17, 2008, May 16, 2008, June 19, 2008, and June 26, 2008, Meetings of the SFWIB, items 2A., 2B., 2C., and 2D.

Mr. Carlos Manrique moved approval of the minutes of the April 17, 2008, May 16, 2008, June 19, 2008, and June 26, 2008, meetings of the SFWIB. The motion was seconded by Mr. Fred Marinelli, and the motion carried.

5A. Approval to Create a Re-Entry Council

Mr. Carlos Manrique moved approval of agenda items 4A, 4B, 4C, 5A, 5b, 5C, and 5D. The motion was seconded by Ms. Jackie Harder, and the motion carried.

6C. Approval to Renew Professional Services Agreement with Sharpton, Brunson & Company, P.A. to Provide External Independent Auditing Services

Mr. Carlos Manrique moved approval to renew professional services agreement with Sharpton, Brunson & Company, P.A. to provide external independent auditing services. The motion was seconded by Ms. Jackie Harder, and the motion carried.

8A. Approval of Florida International University (FIU) Informal Resolution Conference Action

Mr. Clarence Brown moved approval of removing Florida International University (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. The motion was seconded by Dr. Donna Jennings, and the motion carried.

6B. Approval of SFWIB Fiscal Year 2008-2009 Budget

Mr. Beasley noted that on August 14, 2008, the SFWIB Finance Committee reviewed and approved the FY 2008-2009 budget and the funding revenue projections. In addition, the committee reviewed the projected expenditures for headquarters, training, facility cost and contract services (i.e., Youth, Workforce, etc.). There was discussion regarding the projected carry forward revenue for the upcoming year. SFWIB staff projected roughly \$7 million dollars in carry forward revenue. The Finance Committee recommended approval for the FY 2008-2009 budget.

Mr. Fred Marinelli moved approval of SFWIB Fiscal Year 2008-2009 Budget. The motion was seconded by Mr. Carlos Manrique, and the motion carried.

7C. Approval of the Renewal of Current Refugee Services Contractors and Funding Allocations for PY 2008-2009

7D. Approval of an Allocation of Florida Rebuilds Funds

7E. Approval to Accept and Allocate Food Stamp Employment and Training (FSET) Funds

7F. Approval to Accept and Approve the Food Stamp Employment and Training (FSET) Allocations

Ms. Jackie Harder moved approval of agenda items 7C., 7D., 7E., and 7F contingent on JFM attaining compliance with fiscal monitoring, and if not in compliance, authorize the Executive Director to release an RFP and to run the program until the RFP has been awarded. The motion was seconded by Mr. David Rosemond and the motion carried.

6D. Pilot Cash Advance Initiative

The Finance Committee at their May 7, 2008, meeting discussed the possibility of SFWIB developing a Pilot Cash Advance Initiative that would assist local small Community-Based and Faith-Based Organizations to participate in future SFWIB initiatives. SFWIB staff recommends the approval to develop and implement a Pilot Cash Advance program.

There was discussion as to whether the four agencies would be selected through an RFP process. The staff time required was discussed, and Mr. Beasley noted that it is part of the regular process.

Mr. David Rosemond moved approval to develop and implement a Pilot Cash Advance program to award three organizations in Miami-Dade County and to award one organization in Monroe County selected through an RFP process, to include due diligence to include a yearly financial report completed by a certified auditor. The motion was seconded by Mr. Fred Marinelli, and the motion carried.

7A. Approval of Consolidation Action for Quality Assurance Staff

Mr. Beasley noted that the Workforce Systems Improvement (WSI) Committee discussed this item, and recommends that Option 1, consolidating four Quality Assurance (QA) staff currently assigned to the Career Centers/Service Providers with the current SFWIB Program staff be approved. He added that the recommendation came from the providers.

Mr. Daniel Fils-Aime, Sr. moved approval of the consolidation action for Quality Assurance staff. The motion was seconded by Mr. David Rosemond and approved by a vote of 12 in favor, and 5 opposed.

7B. Approval of Workforce Services RFP Dated May 20, 2008, Actions

7G. Approval of Workforce Services RFP WS2008-09-2 Actions

Mr. Charles Gibson moved to reject all responses to the RFP for workforce services released on May 20, 2008 and to approve the action set forth in the 7.G. SFWIB staff memo with respect to the RFP #WS2008-09-2 and if SER Jobs files for appeal that they would maintain until resolution of the appeal process. The motion was seconded by Mr. Daniel Fils-Aime, and the motion carried.

Mr. Beasley noted that any agency may appeal, and if appealed, a part of the contract would be approved until the appeal process is finalized. Mr. Tell noted that the issue is operational.

8B. Approval of Youth Service RFP YS2008-09-1 Actions

8C. Approval of Youth Services RFP YS2008-09-2 Actions

Mr. David Rosemond moved to reject all responses to the RFP for youth services released on May 20, 2008 and to approve the action set forth in the 8.C. SFWIB staff memo with respect to the RFP #YS2008-09-2 and if SER Jobs files for appeal that they would maintain until resolution of the appeal process. The motion was seconded by Mr. Charles Gibson and the motion carried.

6. Finance Committee Report

6A. July 2008 Financial Report

Mr. Beasley provided an abridged report due to time constraints.

The new budget format is meant to capture any adjustments made to the Board approved budget throughout the year. Adjustments may include funding changes made by the State, and Board approved changes throughout the year. This month there were no adjustments.

Spending in general is low in Career Center Services and Training and Support Services because it is the beginning of the fiscal year and Service Providers were getting their programs started, however they are expected to pick up next month.

Mr. Beasley notified the Board that SFWIB would collect relief items for Haiti and Cuba at the SFWIB Career Centers.

The meeting adjourned at 10:45 A.M.



2.B

South Florida Workforce Investment Board

December 18, 2008

Minutes of South Florida Workforce Investment Board Meeting, November 7, 2008

South Florida Workforce Investment Board Meeting, November 7, 2008, at 3:00 P.M.
Key Largo Grande Resort and Beach Club, 9700 So. Overseas Highway, Key Largo, FL 33037

SFWI Board Members in Attendance	SFWI Board Members Not in Attendance	Other Attendees
1. Margolis, Edward- <i>Chairperson</i> 2. Adrover, Bernardo 3. Brown, Clarence 4. Diggs, Bill 5. Giles, Regina M. 6. Harder, Jacklyn R. 7. Huston, Al 8. Jennings, Donna 9. Manrique, Carlos A. 10. Perez, Andre M 11. Piedra, Obdulio 12. Russo, Monica 13. Socorro, Ivonne 14. Wiedman, Holly	15. Acosta, Jose 16. Carpenter, Willie 17. Chi, Joe 18. Corradino, Joseph M. 19. Datorre, Roberto 20. DuBois, Victoria 21. Ferradaz, Gilda 22. Fils-Aime, Daniel 23. Frost, Fred 24. Gaber, Cynthia 25. Gibson, Charles A. 26. Inguanzo, Ramiro 27. Jordan, Hon. Barbara 28. Manning, Anne 29. Marinelli, Frederick H. 30. Moreno, Rolando 31. Regueiro, Maria C. 32. Roberts, Alvin W. 33. Rodriguez, Pedro 34. Rosemond, David A. 35. Roth, Thomas 36. Talbert, Gregg	Bezos, Elizabeth – <i>Alliance for Early Care & Education</i> Costas, Jorge – <i>Youth Co-Op, Inc,</i> Cruz, Robert – <i>OEDC</i> Flores, Oscar – <i>Arbor E&T</i> Martin, Rose – <i>Miami-Dade County Public Schools</i> Mauriello, Paul – <i>Miami-Dade County, Office of strategic Business Management</i> Metcalf, John – <i>Corporation for a Skilled Workforce, Senior Partner</i> Neal, Kevin – <i>Florida Agency for Workforce Innovation, Workforce Services Director</i> Urquhart, Stephen M. - <i>Workforce Florida, Inc., Vice President, Workforce Performance</i> SFW Staff Beasley, Rick Hernandez, Juan Kistner, Ken Pierre, Linda Smith, Marian McFarlane, Sharon

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 3:25 P.M. All members present were welcomed and Mr. Margolis thanked those present for attending, and noted that a quorum had not been achieved.

2. Approval of Minutes of the September 18, 2008 Meeting

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

3. Chairman's Report

Mr. Margolis stressed that the Board must focus on literacy as statistics show that fifty percent of our population has only a high school degree or less.

He added that the SFWIB retreat was an opportunity to consider what this board can do to improve: literacy; the workforce; and job creation.

Mr. Margolis introduced new SFWIB Members Mr. Alvin West, Chief Financial Officer and Senior Vice President for Finance & Administration at the Greater Miami Convention & Visitors Bureau and Mr. Willie Brown, Center Director for the Miami Job Corps Center.

4. Executive Director's Report

Mr. Rick Beasley, Executive Director, introduced Mr. Kevin Neal, Workforce Services Director, for the Agency for Workforce Innovation (AWI), Mr. Stephen M. Urquhart, Vice President, Workforce Performance, Workforce Florida, Inc., and Mr. Paul Mauriello, Office of Strategic Business Management.

Mr. Beasley reported on the fiscal monitoring report for SFWIB provider, SER Jobs for Progress, Inc. If information received from the Provider is found to be in-sufficient the Director would recommend that the contract with the Provider be terminated. If that were to occur, the contract would be transferred to another SFWIB provider.

Mr. Beasley reported that while attending the U.S. Conference of Mayors, the local workforce boards were asked to contact congress to request that funding be approved to assist those who have lost their jobs due the downturn in the economy.

He also noted that SFWIB will partner with Miami Dade College and the Florida Keys Community College in applying for a grant.

5. 2007-2008 SFWIB Accomplishments

Mr. Beasley reported on the many 2007-2008 SFWIB accomplishments, which included:

- A two-year strategic plan with specific goals and measures
- Collaborated with Miami-Dade County Public Schools and Monroe County School District to host a strategic planning workshop
- Created mobile workforce assistance centers
- Held 12 job fairs facilitating interaction between prospective employees and employers
- Finalized the region's Inter-local agreement, aka Resolution No. R-315-06
- Completed the settlement agreement with the county board of commissioners for the former SFETC and AWI
- Created and released the 2007 State of the Workforce Report informing the board, the community, and stakeholders of the issues and challenges facing the labor region
- Hosted the Mayor Alvarez' Economic Development and Business roundtable Breakfast to introduce the State of the Workforce Report
- Co-hosted with the mayor of Miami the US Conference of Mayors

Mr. Beasley also reminded the members that the SFWIB 2008 Holiday Gala is to be held on December 13, 2008.

6. Un-audited Financial Report for the Period of July 1, 2008 through August 31, 2008

The finance report was reviewed by the executive director beginning with a review of the notes on pages 1 and 2.

The new report format is meant to capture adjustments made to the Board approved budget throughout the year. Adjustments may include: Provider-requested transfers from the Contract category to Training and Support Services category, funding additions and/or revision made by the State, and Board approved contract allocation and de-obligations.

The August adjustments in revenue and expenses were reported and most unspent amounts as of September are expected be available to re-allocate for Oct 08-June 09.

Please note:

As a quorum had not been achieved, Mr. Margolis announced that items 7 through 11 would not be discussed.

7. Approval to accept Reed Act Funding

8. Approval of Refugee Budget Adjustment

9. Approval of Food Stamp Employment and Training (FSET) Allocations

10. Approval to allocate surplus Refugee Employment and Training Funds

11. Approval of New Programs for Approved Training Agents

12. Informal Resolution Conference Recommendations

13. SFWIB Retreat Preparation

Mr. Beasley provided a presentation on the State of the Workforce report.

There followed discussion on topics including:

- Determine the role of SFWIB;
- Housing costs in Miami-Dade and Monroe counties;
- Strategies to encourage companies to move to south Florida;
- Strategies to help companies remain in the region;
- Strategies to prepare children from early childhood through high school;
- Strategies to reduce the school drop-out rate, and the consequences of not engaging and preparing youth;
- Career academies and career pathways;
- Partnerships with the University of Miami and Florida International University;
- The need to ensure that education includes the information required by the business community;
- The need to use funding efficiently by targeting specific occupations for training, and
- Communication with local chambers of commerce to determine their needs.



3.

South Florida Workforce Investment Board

December 18, 2008

Chairman's Report

BACKGROUND

The Chair will provide a report.



4.

South Florida Workforce Investment Board

December 18, 2008

Executive Director's Report

BACKGROUND

The Executive Director will provide a report.



5.

South Florida Workforce Investment Board

December 18, 2008

SFWIB 2008 Retreat Follow-up

Informational

BACKGROUND

SFWIB held its annual Retreat on November 7-8, 2008. The retreat gave members the opportunity to discuss the boards' past accomplishments, priorities, existing strategic work plan and future goals. "Governance is the Foundation" was the theme for the retreat this year. Below is a brief description of the major issues discussed during the retreat.

Members highlighted the following issue:

- **The boards' accomplishments in the past year:** Members discussed the following three major board accomplishments; 1) Development of the Strategic Plan, Visions and Goals, 2) Release of the State of the Workforce Report, and 3) Workforce and Economic Summit.
- **Changing Times:** Members identified issues that have impacted our Region since the last retreat. Some of the major impacts included:
 - the decrease in government funding for education,
 - higher unemployment rates, bailout impact on program funding,
 - credit impact on businesses and job creation and consumer confidence and lack of passion.
- **What have we done?** The members focused on the boards' past strategic priorities and whether the board should consider modifying the current goals to reflect more realistic goals.
- **Future Shocks? Can we adapt?** Members discussed whether our region was prepared to handle current and future educational and economical downturns.
- **What we need to focus on?** Members emphasized looking at ideas /initiatives from a 40,000 foot level. Members suggested that the board keep the following three goals:
 - Education
 - Career Centers, and;
 - Stakeholders.

Members concluded that SFWIB should focus on the following strategic areas:

- Education including literacy,
- Entrepreneurship,
- Sector Strategies,
- Career and Technical Education Initiative, and;
- Digital Education.

The notes from the Retreat are attached for members review.

John Metcalf, SFWIB Retreat facilitator will provide a presentation on the SFWIB Retreat.

Attachments

Fall
2008

South Florida Planning Retreat

Wrap-up and Recommendations

A synthesis of the two-day retreat with recommendations for new goals and suggestions for governance revisions



Introduction	2
Background	2
Progress Since 2007	2
Conversations Impacting Governance and Organization	3
Challenges Offered	4
Ideas Offered to Resolve Challenges.....	4
Conversations Impacting Community	4
Challenges and Opportunities	5
The Role of the Board	5
Review of Existing 2007-08 Strategic Plan Goals.....	5
Considerations for 2009-2012	7
Final Overview of Goals and Initiatives Adopted	8
Implication for Board	8
Final Recommendations.....	9
Appendix	11

Introduction

For two days in November 2008, the South Florida Workforce Investment Board conducted a planning retreat with its members and invited guests. For two days, the board celebrated its successes, reviewed its progress against its 2007-08 Strategic Plan, and identified critical workforce issues facing Miami-Dade and Monroe counties.

From these discussions emerged a new set of critical initiatives for the board and its stakeholders to engage and develop specific goals for action. Also, coming from the retreat was a renewed commitment by board officers and members to craft a governance and organizational model to establish a firm foundation to operate and sustain the board.

Ed Margolis, the board chair, set the stage with three overarching questions that would guide the retreat and its work over the two days.

What can this board do to improve...?

1. Literacy
2. the workforce
3. Job creation

Because of these questions, the retreat was tightly focused on aligning goals and initiatives to the board's role.

Background

In essence, this is a new board that was constituted in 2006 to replace the former organization that was responsible for Florida's workforce region 23. Since the new charter in 2006, the board has diligently worked to create a sense of trust across its program operators and the community's stakeholders. This involved the task of "clearing the books", so to speak, that has restored confidence in the board allowing it to carry out its duties in areas of both fiduciary and operations.

Progress Since 2007

Since the time of its new beginning, new leadership has evolved with new staff, new private sector leadership, and new public board members. From the leadership set has

emerged numerous accomplishments that the board and the community can be proud of. They include

1. A two-year strategic plan with specific goals and measures
2. Collaborated with Miami-Dade County Public Schools and Monroe County School District to host a strategic planning workshop
3. Created mobile workforce assistance centers
4. Held 12 job fairs facilitating interaction between prospective employees and employers
5. Finalized the region's Inter-local agreement, aka Resolution No. R-315-06
6. Completed the settlement agreement with the county board of commissioners for the former SFETC and AWI
7. Created and released the 2007 State of the Workforce Report informing the board, the community, and stakeholders of the issues and challenges facing the labor region
8. Hosted the Mayor Alvarez' Economic Development and Business roundtable Breakfast to introduce the State of the Workforce Report
9. Co-hosted with the mayor of Miami the US Conference of Mayors

With these successes now comes the effort to hold the momentum and create new energy to move to the next level – *tackling large community issues, engaging stakeholders , and finding resources to resolve those challenges.*

Conversations Impacting Governance and Organization

During the retreat, a number of conversations were facilitated to identify gaps in governance and organization structure that could prove to be barriers to moving to the next level.

A premise was offered that the retreat last year was the foundational work. As a note, boards require 3 to 5 years to mature. The first couple of years is about building a foundation around governance and organizational structure. It often means that a lot of time must be devoted to the “small but critical stuff” before an organization can move into a leadership position. As boards mature they find the conversation is more about

meeting business needs and achieving economic outcomes, and not about programs and money for those programs. Mature boards see programs as the means, not the end.

(See appendix A for more detail on board evolution over time.)

Challenges Offered

- Board attendance - impacts the ability to meet a quorum and take action on items
- Budget cuts - impacts productivity and innovation to continue providing excellent services
- Stakeholder representation - focus on specific business sectors would help focus efforts
- Board size - may be too large; streamline options
- Non-responsive board members - need to make room for performing members
- Stakeholder engagement - beyond the board table
- Silo mentality - need to develop collaborative models to bring about a common vision
- Fragmentation of economic development - multiple economic development agencies across municipalities; need to address the issue together and decide which industries to focus on.

Ideas Offered to Resolve Challenges

- Create a succession model for developing board members
- Develop a solid core of board members as part of the succession plan
- Adopt an accountability model to ensure completion of strategic goals
- Committees are assigned strategic goals to shepherd
 - The committee chair and committee members, including non- board members and other stakeholders lead to accomplishment
- Board members are considered for their relevant and worthwhile time investment to address business needs and economic outcomes of the community

(see companion document, “Organizational Effectiveness” for additional information)

Conversations Impacting Community

Numerous conversations emerged outlining community challenges/opportunities and the board’s role in resolving them. Following is a summation of those conversations that lead to a review of “how have we done against our 2007-08 goals?” and the development of new initiative areas for the board’s consideration.

Challenges and Opportunities

How do we...?

- Retain skilled talent in the region
- Retain business and help them to succeed
- Target investments
- Stimulate dialogue with other stakeholders
- Stimulate new initiatives
- Focus on current issues affecting workforce
- Improve educational opportunities
- Create “apprenticeships” for students not going into higher education
- Create “internships” to help prepare the student for the work world
- Encourage dual enrollment (high school/college)
- Keep teachers current in technology
- Talk to the legislature – “how can we help you”?
- Think bigger than programs

The Role of the Board

- Providing leadership that matters
- Being the convener of issues and resolutions by bring together the different stakeholders to meet and address how to meet the varying needs within the community
- Be prepared step forward and think about different ways of doing business
Being well informed
- Identify who else is contributing and has resources to contribute
- Have an accountability model
- Indentify and Manage Regional Sector Workforce Issues
- Develop Dashboard Indicators for early detection of issues
- Know the barriers that are faced and what can be done to address them
- Develop partnerships and collaborate on community wide challenges

Review of Existing 2007-08 Strategic Plan Goals

One of the most important agenda items of the retreat was to reflect on “how have we done against our 2007-08 strategic plan and have we done as well as we think we need to do?” In a review of the plan’s four goals, the members were asked to determine if the goal should be kept, needing more progress; deleted, sufficient progress has been made or due to changing community needs.

Following are results of that conversation:

The Board looked back on the strategic priorities established at the last board retreat to determine what they wanted to keep, change/modify and/or what was outside the Board.

Goal 1: Education: The Board members after discussion recommended that we keep this goal and focus on the following critical areas:

1. Education remains on our high priority list. We need to identify our targeted industries and whether we are aligned with the State initiatives.
2. Needs more focus: We need to have more discussion with local community colleges and universities.
3. Modify strategies: to insure no duplication, maximizing what we need to get done.

Goal 2: Workforce Housing - The Board members after discussion recommended that we eliminate this goal due to

1. It is outside of the board's area of mission and role
 - i. **However, adopt an Advocacy Role:** become an advocate for workforce/affordable housing, but not be responsible for it.
 - ii. **Become informed** Homeownership/Rental: Shift attention from home ownership to renting. Also look at different strategies for Monroe County.
 1. Workforce Housing/Affordable housing: these are not the same and the Board needs to think in terms of "workforce housing"
 2. The Board needs to become supportive and more informed about workforce housing.

Goal 3: Career Centers - The Board members after discussion recommended that we keep this goal and focus on the following critical areas

1. The Career Centers are the flagship product of the board
 - i. The Career Centers remains a critical goal for the Board.
2. Modify strategies
3. Focus on jobs

Goal 4: Stakeholder Engagement - The Board members after discussion recommended that we keep this goal and focus on the following critical areas:

1. Modify strategies
2. Encourage more engagement/education
3. Need for more outcome based collaboration

Considerations for 2009-2012

Reviewing of materials prior to the retreat, and conversations during the retreat, continuously circled back to education as a major challenge. With all of its frailties and political pitfalls, board members and guests tackled the idea and agreed the board must produce the advanced workforce Miami-Dade and Monroe counties need to meet business demand. To do that will require innovative approaches to the challenge.

A discussion was held concerning what the board should focus on. It was emphasized to look at the broad view. The board members considered the three initiatives as new areas of focus for board strategic planning.

- A. **Education including literacy:** Need to change the valuing of education within the community:
 1. Considered very critical because without an educated workforce the Region faces challenges in competing in the global marketplace
 2. Considered to be a long-term process instead of a short term process
 3. Life-Long Learning: Get individuals to think that learning is a life-long process, building skills through the use career pathway, etc.
 4. Knight Foundation: Use these types of foundations to assist in funding educational needs.
- B. **Entrepreneurship** – Grow your own: provide individuals with the means and education in starting a small business.
 1. Venture capital – Find ways to build funding, Business Assistance Centers
 2. Education – Business literacy
 3. Small Business Administration partnership
 4. Focus on jobs
- C. **Sector Strategies:** Align workforce efforts to strategic sectors identified through the State of the Workforce report and recent analysis.
 1. Aligning and Pipelines
 2. Create “Regional Skill Partnerships” to focus on sector needs
 3. Define what are the critical skills and occupations?
 4. Define what are the critical industries and their sectors?

- How to meet sector strategies needs and target pilots for sector strategies?
- Look at targeted occupations
- Look at targeted industries
- Summit for industry sectors (IT, early childhood education, hospitality, etc)

Final Overview of Goals and Initiatives Adopted

Three goals and five initiatives established for the board's adoption:

- I. The goals are:
 - A. Education
 - B. Career Centers
 - C. Stakeholders
- II. The initiatives are:
 - A. Education including literacy
 - B. Entrepreneurship
 - C. Sector Strategies
 - D. Career & Technical Education (See appendix)
 - E. Digital Skills Education (See appendix)

Implication for Board

The change in board goals and the establishment of initiatives has implications for the board. These implications include the following:

- The board has to become more forward looking/pro-active
- Developing new funding strategies, how to fund the initiatives
- Performance strategies and measures to know when success has been achieved
- Goals - Short and Long range
 - Develop measure outcomes
 - Evergreen Plan - look 5 years out
- Policy issues
 - Valuing education
 - Business Literacy
 - Language Literacy
 - Entrepreneurship
- Adopt an advocacy role
- Become the community convener
 - Create task force of stakeholders, non- board members

- Leverage resources by creating partnerships with various other stakeholders
- Create “Target Marketing” campaign to market SFWIB
 1. Active planning including the development of a sustainability plan and an exit plan to hand over after implementation
 2. Identify community leaders
 3. Adopt pipeline building strategies

Final Recommendations

From the facilitators observations a number of recommendations emerge for the board’s consideration. A companion document, Organizational Effectiveness, Principles for Guiding Workforce Boards, offers a number of ideas for the board to adopt.

In addition, the following are offered because they specifically came up in conversation and dialogue across the course two days.

- Ensure metrics of success are developed for each and every goal/initiative adopted by the board
- Consider a range of “Dashboard Indicators” that enumerates the board’s success
 - An example is Florida’s Region 12
- Create an internal accountability model that begins by assigning strategic goals to committees and committees are required to create an “action plan” that can be tracked over a year’s time
- Adopt a premise that all board funding is aligned to the board’s vision and mission and it aligns to occupation within strategic sectors
- Focus on board member engagement, allowing board members are informed well ahead of board meetings
 - Send material to board members at least two weeks ahead of board meetings
 - Encourage board member participation to meet quorum rules
 - Consider that the quorum requirements are too high and the board has too many members

- Consider removing non-participating board members from the board and replace them with someone from a previously identified succession list
 - Create a prospective board member list that is already vetted ahead of vacancies so vacancies can be filled quickly
- Be led by three questions as the board approaches its large role of community convener
 - What can this board do to improve...?
 - Literacy
 - the workforce
 - Job creation

Appendix

A. Principles of Board Maturation Strategies

Normal board evolution and migration demonstrates that boards are always evolving along a path that will distinguish their position and work in the community, much like chapters in a book.

Chapter One

Internal Planning

Chapter Two

Workforce Intelligence/Develop External Community Workforce Issues

Chapter Three

Community Engagement

Chapter Four

Measure Success of Our Work

Chapter One

Most boards are in the midst of writing Chapter One, the Internal Strategic/Business Plan. It is essential for a board to complete this level of work to ensure that there is an organization and governance plan and structure in place to carry out the board's work – *that of identifying and developing the comprehensive responses to urgent workforce challenges in the board's region.*

Chapter Two

After the board completes and makes operational its internal strategic plan, the board needs to create credibility by becoming the experts in the area of Workforce Intelligence for the region. This will also allow the board to integrate its plans with economic development strategies.

State and local workforce boards need a good understanding of the three major sectors that are found in every labor market: employers, educators and trainers, and the individuals who make up the workforce and how well they work together. Gathering data and information about each of these sectors' strengths and weaknesses will help the workforce board guide the establishment of goals and the creation of a strategic plan for workforce development in the region and local area.

Chapter Three

The next chapter written is Community Engagement. Many local boards are tackling community workforce planning, grounded in business needs and economic development strategies. Some workforce boards are carrying out this mission by identifying, convening, and engaging community stakeholders in developing a shared vision and strategic plan for the economic well being of their region or local area.

These planning initiatives provide an opportunity for communities to optimize both workforce development and economic development goals to help employers and workers achieve workforce excellence. This process will allow the region to create a workforce development system based on strong local leadership and private sector involvement, customer-focus, demand driven service delivery, and increased accountability to ensure quality and continuous improvement throughout the system.

Chapter Four

The last chapter written is that of measuring the board's success in making community change happen. Boards want to know that the work they have completed and orchestrated has made a difference.

Interestingly, most communities who are beginning to measure community change have found that the measures are against quality of life indicators rather than about traditional workforce program indices. These include things like: graduation rates, literacy, access to libraries, access to continuing education, travel/commute times, entrepreneurial development environment, region and locale image, political leadership having the will to make change happen, infant mortality rates, technology infrastructure access for both businesses and citizens, and environmental areas such as green space, parks, etc.

B. Career and Technical Education Initiative Discussion

Based on the State of the Workforce Report, SFW in partnership with the Beacon Council, South Florida Unions and South Florida's Training partners should develop a number of publications and initiatives that will assist the communities of the South Florida Workforce Region enhance their education transformation around the Career and Technical Education (CTE) needs of their employers. A number of communities are leading the way with new models that reflect what the business community expects—all students should be prepared to enter postsecondary education or the workforce.

CTE Project & Initiatives Projects Include:

- Hosting a CTE Expo for South Florida Workforce Region
- Developing CTE publications for the business community and youth
- Connecting the business community to the National Advisory Committees for the 16 career clusters
- Developing a CTE training program for Dislocated Workers and Youth

BACKGROUND

Career and technical education (CTE) is experiencing a much-needed redesign and resurgence. Entry-level jobs and apprenticeships require more math, science, communications, and problem-solving skills than ever before. But, while the jobs have changed, the public education portion of the training has not. Ninety percent of the fastest growing jobs and over 60% of all new jobs will require some postsecondary education or training, but not necessarily a bachelor's

degree. A new system with more integration of CTE and general education courses will be necessary to adequately prepare students for the challenges of their postsecondary training programs.

Traditional CTE programs, such as carpentry, which emphasized employment in a specific trade, are evolving into programs that now educate students for a range of careers in the broader construction industry. New CTE programs, such as computer networking and pre-engineering, are being created to educate and prepare students for careers involving sophisticated scientific and technological skills and knowledge. Today, more than half the students who choose to concentrate in CTE also take a college preparatory curriculum.

Despite CTE's past reputation as a less-demanding track, research proves that career technical education engages and motivates students by offering them real-world learning opportunities, leading to lower dropout rates and greater earnings for high school graduates. When CTE courses also incorporate more academic rigor, research shows that student achievement significantly increases. These findings suggest that CTE should be an important aspect of a state's broader high school redesign strategy.

C. Digital Skills Working Group Discussion

Implement a Digital Skills Working Group for the South Florida Workforce Investment Board.

BACKGROUND

The U.S. and Florida economic growth and competitiveness depend on the effective application of digital technologies in all sectors of the economy. Business, now more than ever, has an urgent need to develop a comprehensive agenda for digital skills development. All workers must be prepared with the necessary skills - particularly digital skills, to compete in the 21st century.

The Digital Skills Working Group for the South Florida Workforce Investment Board will be comprised of a core group of corporations committed to building a broad coalition to support this work.

OBJECTIVE: To convey the range of digital skill levels required for today's workforce.

The Working Group will:

- Develop clear definitions of "digital skills" and the SFW Workforce Region populations who lack them;
- Create messages and mechanisms for promotion on the urgency of this need; and
- Build an action agenda of recommendations for business, education and training organizations, and government.

A range of digital skill levels is required to develop and apply these technologies throughout the economy (see table of skill levels below).

Digital Skill Level	Proficiency	Description	Target Segment
Basic	Digital Literacy	Computer & Internet familiarity	All Citizens
Digital Skills for "Non-Digital" Jobs	Digital Fluency	Sophisticated application of ICT tools in job Performance	Most Managers, Entrepreneurs, Professionals, IT Technicians
Digital Skills for Digital Specialties	Digital Mastery	Computer Scientists & Highly Skilled STEM Professionals	IT Researchers, Advanced Programmers, Product Designers

The Business Case for Heightened Attention to Digital Skills

I. A growing proportion of Florida and U.S. jobs require at least a basic level of digital literacy, with many of the best jobs demanding increasing levels of digital fluency.

- Despite strong evidence of downward trends in the overall skill levels and competitiveness of the Florida workforce, there is no visible urgency, active debate, analysis of best practices, or integrated policy/legislative proposals to change this situation for the existing workforce.
- Other key countries have national "frameworks" and "roadmaps" for education and training, and strong national policies to support workforce training for the jobs of the future.

II. Improvements in the workforce will only come if we can generate commitment and resources outside of current programs and exploit the opportunities for on-line and distance learning.

- The overseers of training—government, educational institutions, and career and technical schools—may recognize the problems, but are often impeded by concerns about jurisdiction and funding to achieve significant improvements.
- Federal and state workforce development programs together represent more than \$3 billion annually, yet are often ineffective, inaccessible and designed for an industrial economy, not a knowledge-intensive society.
- In addition to federally-funded workforce training, many state governments, non-governmental organizations (NGOs) and corporations have programs underway to address parts of the challenge, which is why there is a significant opportunity to consolidate experience, skills definitions, certifications, curriculum, and facilities to achieve larger scale and improved performance.



6.A.

South Florida Workforce Investment Board

December 18, 2008

Approval of SFWIB 2009 Calendar

RECOMMENDATION

The consensus of the Executive Committee recommends the approval of the 2009 SFWIB Calendar, as described below.

BACKGROUND

To enhance board member participation for the 2009 Calendar Year, SFWIB staff has proposed two meeting calendars that reflect the boards' current meeting structure and proposed future meeting schedule. Members are encouraged to review both calendars and identify the structure that best fulfills the needs of the board.

The following options provide a brief description of the proposed meeting structures:

- **Option 1:** This is the current meeting structure in which the Board meets 6 times per year, every other month and the majority of the six committees meet every other month. The Finance committee meets monthly.
- **Option 2:** This is a proposed meeting structure in which the full Board and committees meet 6 times per year every other month. The committees will meet an hour (8:00 – 9:00) prior to the full Board meeting (9:30 – 10:30).

At the November 25, 2008, Executive Committee meeting this item was discussed and the members present recommended forwarding this item to the full Board for further discussion and action.

The 2009 calendar options are attached for review.

Attachments

South Florida Workforce Investment Board (SFWIB)
OPTION 1: 2009 Schedule of Meetings
(Subject to Change)

JANUARY 2009

Finance Committee	January 7, 2009	8:30
Youth Council.....	January 13, 2009	1:30
Executive Committee	January 27, 2009	8:30

FEBRUARY 2009

Workforce Systems Improvement Committee	February 3, 2009	9:30
Finance Committee	February 4, 2009	8:30
Economic Development & Industry Sector Committee.....	February 5, 2009	8:00
Youth Council.....	February 10, 2009	1:30
Board of Directors	February 19, 2009	9:30
Executive Committee	February 24, 2009	8:30

MARCH 2009

Finance Committee	March 4, 2009	8:30
Youth Council.....	March 10, 2009	1:30
Executive Committee	March 24, 2009	8:30
Workforce Systems Improvement Committee	March 31, 2009	9:30

APRIL 2009

Finance Committee	April 1, 2009	8:30
Economic Development & Industry Sector Committee.....	April 2, 2009	8:00
Youth Council.....	April 14, 2009	1:30
Board of Directors	April 16, 2009	9:30
Executive Committee	April 28, 2009	8:30

MAY 2009

Finance Committee	May 6, 2009	8:30
Youth Council.....	May 12, 2009	1:30
Executive Committee	May 26, 2009	8:30

JUNE 2009

Workforce Systems Improvement Committee	June 2, 2009	9:30
Finance Committee	June 3, 2009	8:30
Economic Development & Industry Sector Committee.....	June 4, 2009	8:00
Youth Council.....	June 9, 2009	1:30
Board of Directors	June 18, 2009	9:30
Executive Committee	June 23, 2009	9:00

JULY 2009

Finance Committee	July 1, 2009	8:30
Youth Council.....	July 14, 2009	1:30
Executive Committee	July 28, 2009	9:00

AUGUST 2009

Workforce Systems Improvement Committee	August 4, 2009	9:30
Finance Committee	August 5, 2009	8:30
Economic Development & Industry Sector Committee.....	August 6, 2009	8:00
Youth Council.....	August 11, 2009	1:30
Board of Directors	August 20, 2009	9:30
Executive Committee	August 25, 2009	9:00

SEPTEMBER 2009

Finance Committee	September 2, 2009	8:30
Youth Council.....	September 8, 2009	1:30
Executive Committee	September 22, 2009 ...	9:00
Workforce Systems Improvement Committee	September 29, 2009 ...	9:30

OCTOBER 2009

Economic Development & Industry Sector Committee.....	October 1, 2009	8:00
Finance Committee	October 7, 2009	8:30
Youth Council.....	October 13, 2009	1:30
Board of Directors	October 15, 2009	9:30
Executive Committee	October 27, 2009	9:00

NOVEMBER 2009

Finance Committee	November 4, 2009	8:30
Youth Council.....	November 10, 2009	1:30
Executive Committee	November 24, 2009	9:00

DECEMBER 2009

Workforce Systems Improvement Committee	December 1, 2009	9:30
Finance Committee	December 2, 2009	8:30
Economic Development & Industry Sector Committee.....	December 3, 2009	8:00
Youth Council.....	December 8, 2009	1:30
Board of Directors	December 17, 2009	9:30
Executive Committee	December 22, 2009	9:00

South Florida Workforce Investment Board (SFWIB)

OPTION 2: 2009 Schedule of Meetings

(Subject to Change)

JANUARY 2009

Executive Committee January 27, 2009 8:30

FEBRUARY 2009

Committee and Council Meetings February 19, 2009 8:00

Board of Directors February 19, 2009 9:30

Executive Committee February 24, 2009 8:30

MARCH 2009

Executive Committee March 24, 2009 8:30

APRIL 2009

Committee and Council Meetings April 16, 2009 8:00

Board of Directors April 16, 2009 9:30

Executive Committee April 28, 2009 8:30

MAY 2009

Executive Committee May 26, 2009 8:30

JUNE 2009

Committee and Council Meetings June 18, 2009 8:00

Board of Directors June 18, 2009 9:30

Executive Committee June 23, 2009 9:00

JULY 2009

Executive Committee July 28, 2009 9:00

AUGUST 2009

Committee and Council Meetings August 20, 2009 8:00

Board of Directors August 20, 2009 9:30

Executive Committee August 25, 2009 9:00

SEPTEMBER 2009

Executive Committee September 22, 2009 ... 9:00

OCTOBER 2009

Committee and Council Meetings October 15, 2009 8:00

Board of Directors October 15, 2009 9:30

Executive Committee October 27, 2009 9:00

NOVEMBER 2009

Executive Committee November 24, 2009 9:00

DECEMBER 2009

Committee and Council Meetings December 17, 2009 8:00

Board of Directors December 17, 2009 9:30

Executive Committee December 22, 2009 9:00



6.B.

South Florida Workforce Investment Board

December 18, 2008

SFWIB By-Law Changes

Discussion Item

BACKGROUND

The approval of the Interlocal Agreement created the South Florida Workforce Investment Board (SFWIB) for Region 23 of the State of Florida, Chapter 445, of the Florida Statutes. Under this agreement, SFWIB created and established by-laws for the governance of the board. The by-laws include information regarding the composition of the board, appointments, terms, and removal of members.

To help enhance member participation on the board and committee meetings, the current by-laws are amended to include language concerning attendance limits.

“In the event that any member of the SFWIB fails to be physically present at fifty (50) per cent or more of the meetings of the SFWIB, excluding committee and task force meetings of the SFWIB, occurring during any twelve (12) month period, then it shall be the duty and responsibility of the Executive Director of the SFWIB to notify the Chief Elected Official who appointed the member”.

Attached for the members review is a copy of the current and proposed SFWIB By-laws.

Attachment

BY-LAWS OF THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Article I – Authority

- (A) Pursuant to Paragraph 1.f. of the Interlocal Agreement Creating The South Florida Workforce Investment Board For Region 23 of the State of Florida, Chapter 445, Florida Statutes, and applicable State and federal law, the South Florida Workforce Investment Board (hereinafter the “SFWIB”) hereby creates and establishes SFWIB By-Laws for the governance of the South Florida Workforce Investment Board. The composition of the SFWIB and the appointment, terms, and removal of members of the SFWIB are set forth in Paragraph 1.k. of the Interlocal Agreement Creating The South Florida Workforce Investment Board For Region 23 Of The State Of Florida.

Article II – Adoption and Amendment

- (A) The SFWIB shall adopt these By-Laws at any meeting of the SFWIB upon the affirmative vote of a majority of the then appointed membership of the SFWIB who are empowered to vote.
- (B) Amendment of these By-Laws may occur at any meeting of the SFWIB upon fourteen calendar days prior notice to the members of the SFWIB that amendment of these By-Laws shall be on a particular agenda of the SFWIB and upon the affirmative vote of two-thirds of the then appointed members of the SFWIB who are empowered to vote.

Article III – Officers of the Board

(A) The Chair of the SFWIB shall be elected by the SFWIB at a meeting of the SFWIB in accordance with Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i). The Chair may be removed from office as Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

(1) The Chair of the SFWIB shall be the presiding officer at all meetings of the SFWIB.

(2) The term of the Chair of the SFWIB shall not exceed two years and shall serve no more than two terms in office or four years, whichever is less.

(3) The Chair of the SFWIB shall appoint all of the chairs of committees and task forces of the SFWIB and all members of all committees and task forces of the SFWIB, subject to the approval or ratification of the SFWIB. All such committee and task force chairs and members of committees and task forces of the SFWIB shall serve at the pleasure of the Chair of the SFWIB and the Chair of the SFWIB may remove the chair of any such committee or task force and any and all such committee members or task force members, without cause at any time.

(4) The Chair of the SFWIB shall serve as a nonvoting, *ex officio* member of all committees of the SFWIB and task forces of the SFWIB and the presence of the Chair of the SFWIB shall not count for the purposes of determining the existence of a quorum at any meeting of a SFWIB committee or SFWIB task force.

- (B) 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). The Vice-Chair may be removed from office as Vice-Chair without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.
- (1) The Vice-Chair of the SFWIB shall be the presiding officer at any meeting of the SFWIB when the Chair of the SFWIB is absent.
 - (2) The term of the Vice-Chair of the SFWIB shall not exceed two years and shall serve no more than two terms in office or four years, whichever is less.
 - (3) In the event that the office of the Chair of the SFWIB is vacant, the Vice-Chair shall assume the duties and powers set forth in (A)(1), (3) and (4) hereinabove until such time as the office of the Chair of the SFWIB is no longer vacant.
- (C) The Executive Director of the SFWIB shall serve *ex officio* as the Secretary of the SFWIB.
- (1) The Secretary is hereby empowered to authenticate and certify documents of the SFWIB and to utilize the official seal of the SFWIB to authenticate and certify documents of the SFWIB.
 - (2) The Secretary shall seek to insure that the proceedings of all SFWIB meetings, SFWIB committee meetings, and SFWIB task force meetings

and any other meetings of the SFWIB are noticed and recorded in accordance with the Public Meetings Law of the State of Florida.

- (3) In the absence or unavailability of the Secretary of the SFWIB, the Secretary shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro Tem for any such meeting. The Chair of the SFWIB shall be notified of such appointment, or, in the event of a vacancy in the office of the Chair, the Vice-Chair shall be notified of such appointment.
- (4) In the event that the office of the Secretary is vacant, the Chair, or in the event of a vacancy in the office of the Chair, the Vice-Chair, shall appoint a member of the staff of the SFWIB to serve as the Secretary Pro Tem of the SFWIB until such time as the office of the Secretary of the SFWIB is no longer vacant.

Article IV – Committees and Task Forces

- (A) The Finance Committee shall be a standing committee of the SFWIB and shall meet with respect to those matters assigned to said Committee by the Chair or, in the event there is a vacancy in the office of the Chair, by the Vice-Chair. The Finance Committee shall make recommendations to the SFWIB on the matters so assigned to the Finance Committee.
- (B) All other committees of the SFWIB and task forces of the SFWIB shall be established in accordance with federal and State law by the Chair, or in the event of a vacancy in the office of the Chair, by the Vice-Chair, subject to the approval or ratification of the SFWIB. All committees and task forces shall be consistent with federal and State law. All committees and task forces shall have the power

to make recommendations to the SFWIB on the matters assigned to the committee or task force by the Chair, or in the event there is a vacancy in the office of the Chair, by the Vice-Chair.

Article V – Procedure

- (A) All meetings of the SFWIB, committees of the SFWIB and task forces of the SFWIB shall be conducted in accordance with Robert's Rules of Order, 10th Edition, First Printing October 2000, ISBN-O-7382-0384-X (hardback)/0-7382-0307-6 (paperback), except that the SFWIB By-Laws shall prevail in the event of a conflict with the aforesaid Robert's Rules of Order, 10th Edition. Except as provided in Section 445.07, Fla. Stat. or as otherwise provided in the SFWIB By-Laws, an affirmative vote of a majority of the voting members of the quorum present shall be required for the SFWIB to take any action and for committees and task forces of the SFWIB to take any action.
- (B) Any member of the SFWIB or any member of any committee or task force of the SFWIB with a conflict of interest on a matter shall refrain from voting or otherwise participating in the proceedings related to that matter and shall leave the public meeting room or other place of the public meeting until the consideration of that matter is concluded. Any such person who does not leave the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose.
- (C) The SFWIB shall meet not less than four times per calendar year. Special meetings of the SFWIB may be called by the Chair, or in the event of a vacancy in the office of the Chair, by the Vice-Chair or by a request in writing signed by

not less than a majority of the then appointed members of the SFWIB who are empowered to vote and said written, executed request is filed with the Secretary of the SFWIB.

- (D) In accordance with Chapter 445, Florida Statutes, 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. The Board member who could benefit financially from the transaction must abstain from voting on the contract. Regardless of whether or not a particular member or members of the SFWIB will be attending the meeting of the SFWIB when such contract may be discussed or approved by the SFWIB at a public meeting of the SFWIB, it shall be the duty of *all* members of the SFWIB, regardless of the member's intention or plan to attend or not to attend such meeting, to contact and advise the Secretary of the SFWIB of any such contract as soon as possible and prior to any such contract being considered by the SFWIB for discussion or action or vote.
- (E) **In the event that any member of the SFWIB fails to be physically present at fifty (50) per cent or more of the meetings of the SFWIB, excluding committee and task force meetings of the SFWIB, occurring during any twelve (12) month period, then it shall be the duty and responsibility of the Executive Director of the SFWIB to notify the Chief Elected Official who appointed the member.**



6.C.

South Florida Workforce Investment Board

December 18, 2008

Approval of Refugee Employment and Training (RET) Budget Modifications

RECOMMENDATION

The Executive Committee recommends the approval of the RET Budget Modification, as described below.

BACKGROUND

At the end of the 07/08 program year, five Refugee providers were not going to spend their full allocation and voluntarily de-obligated their refugee dollars. Four providers exceeded performance and requested additional refugee dollars.

On October 28, 2008, the Executive Committee authorized staff to give enhancements to the service providers who exceeded performance and others will be allowed to voluntarily de-obligate their dollars for program year 07-08.

This item was forwarded to the full Board for consideration at its November 7, 2008 meeting, however due to lack of a quorum no action was taken.

Service Provider	Enhancement	Voluntary De-obligation
AMO	\$157,000	
ARBOR E & T, LLC.		
CANC		(\$120,490)
City of Hialeah		(\$56,000)
Community Coalition	\$55,750	
Jobs for Miami		(\$87,500)
**Jobs for Miami 2 – Haitian Contract		(\$130,000)
Lutheran Services		
Miami Beach Latin Chamber	\$32,027.50	
Miami-Dade Human Services		(\$119,710)
UNIDAD of Miami Beach		
Youth Co-op	\$30,000	
	\$274,777	(\$513,700)



6.D.

South Florida Workforce Investment Board

December 18, 2008

**Approval to Allocate Surplus Refugee
Employment & Training Funds**

RECOMMENDATION

The Executive Committee recommends the approval to authorize staff to allocate \$60,000.00 from surplus Refugee Employment and Training (RET) funds, as described below.

BACKGROUND

At the beginning of the 08/09 program year, the Refugee Employment and Training (RET) program carry forward is in the amount of \$4.6 million dollars. The Refugee program runs from October to September. SFWIB staff is requesting to utilize \$60,000.00 of this surplus for the purchase of Work Number services.

The "Work Number" is a service which provides employment verifications on Food Stamp Employment and Training customers. There are roughly 6,000 RET placements for the 07/08 program year.

This item was forwarded to the full Board for consideration at its November 7, 2008 meeting, however due to lack of a quorum no action was taken.



6.E.

South Florida Workforce Investment Board

December 18, 2008

**Approval to Accept and Allocate Food Stamp
Employment and Training (FSET) Funds**

RECOMMENDATION

The Executive Committee recommends the approval to authorize staff to accept and allocate \$119,000 in Food Stamp Employment and Training funds, as set forth below:

BACKGROUND

The Agency for Workforce Innovation (AWI) has requested for the SFWIB to purchase equipment for seven workforce regions to start the FSET program. These workforce regions are not currently operating the FSET program. AWI forwarded a notice of availability in the amount of \$119,000.

At the October 28, 2008, Executive Committee meeting, SFWIB staff requested that the Executive Committee authorize staff to use the awarded funds for the purchasing of equipments for other regions.

This item was forwarded to the full Board for consideration at its November 7, 2008 meeting, however due to lack of a quorum no action was taken.



7.A.

South Florida Workforce Investment Board

December 18, 2008

October 2008 Finance Report

BACKGROUND

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

Attachments



7.B.

South Florida Workforce Investment Board

December 18, 2008

**SFWIB Internal Controls Policy and/or
Procedure Recommendations**

Discussion

BACKGROUND

As mentioned in the April 17, 2008, SFWIB Board meeting, the Agency for Workforce Innovation (AWI), in 2006, learned that there were weak internal controls and instances of fraud and abuse at other Regional Workforce Boards. In response, AWI released an RFP to obtain consulting services from CPA firms with extensive experience in the area of internal control. The firms would utilize their experience to conduct onsite internal control reviews of selected AWI sub-recipients, including RWBs and the Early Learning Coalitions.

The firm of Ernst & Young was selected by AWI to conduct these reviews. The Internal Control Review (ICR) is designed to assist local WIBs in terms of enhancing financial processes. **SFWIB volunteered to be the first workforce board to go through this review process.**

At the August 12, 2008, Finance Committee meeting, Ernest and Young presented their ICR observations/recommendations. SFWIB staff committed to provide the Finance Committee an action plan to implement IRC recommendations.

At the September 12, 2008, Finance Committee meeting the action plan was presented to the Finance Committee members for review.

At the December 3, 2008, Finance Committee meeting, SFWIB staff presented the attached SFWIB Internal Control Policy and Procedures recommendations for review and approval.

The following agenda items are the Internal Controls Policy and Procedure Recommendations:

- 7.B.i Approval of Increasing Fidelity Bond Coverage
- 7.B.ii Approval of Establishment of Mandatory Leave policy for Key Positions
- 7.B.iii Approval Establishing a Formal Risk Assessment Process
- 7.B.iv Approval of Finance Staff Annual Training Requirement
- 7.B.v Approval of Bank Reconciliation Modification
- 7.B.vi Approval of Vendor Master File Modification
- 7.B.vii Approval of Revised Policy and Procedure to Conduct Payroll Reconciliation
- 7.B.viii Approval of IT Network Strengthening
- 7.B.ix Approval of IT Application Change Procedures
- 7.B.x Approval of IT Backup and Recovery Procedures

Attachments

	Observations	Risks / Implications	Recommendations	Implementation Strategy	Sponsor	Completion Date	Reference
1	Management maintains Fidelity Bond Coverage for \$100,000 per incident for all employees. Insufficient coverage may expose the Workforce Board to damages as a result of misappropriation of assets.	Coverage may not be sufficient for the nature and complexity of the business, potentially exposing the agency to damages as a result of misappropriation of assets.	Management should consider increasing coverage of the insurance policy to protect the agency against misappropriation of assets.	1. Find out from other Workforce Boards their limits of coverage. 2. Obtain quotes and make recommendation to SFWIB as to the appropriate level of coverage.	R. Beasley/ G. Alonso	12/1/2008	Page 9-SFWIB Governmental Crime Insurance Proposal
2	A periodic self-assessment is not performed by the Board of Directors or Committees to evaluate its performance against the established goals and objectives.	Established objectives for the Board of Directors may not be met by the members of the Board and/or Committees responsible for execution.	The Board of Directors and Committees should develop a formal process to perform a periodic self-assessment to evaluate performance against established objectives. This review should include, but not be limited to, an assessment of the established objectives to determine if the objectives provide effective oversight of the Workforce Board and to determine if the objectives were properly met.	Work with SFWIB Chairman to incorporate as outcome for 2008-2009 Strategic Plan.	R. Beasley	12/1/2008	
3	The Workforce Board does not require a minimum number of consecutive days of scheduled, paid leave time each calendar year for any employees.	The lack of mandatory vacations for employees performing key control functions could lead to the misappropriation of assets, if ineffective internal controls exists.	Management should establish a policy that requires a minimum number of consecutive days of scheduled leave time each calendar year for all employees (or at a minimum, for employees within departments where inherent risk is higher, such as the Finance and IT Departments). Management should notify the employees that the policy is mandatory.	Before implementation of mandatory vacation leave, will collaborate with the Miami-Dade County's personnel dept to ensure compliance with existing MDC policies and procedures.	M . Smith	10/1/2008	Page 6-SFWIB Leave Policy
4	No formal risk assessment is in place at the Workforce Board.	Risks may not be identified in a timely basis and addressed timely, exposing the agency to a potentially weaker control environment.	A formal risk assessment process should be performed to periodically evaluate the risks that the agency is exposed to and identify the controls in place to mitigate the identified risks. This allows for a more proactive approach to risk as opposed to reactive. This assessment could be performed by management or an Internal Audit department.	1. Meet with Early Learning Coalition Center management to discuss "Peer Review" procedures. 2. Jointly develop an Internal Control Self Assessment Tool. 3. Perform annual Peer Review and Control Self Assessments with the Early Leaning Coalition..	G. Alonso/D. Quinones	12/31/2008	Page 2 - Finance Monitoring for Both Agency and Service Providers Policies and Procedures
5	Mandatory, formalized training is not required as part of the new hire orientation process. In addition, opportunity for improvement exists to provide mandatory periodic training to existing Workforce Board staff.	Personnel may not have the competence and training necessary for their assigned level of responsibility or the nature and complexity of the entity's business. This may lead to errors in carrying out finance duties, employee unrest, and job dissatisfaction.	The Workforce Board should require formal, mandatory training, including any training provided by the Office of Management and Budget, Federal Inspectors General, State Auditors, and Industry Associates, for key personnel in Finance and IT Departments, as needed.	1. Propose policy and procedures modification to require that all Finance employees obtain 16 hours of continues education per year.	R. Beasley/ G. Alonso	12/1/2008	Page 1-Finance Internal Control Procedures
6	There is currently no control in place to verify that checks received for non-grant revenue are deposited.	Cash receipts are subject to misappropriation if not adequately controlled.	Management should implement a control to reconcile the checks received per the receipt log maintained by the Accounting Clerk to the amounts deposited per the monthly bank statement to verify that checks received were deposited.	1. Propose policy and procedures modification to require that the Account Clerk performing the monthly bank reconciliations compare the amounts deposited per the bank statement to the check deposit logs.	G. Alonso/C. Garcia	12/1/2008	Page 1-Finance Other Cash Receipts . Page 2-Finance Reconciliation of Cash Procedures
7	An independent review of additions and changes to the Vendor Master File in MIP is not conducted.	Fictitious or inaccurate vendor information entered into MIP may not be detected, resulting in payments to fraudulent or incorrect vendors.	Periodic monitoring of the vendor master file should be performed. This could be achieved by running monthly reports such as new vendors added, any vendor changes (i.e. vendors changed to inactive or deactivated status), last transaction date per vendor, or any other data items that would provide an activity trail and having the reports reviewed by the appropriate level of management on a consistent, periodic basis.	1. Propose policy and procedures modification to require that the Assistant Director of Finance generate a quarterly report listing the amounts paid to each vendor. 2. Distribute the above report to the management team so that they can review for appropriateness.	G. Alonso/C. Garcia	12/1/2008	Page 1-Finance Internal Control Procedures
8	MIP produces a duplicate invoice warning if a duplicate vendor invoice is entered; however, this warning can be overridden by the Account Clerks.	Overriding preventative controls related to duplicate invoices may lead to duplicate payment processing.	Management has confirmed with the Sage software provider that MIP can not be configured to prevent duplicate vendor invoice processing by Account Clerks.	No action required	G. Alonso/C. Garcia	NA	
9	There is no evidence of a reconciliation performed between changes requested by the Human Resources Department and the Payroll processed by the County.	Payroll expenses may not be properly recorded. Payments may be processed for unauthorized changes made to payroll.	Human Resources should vouch all changes made to the County's payroll system for its employees back to approved documentation prior to payroll processing. Additionally, Human Resource should trace all changes requested to the County's payroll system prior to payroll payment.	Modify internal procedures to ensure, i.e. tax deductions and health insurance changes are traced and reflected.	M. Smith	12/1/2008	Page 2-SFWIB Human Resources Personnel Payroll Procedures
10	The August payment to the County for payroll costs was overpaid by approximately \$500.	Payroll expenses are not recorded accurately or in the proper period.	Management should reiterate the importance of a thorough monthly payroll review.	1. The Assistant Controller and Account Clerk processing the bi monthly payroll have met to reiterated the importance of thorough payroll reviews. (It should be noted that the auditor's finding was an isolated exception).	G. Alonso/C. Garcia	8/31/2008	

Observations		Risks / Implications	Recommendations	Implementation Strategy	Sponsor	Completion Date	Reference
11	Opportunities exist for network security to be strengthened.	Failure to implement password controls increases the risk that an unauthorized individual will gain access to sensitive company information. Furthermore, the lack of an AD Security policy exposes the organization to brute force attacks. Individuals can attempt to login to the network an infinite number of times.	Passwords should be set to expire on a regular, defined cycle (i.e., 60-90 days). In addition, a password history of 3-8 passwords should be maintained with a minimum number of days before a user may re-use the same password (i.e., one day). Without a minimum password age, the user can repeatedly cycle through passwords until they get to an old favorite.	The 90 day recommendation will be implemented for the finance staff with access to the MIP system. Staff will be required to change their MIP passwords every 90 days. A security form originating from the Finance Director or Controller is used to add or modify access for all finance users.	M. Smith	10/10/2008	Page 68-Administration Operations Policy and Procedure Manual
12	IT policies and procedures do not exist for change management and logical access.	Unauthorized or unapproved changes may be placed into production that may have a negative impact on the production environment.	The Workforce Board should document the policies and procedures for application change and maintenance. The policy should define a classification of changes and the appropriate level of required documentation based on the type of change (i.e., patches, upgrades etc). Management should include as part of the documentation any evidence supporting the authorization, testing and approval of changes moved into production.	Propose policy and procedures modification for application change and maintenance.	M. Smith	10/1/2008	Page 68-Administration Operations Policy and Procedure Manual
13	The "Disaster Recovery" section of the Accounting Policies and Procedures manual has not been tested.	The Workforce Board may not be able to restore critical business data or continue normal business operations timely in the event of a natural or man-made disaster.	The Information Technology and Finance Departments should collaborate to create a periodic test of backup and recovery procedures for MIP.	Propose policy and procedures modification to reflect restoration testing. The IT and Finance Depts. will collaborate to update and implement procedures.	M. Smith	12/1/2008	Page 67-Administration Operations Policy and Procedure Manual
14	Detailed review of Transportation Request Logs is performed subsequent to payment processing for transportation card reimbursement.	Reimbursement requests for unauthorized charges are not detected until after payment is processed.	Management should perform a detailed review of Transportation Request Logs using the system generated tool prior to issuing transportation card reimbursement.	1. Propose policy and procedures modification to require that the review of the Transportation Requests Logs using the system generated tool prior to issuing transportation card reimbursements.	G. Alonso/M. Gomez	12/1/2008	
15	A manual review is performed for duplicate transportation card numbers prior to payment processing for transportation card reimbursement.	Payments may be made for unauthorized transportation charges.	Configure the system to produce an error when a duplicate transportation card number is entered by a Counselor or Supervisor at the One Stop Center. If this is not possible, Management should adjust the report format so that the card numbers are listed in numerical order to allow for easier identification of duplicates.	1. The system has been configured to check for duplicate transportation card numbers and generates error message if the card number already exists in the system.	G. Alonso/M. Gomez	9/30/2008	



7.B.i.

South Florida Workforce Investment Board

December 18, 2008

Approval Increasing Fidelity Bond Coverage to \$500,000

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of SFWIB fidelity bond coverage increase to \$500,000, as described below.

BACKGROUND

An Internal Control (IC) review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the IC review present the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors' recommendation.

Observation # 1: Management maintains Fidelity Bond Coverage for \$100,000 per incident for all employees. Insufficient coverage may expose the Workforce Board to damages as a result of misappropriation of assets.

The auditors recommended that Management consider increasing coverage of the insurance policy to protect the agency against misappropriation of assets.

Staff obtained premium quotes for the following levels of coverage:

<u>Coverage</u>	<u>Premium</u>
\$100,000	\$1,437.00
\$300,000	\$2,740.00
\$500,000	\$4,042.00

Staff is recommending the increase of SFWIB fidelity bond coverage from the current \$100,000 to \$500,000, effective July 1, 2009. The cost of a \$500,000 policy would be approximately \$4,042 or \$2,605 more than the cost of the current \$100,000 policy.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.



7.B.ii.

South Florida Workforce Investment Board

December 18, 2008

**Approval of Establishment of Mandatory
Leave Policy for Key Positions**

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of SFWIB establishing a Mandatory Leave Policy for key positions as described below.

BACKGROUND

An Internal Controls (IC) Review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the Internal Controls Review presented the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors' recommendation:

Observation #3: The Workforce Board does not require a minimum number of consecutive days of scheduled, paid leave time each calendar year for any employees.

The auditors recommended the establishment of a policy that requires a minimum number of consecutive days of schedule leave time each calendar year for all employees (or at a minimum, for employees within departments where inherent risk is higher, such as the Finance and IT Departments). Management should notify the employees that the policy is mandatory.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.



7.B.iii.

South Florida Workforce Investment Board

December 18, 2008

Approval of Establishing a Formal Risk Assessment Process

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of SFWIB establishing “Peer Review” procedure for assessing formal risk, as described below.

BACKGROUND

An Internal Control (IC) review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the IC review present the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors’ recommendation

Observation # 4: No formal risk assessment is in place at the Workforce Board.

The auditors recommended that a formal risk assessment process be performed to periodically evaluate the risks that the agency is exposed to and identify the controls in place to mitigate the identified risks. This would allow for a more proactive approach to risk as opposed to reactive.

SFWIB staff has met with the Early Learning Coalition to establish a “Peer Review” procedure. Both agencies have agreed to conduct annual “Peer Reviews” utilizing the Internal Controls Self Assessment Tool developed by Agency for Workforce Innovation.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment

III.C. MONITORING ACTIVITIES FOR BOTH AGENCY AND SERVICE PROVIDERS

Purpose: *To establish the financial monitoring procedures required by federal and state regulations for the agency and its service providers.*

- ❑ Review a sample of support service payments for appropriate documentation and compliance with applicable policies
- ❑ Review a sample of contract payments to training providers for: (1) supporting documentation, (2) signed invoice and time sheet, if appropriate, (3) reimbursement rate agreement for total allowable training hours per the contract, and (4) invoiced amounts posted to the general ledger
- ❑ Review a sample of payroll and non-payroll disbursements for (1) supporting documentation, (2) agreement to check request for approval, (3) agreement to purchase order, requisition, invoice and purchasing threshold requirements, (4) mathematical accuracy, (5) trace to general ledger
- ❑ Review budgets, on a cumulative basis, for conformance with maximum and minimum cost limitations under WIA
- ❑ Ensure that all Financial Management Tracking Reports for all programs are reconciled to the general ledger each month

Monitoring activities of SFWIB's financial system are also coordinated with the Early Learning Coalition of Miami and Monroe Counties (ELC). AWI has prepared an Internal Control Survey for RWBs which will be used by the ELC to perform an Internal Control reviews of a periodic basis.

Monitoring activities of the Service Providers are also coordinated and assigned to the members of the OCI staff by the Supervisor of OCI. The following steps are performed and documented on an annual basis, and the extent and detail of the procedures vary based on the materiality of the service provider's contracted amount.

- ❑ Obtain and review the Service Provider's contract, correspondence maintained in the contract file, and monthly performance reports
- ❑ Obtain, through inquiry of SFWIB staff, an understanding of the program and related financial concerns



7.B.iv.

South Florida Workforce Investment Board

December 18, 2008

Approval of Finance Staff Annual Training Requirement

RECOMMENDATION

The consensus of the Finance Committee recommends the approval to modify SFWIB Accounting Policies and Procedures to require finance staff to take a minimum of eight hours of mandatory training annually, as described below.

BACKGROUND

An Internal Control (IC) review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the IC review present the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors' recommendation.

Observation # 5: Opportunity for improvement exists to provide mandatory periodic training to existing Workforce Board staff.

The auditors recommended that The Workforce Board should require formal, mandatory training, including any training provided by the Office of Management and Budget, Federal Inspectors General, State Auditors, and Industry Associates, for key personnel in Finance and IT Departments, as needed.

Effective with Fiscal Year 2008/09, SFWIB is proposing to either:

- Host an annual financial training seminar for all SFWIB Finance Staff and key personnel in Finance at the One-Stop service providers, or
- Require the foregoing agency personnel to attend training provided by the Office of Management and Budgets, Federal Inspector General, State Auditor and Industry Associates.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment

III.A. INTERNAL CONTROL

Purpose: To document SFWIB's financial internal control policy.

SFWIB recognizes that it is a steward of the public's money and the taxpayers hold the organization accountable to use the funds wisely and to protect them from loss while in their custody. As a result, a strong internal control policy exists and is monitored to prevent misuse of funds.

The objectives of this system are to provide reasonable assurance that all assets, including workforce development funds, are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management's authorization; and that they are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Segregation of duties reduces the likelihood that one person would be able to completely control a process or function from beginning to end. Steps have been taken to ensure adequate segregation of duties for the various transactions that may occur during the course of business.

Members of the accounting staff earn and take annual vacations on an ongoing basis. During an employee's absence another member of the accounting staff performs his/her duties. In addition, each staff member has another staff member that has been cross-trained on his or her duties.

The MIP accounting system fully integrates obligations, budgets, disbursements, and cost allocations in a centralized location, reducing the risk of error associated with manual spreadsheets and calculations. The chart of accounts and all accounting procedures have been established to provide for identifying receipts and expenditures of program funds separately for each contract.

Internal controls are monitored periodically by the Assistant Director, SFWIB Finance and the Office of Continuous Improvements. A review of SFWIB's internal controls is also conducted as part of the annual fiscal audit.

The Finance Staff is required to obtain a minimum of 8 credit hours of training in fund accounting and grants management by attending the quarterly Finance Officers Group (FOG) workshops and attending outside training seminars, as appropriate.



7.B.v.

South Florida Workforce Investment Board

December 18, 2008

**Approval of Bank Reconciliation Policies and
Procedures Modification**

RECOMMENDATION

The consensus of the Finance Committee recommends the approval to modify the SFWIB bank reconciliation policies and procedures, as described below.

BACKGROUND

An Internal Control (IC) review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the IC review present the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors' recommendation.

Observation # 6: There is currently no control in place to verify that checks received for non-grant revenue are deposited.

The auditors recommended that Management should implement a control to reconcile the checks received per the receipt log maintained by the Accounting Clerk to the amounts deposited per the monthly bank statement to verify that checks received were deposited.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment

IV.C. OTHER CASH RECEIPTS

Purpose: *To establish policy and procedures for the handling of cash receipts that provides for effective internal control.*

SFWIB's primary cash receipts are made through electronic funds transfer from the State of Florida as described in Section IV.B. *Cash Receipts – OSMIS Draw Requests*. However, periodically the agency will receive cash receipts (checks) directly in which case the following procedures are then performed.

The specified Account Clerk collects and opens the mail each day. Checks received are restrictively endorsed "for deposit only". The remittance voucher and any other documentation is date stamped. The Clerk attaches the check, the remittance voucher, the accompanying documentation together, prepares a check receipt log, and forwards the package to the specified Account Clerk responsible for preparation of the deposit.

The Account Clerk codes each receipt by funding source and records them in the MIP accounting system as a cash receipts session prior to submitting it to the Accountant II for review. The deposit date is used as the effective date. Coding is obtained from the Support Service Unit for refunds/chargebacks with adequate supporting documentation. Copies of all checks received for refunds/chargebacks from Service Providers or Training Agents are forwarded to the Support Service Unit. An Unposted General Ledger Report is generated for the cash receipts session. The report, along with the cash receipts package is given to the Accountant II for review and posting. The Accountant II reviews and posts the cash receipts session to the general ledger. The report is signed and dated by the Accountant II, SFWIB Finance indicating his or her review and posting of the transaction.

The cash receipts package is returned to the Assistant Controller for filing. The cash receipts package is filed in date order by month in the accounting department.

IV.F. RECONCILIATION OF CASH

Purpose: *To establish the monthly practice of reconciling all bank accounts.*

The bank statement is received by the Account Clerk in the department's mail. The Clerk date stamps the statement and forwards it to the Assistant Director, SFWIB Finance, since he/she is independent of the receipt and disbursement of cash, and does not perform the bank reconciliation. At this time, the Assistant Director, SFWIB Finance reviews the bank statement for unusual items (large or unusual transfers, unusual debits or credit transactions), any unusual items that are detected are investigated further. Upon completion of the review, the Assistant Director, SFWIB Finance initials and dates the bank statement and forwards it to another Account Clerk with the responsibility of reconciling it. (Due to time constraints, at times the bank reconciliation is prepared before the hard copy bank statement is received. The bank statement is printed out from the on-line bank program and reconciled. Once the hard copy bank statement is received and reviewed by the Assistant Director, SFWIB Finance, it is attached to the bank reconciliation and the approval process as outlined below is continued.)

The Account Clerk completes the bank reconciliation using the MIP accounting system's Bank Reconciliation Module by the 5th business date after the end of the month. The Clerk performs the following:

- ❑ Records any service charges, interest earned, NSF checks, or other miscellaneous items in the general ledger (if not previously recorded) by creating a Journal Voucher session in the MIP accounting system. The journal voucher is reviewed and posted by the Accountant II.
- ❑ Clears all checks in the accounting system that have cleared the bank, comparing amounts of the cleared checks on the bank statement to the amounts of the checks recorded in the general ledger
- ❑ Clears all deposits in the accounting system that have cleared the bank, ensuring the amounts of the deposits on the bank statement agree to the amounts recorded in the general ledger
- ❑ **Confirm total deposits agree to the cash receipts logs.**
- ❑ Clears any other cash items in the accounting system for any miscellaneous debit and credit items on the bank statement
- ❑ Investigates any irregular items including NSF checks, post dated checks, disputed items, unidentified receipts, and checks charged back by the bank



7.B.vi.

South Florida Workforce Investment Board

December 18, 2008

**Approval of Vendor Master File Modification
for a Monthly Report o Changes**

RECOMMENDATION

The consensus of the Finance Committee recommends the approval to modify SFWIB Accounting Policies and Procedures to require Finance staff to generate a monthly report of vendor master file changes, as described below.

BACKGROUND

An Internal Control (IC) review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the IC review present the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors' recommendation.

Observation # 7: An independent review of additions and changes to the Vendor Master File in MIP is not conducted.

Recommendation: Periodic monitoring of the vendor master file should be performed. This could be achieved by running monthly reports such as new vendors added, any vendor changes (i.e. vendors changed to inactive or deactivated status), last transaction date per vendor, or any other data items that would provide an activity trail and having the reports reviewed by the appropriate level of management on a consistent, periodic basis.

- Generate and distribute to the Management Team a quarterly report listing changes (new vendors, vendor name changes, vendor address changes) to the vendor master file,
- Request the management team to review the report for appropriateness, and
- Require that the Assistant Director of Finance and the Assistance Director of Administration sign the report as evidence of their review.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment

III.A. INTERNAL CONTROL

Purpose: To document SFWIB's financial internal control policy.

SFWIB recognizes that it is a steward of the public's money and the taxpayers hold the organization accountable to use the funds wisely and to protect them from loss while in their custody. As a result, a strong internal control policy exists and is monitored to prevent misuse of funds.

The objectives of this system are to provide reasonable assurance that all assets, including workforce development funds, are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management's authorization; and that they are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Segregation of duties reduces the likelihood that one person would be able to completely control a process or function from beginning to end. Steps have been taken to ensure adequate segregation of duties for the various transactions that may occur during the course of business.

Members of the accounting staff earn and take annual vacations on an ongoing basis. During an employee's absence another member of the accounting staff performs his/her duties. In addition, each staff member has another staff member that has been cross-trained on his or her duties.

The MIP accounting system fully integrates obligations, budgets, disbursements, and cost allocations in a centralized location, reducing the risk of error associated with manual spreadsheets and calculations. The chart of accounts and all accounting procedures have been established to provide for identifying receipts and expenditures of program funds separately for each contract.

Internal controls are monitored periodically by the Assistant Director, SFWIB Finance and the Office of Continuous Improvements. A review of SFWIB's internal controls is also conducted as part of the annual fiscal audit.

The Finance Staff is required to obtain a minimum of 8 credit hours of training in fund accounting and grants management by attending the quarterly Finance Officers Group (FOG) workshops and attending outside training seminars, as appropriate.

Quarterly, the Finance Staff will generate a report of changes to the Vendor Master File and circulate the report among the SFWIB management team for their review as to the appropriateness of the changes.



7.B.vii.

South Florida Workforce Investment Board

December 18, 2008

**Approval of Revised Policy and Procedure to
Conduct Payroll Reconciliation**

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of SFWIB revised policy and procedures to conduct payroll reconciliation.

BACKGROUND

An Internal Controls (IC) Review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the Internal Controls Review presented the region with an opportunity to review its policies and internal processes with the objective of making enhancements, as deemed necessary. The IC report identifies the following observation and reflects the auditors' recommendation:

Observation #9: There is no evidence of a reconciliation performed between changes requested by the Human Resources Department and the Payroll processed by the County.

The auditors recommend that Human Resources should vouch all changes made to the County's payroll system for its employees back to approved documentation prior to payroll processing. Additionally, Human Resources should trace all changes requested to the County's payroll system prior to payroll payment.

Staff recommended a revision to the SFW Human Resources Internal Procedures Manual to expand its current review process to now include the verification of all changes made to the County's payroll system and trace all changes requested to the County's payroll system (see attached, page 2).

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment

SFWIB HUMAN RESOURCES

PERSONNEL/PAYROLL PROCEDURES

PAYROLL RECONCILIATION

The SFWIB Human Resources Unit performs an audit of the PAR sheet for the purpose of ensuring a paycheck is generated for each current employee of the SFWIB. Payroll reconciliation involves the manual verification of the hours reported on the PAR sheet in comparison with the data entered by the HRD, confirming changes initiated internally by the SFWIB and tracing a change that was initiated externally by the employee or the HRD.

Examples of Changes Initiated by the SFWIB: a) salary changes due to performance increase, b) changes to benefits election, c) compensation for extraordinary appointments

Examples of Changes Not Initiated by the SFWIB: a) employee makes a change to his/her deferred compensation deduction; b) employee makes changes to W-4; c) employee fails to provide supporting documentation for dependent health coverage; d) longevity bonus payments

This verification process usually occurs on alternate Wednesday's, the day in which HRD has restored access to user departments to preview the paychecks and direct deposit vouchers that will be issued by the County on the following Friday.

Whether the source of the change originates internally or externally, the SFWIB Human Resources Unit insures that any unordinary transactions are researched thoroughly. Discrepancies that are a result of changes initiated by the County are addressed to the county to obtain the reasons for the change. If the discrepancy is initiated by the employee, the SFWIB has implemented a new procedure that took effect on 11/20/08, that will require a response from the employee attesting to the adjustment.

Once the review process has been completed, an e-mail is forwarded to the HR Manager, Executive Director, and the Assistant Controller, and the Account Clerk who also performs a form of payroll reconciliation, noting the changes.

RETAINING OF PAYROLL AND ATTENDANCE RECORDS

The SFWIB Human Resources Unit reviews the PARs to verify that all PARs have been submitted and all PARs contain the employees' signature and have required supporting documentation for leave and overtime. After it is determined that all PARs are received and are reasonable, the 3-page PAR is separated; the first page (original) PAR is submitted to the County, the second page (duplicate) is retained in HR; and the third page, along with PAR for the upcoming pay-period is distributed to the appropriate section manager.

DISTRIBUTION OF PAYCHECKS

Employees are compensated on a bi-weekly basis; there are 26 pay periods that comprises the employees' annual income. The county officially releases paychecks to County employees on Friday.



7.B.viii.

South Florida Workforce Investment Board

December 18, 2008

Approval of IT Network Strengthening

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of IT Network Strengthening, as described below.

BACKGROUND

An Internal Controls (IC) Review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the Internal Controls Review presented the Region with an opportunity to review its policies and internal processes with the objective of making enhancements as deemed necessary. The IC report identifies the auditors' recommendations.

Observation #11: Passwords should be set to expire on a regular, defined cycle (i.e., 60-90 days). In addition, a password history of 3-8 passwords should be maintained with a minimum number of days before a user may re-use the same password (i.e., one day). Without a minimum password age, the user can repeatedly cycle through passwords until they get to an old favorite.

The 90 day password change recommendation has been implemented to access the MIP system. In addition, a security form originating from the Finance Director or Controller is now used to authorize access to the MIP system. (See form attached). Password history is set to 3 and the minimum number of days to re-use the same password has been set to one day. Additionally, all users on the SFWIB Network will be required to change their passwords every 90 days.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment



MIP

90-DAY PASSWORD CHANGE FORM

User Name:	Password Changed:

IT Staff Name: _____

Signature: _____

Date: _____



7.B.ix.

South Florida Workforce Investment Board

December 18, 2008

Approval of IT Application Change Procedures

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of IT Application Change Procedures, as described below.

BACKGROUND

An Internal Controls (IC) Review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the Internal Controls Review presented the Region with an opportunity to review its policies and internal processes with the objective of making enhancements as deemed necessary. The IC report identifies the auditors' recommendations.

Observation #12: The Workforce Board should document the policies and procedures for application change and maintenance. The policy should define a classification of changes and the appropriate level of required documentation based on the type of change (i.e., patches, upgrades etc). Management should include as part of the documentation any evidence supporting the authorization, testing and approval of changes moved into production.

An MIP authorization configuration and upgrade form will be used to approve any changes to the MIP system. Finance and IT staff will sign the form and discuss any potential issues prior to system updates. See attached form.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment



MIP CONFIGURATION - UPGRADE FORM

☐ UPGRADE ☐ CONFIGURATION CHANGE ☐ UPDATE ☐ OTHER

(PLEASE CHECK ONE OF THE ABOVE)

DESCRIPTION: _____

Requested by:

Name of Network Manager* Signature* Date*

AUTHORIZATION: The below named Supervisor or Assistant Director of the Department authorizes this employee to have the system access specified on this form.

Name of Supervisor or Assistant Director* Signature* Date*

Name of Supervisor or Assistant Director* Signature* Date*

Signature of completion*: _____ Date*: _____



7.B.x.

South Florida Workforce Investment Board

December 18, 2008

**Approval of IT Backup and Recovery
Procedures**

RECOMMENDATION

The consensus of the Finance Committee recommends the approval of IT Backup and Recovery Procedures, as described below.

BACKGROUND

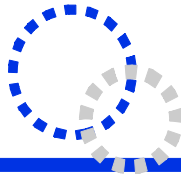
An Internal Controls (IC) Review of Region 23 was conducted by Ernst & Young on May 2, 2008. The results of the Internal Controls Review presented the Region with an opportunity to review its policies and internal processes with the objective of making enhancements as deemed necessary. The IC report identifies the auditors' recommendations.

Observation #13: The Information Technology and Finance Departments should collaborate to create a periodic test of backup and recovery procedures for MIP.

Backup tapes will be tested on a quarterly basis. In addition, tapes will be tested on a monthly basis during hurricane season. Results of the test will be documented and recorded after each test is conducted. The backup test results form will be signed by both Finance IT Staff after the completion of each test to ensure its successful completion.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment



Chapter 3 INFORMATION TECHNOLOGY MANAGEMENT

ADDITIONAL INFORMATION TECHNOLOGY INFORMATION

IV-3-1. The Information Technology Helpdesk. The ITU has established a “Helpdesk” system to centralize technical assistance provided to One-Stop Career Centers in the Region. Assistance is provided in the areas of field engineering, networking, telephone system support, and software/system support through the Help Desk. Under this model, all One-Stop Career Centers and other administrative offices have a single point of contact to obtain assistance with all technology-related issues. Helpdesk services are provided in the following manner:

Table 3: Helpdesk Tiered Services

TIER	SERVICE
Tier 1	IT Staff logs the initial telephone call and performs initial assessment. If possible, the issue is resolved over the telephone with the help of remote assistance software. If the issue cannot be resolved, then it is handled at the Tier 2 level. The majority of the system support is provided at this level.
Tier 2	Field engineer is dispatched to location. Normally, this occurs within 48 hours of the call. If the issue cannot be resolved, then it is handled at the Tier 3 level.
Tier 3	In this tier, the field engineer and network engineer will work together with the IT Unit Manager and/or the appropriate hardware or software vendor or contracted service provider agency to resolve the issue.

IV-3-2. Information Technology Disaster Recovery. Since disasters make the continuation of normal business functions impossible, a Disaster Recovery Plan, or DRP, contains precautions to minimize the impact and allow SFW to maintain or quickly resume administrative-critical functions. For a comprehensive copy of the SFW emergency plan and procedures, refer to **Volume IV, Part III, Emergency Preparedness and Facilities Management**, of this Administrative Management Operations manual.

In an effort to provide SFW with an adequate IT Disaster Recovery mechanism, the following areas are addressed:

- Back-up tapes are stored at the vault of the Information Technology Department of Miami-Dade County (offsite location). A special fireproof cabinet is used to store tapes on a daily basis in the IT computer storage room. Adequate security is provided within the IT facilities area. Backup tapes are tested and delivered to the offsite location every three months, except during hurricane season where they are tested on a monthly basis.
- IT Disaster Recovery Team. Three IT Staff members, two Network Managers, and one Senior Systems Analyst are responsible for executing disaster recovery activities.
- Prioritize IT operations to be restored. Decisions will be made by the Senior Systems Analyst to restore all IT functions starting with the most critical ones first during a disaster.



BACKUP RESTORE FORM

Restored Date _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Database/File Name _____

Outcome _____

Performed By:

Name: _____

Signature: _____

Date: _____



7.C.

South Florida Workforce Investment Board

December 18, 2008

Approval to Accept Additional Reed Act Funds

RECOMMENDATION

The consensus of the Finance Committee recommends the approval to accept additional Reed Act funds, as described below.

BACKGROUND

On December 1, 2008, the Workforce Florida Inc (WFI) awarded SFWIB an additional \$222,659 in Reed Act funds for the period of the July 1, 2008-June 30, 2009. The additional Reed Act allocation is based on Regional TANF performance. SFWIB staff feel the available the funds will aid the regions' performance with Temporary Assistance for Needy Families (TANF) participation rates and the overall state performance.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.



7.D.

South Florida Workforce Investment Board

December 18, 2008

**Approval to Accept Rapid Response
Supplemental Funds**

RECOMMENDATION

The consensus of the Finance Committee recommends the approval to accept Rapid Response Supplemental funds, as described below.

BACKGROUND

Workforce Florida Inc (WFI) awarded SFWIB \$509,117 in Rapid Response Supplemental funds for the period October 1, 2008 – June 30, 2009. The additional funds will help provide employment and training services for those workers that have been impacted by a lay-off.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.



8.A.

South Florida Workforce Investment Board

December 18, 2008

Approval of Reed Act Allocations

RECOMMENDATION

The consensus of the Executive Committee and the members of the Workforce Systems Improvement Committee recommends the approval to accept and allocate the Reed Act fund, as described below.

BACKGROUND

Workforce Florida Inc (WFI) awarded SFWIB \$222,660 in Reed Act funds for the period of the October 1, 2008-June 30, 2009. The allocation was based on a Reed Act implementation plan submitted by SFWIB to AWI to conduct outreach for the region. The availability of the funds will aid the regions' performance with Temporary Assistance for Needy Families (TANF) participation rates and the overall state performance.

At the October 28, 2008, Executive Committee meeting, this item was discussed and the consensus of the members present was to recommend accepting the Reed Act funds and to forward to the full Board for approval.

At the December 2, 2008, Workforce Systems Improvement Committee meeting, this item was discussed and the committee recommended the allocation based on the chart below be forwarded to the full Board for approval.

Career Center	Mandatory Caseload	% of Caseload	\$ Allocations
Carol City	394	6.76%	\$ 10,146
West Dade	844	14.47%	\$ 21,733
Little Havana	805	13.80%	\$ 20,729
Miami Beach	89	1.53%	\$ 2,292
North Miami Beach	382	6.55%	\$ 9,837
Northside	1,055	18.09%	\$ 27,167
Transition	147	2.52%	\$ 3,785
Hialeah Gardens	589	10.10%	\$ 15,167
Perrine	838	14.37%	\$ 21,579
Hialeah Downtown	333	5.71%	\$ 8,575
Homestead	356	6.10%	\$ 9,167
Monroe		6.70%	\$ 10,784
SFWIB			\$ 30,972
Facility Costs			\$ 30,727
Region 23 Total	5,832	100.00%	\$ 222,660



8.B.

South Florida Workforce Investment Board

December 18, 2008

Approval of Food Stamp Employment and Training (FSET) Funds Allocations

RECOMMENDATION

The consensus of the Finance Committee and the members of the Workforce Systems Improvement Committee recommends the approval to accept and allocate the Food Stamp Employment and Training Program (FSET), as described below.

BACKGROUND

The Food Stamp Employment and Training Program (FSET) emphasize work, self-sufficiency and personal responsibility. The program strives to meet the needs of participants in gaining skills, training, work, and experience that will increase the programs participants' ability to obtain total self-sufficiency.

The Workforce Florida, Inc. (WFI) has authorized the allocation of FSET funds to the 24 workforce regions. The Workforce Florida, Inc. (WFI) awarded SFWIB funds totaling \$1,560,767. The FSET funding period is from October 1, 2008- June 30, 2009. SFWIB staff is recommending the authorization to allocate the funding to Career Centers based on the attached chart minus facility and headquarter cost.

At the December 2, 2008, Workforce Systems Improvement Committee meeting, this item was discussed and the committee recommended the allocation based on the chart below be forwarded to the full Board for approval.

At the December 3, 2008, Finance Committee meeting, this item was discussed and the consensus of the members present was to recommend accepting the FSET funds and to forward to the full Board for approval.

Career Center	FSET Cases	% of Caseload	\$ Allocations
Perrine	1,150	10.8%	\$ 113,192
North Miami Beach	677	6.3%	\$ 66,636
Northside	3,112	29.1%	\$ 306,307
West Dade	864	8.1%	\$ 85,041
Hialeah Downtown	455	4.3%	\$ 44,785
Homestead	822	7.7%	\$ 80,908
Miami Beach	254	2.4%	\$ 25,001
Hialeah Gardens	570	5.3%	\$ 56,104
Carol City	938	8.8%	\$ 92,325
Little Havana	1,202	11.2%	\$ 118,310
Transition Inc	651	6.1%	\$ 64,076
Monroe County			\$ 75,595
SFWIB			\$ 217,103
Facilities			\$ 215,386
Region 23 Total	10,695	100.00%	\$ 1,560,767



8.C.

South Florida Workforce Investment Board

December 18, 2008

Approval to Allocate Veterans Incentives

RECOMMENDATION

The Workforce Systems Improvement Committee recommends the approval to Veterans' Incentives allocations, as described below.

BACKGROUND

The Workforce Florida, Inc. (WFI) awarded SFWIB incentive funds totaling \$2,844.00 for the Veterans Program. The incentive funds are provided to reward and foster more effective means to assist veterans in our community to become employed.

SFWIB staff recommended the following distribution for the Veteran's incentives funds. This recommendation is based on the number of placements and services to the veterans in our region from July 1, 2007-September 30, 2008. A total of 724 Veterans were able to obtain employment through staff assistance.

At the December 2, 2008, Workforce Systems Improvement Committee meeting, this item was discussed. The following Committee's recommendations will be implemented for PY '08-'09 to demonstrate and measure the effectiveness of the Veterans Program staff:

1. Performance Standards will be established for the Veteran Staff
 - a. Short Term Performance
 - i. Services
 - ii. Employment after Services
 - b. Long Term Performance
 - i. Employment after Services
 - ii. Retention

After the discussion, the WSI Committee members recommended the allocation based on the chart below be forwarded to the full Board for approval.

Veteran Rep.	Title	Placements	% of Total Placements	Incentive based on % of Total Placements
Alfred Hughes	LVER – PT	30	4.14%	\$ 117.85
Tracy Wilson	LVER	49	6.77%	\$ 192.48
William Lunt	LVER	272	37.57%	\$ 1,068.46
Harold Moore	DVOP	88	12.15%	\$ 345.68
Larry Lawton	DVOP	165	22.79%	\$ 648.15
Calvin Dorsett	LVER	120	16.57%	\$ 471.38
Totals		724	100.00%	\$ 2,844.00

\$2,844.00 = Total amount of incentives



8.D.

South Florida Workforce Investment Board

December 18, 2008

**Approval of Support Services Matrix
Modifications**

RECOMMENDATION

The Workforce Systems Improvement Committee recommends the approval of the Support Services Matrix modifications, as described below.

BACKGROUND

SFWIB provides both mandatory and transitional support service benefits to program participants. The mandatory support services assists Career Advancement Program (CAP) participant with the elimination or reduction of barriers that may hinder compliance with work activity requirements and employment opportunities. The transitional support services ensure that CAP participants who are leaving the program receive benefits that will help their families to move towards self-sufficiency.

It is the policy of SFWIB to provide mandatory and transitional benefits consistent with all appropriate federal, state and local laws and registration regulation.

Support Services benefits are offered through the following incentives: tools, work permits, background checks, uniforms/clothing, drug test, physical exam, gas cards, transit vouchers, books and school supplies, etc.

The reduction in funding for the TANF program, as well as, an increase in TANF caseload required SFWIB staff to evaluate the operation of the program.

The revision in support services will allow the following:

1. The Region can provide more TANF customers with services.
2. Provides the Region an opportunity to allocate funds towards more employment related activities such as On-the-Job Training (OJT) and subsidized employment.
3. Engaged participants will be more effectively served and assist the transition to self-sufficiency.
4. The proposed support services will assist program performance.
5. The type of Support services offered are focused more on assisting the participants obtain employment.

At the December 2, 2008, Workforce Systems Improvement Committee meeting, this item was discussed and the committee recommended the allocation based on the chart below be forwarded to the full Board for approval.

Attachments

MANDATORY SUPPORT SERVICES

Types of Services	Current CAP		Proposed CAP	
	Limitations	Restrictions	Limitations	Restrictions
	\$1000 YEARLY		\$1200 LIFETIME IN ADDITION \$600 OR 6 MONTHS LIFETIME TRANSPORTATION ONLY (IF CASE WAS CLOSED DUE TO EMPLOYMENT AND PARTICIPANT RE-OPENS AS MANDATORY)	
Auto Repair	Included	Lifetime limit - \$250	Removed from the Mandatory Support Services Matrix	
Auto Insurance	Included	Lifetime limit - \$250		
Transit Pass	Excluded	1 per month - \$37.50		
Transit Tokens	Excluded	Up to \$30 in Tokens per month (\$1.45 each)	Included	up to \$30 in Tokens per month (\$1.95 each)
Gas Card	Excluded	Max per month - \$100	Included	Max per month - \$80
Background / Fingerprinting	Included	Max per month - \$150	Included	Non-ITA Lifetime - \$150
Expunge & Seal	Included	Lifetime limit - \$150	Included	Lifetime limit - \$150
Credential Validation / Translation	Included	\$150 per year	Included	\$350 per year
Tools	Included	Non- ITA (required by school/employer) \$75	Included	Non- ITA (required by school/employer) \$250 per year
Work Permit	Included	Lifetime limit - \$150	Included	\$360 per year
Occupational License	Included	\$250 per year	Included	\$250 per year
Physical Exam	Included	\$100 per year	Included	Non ITA per year \$150
Uniforms	Included	Non ITA \$250	Included	\$200 per year
Clothing	Included	Per year \$300	Included	\$200 per year
Transit Vouchers	Excluded	\$250 per month - Monroe	Included	\$250 per month - Monroe
Books and School Supplies	Included	Non ITA per year \$250	Included	Non ITA per year \$250
Tuition, School Lab Fees	Excluded	Fees are established and posted on the SFW website (ITA Voucher)	Excluded	Fees are established and posted on the SFW website (ITA Voucher)
Childcare	Excluded	Fees paid by the Early Learning Coalition	Excluded	Fees paid by the Early Learning Coalition
Employment Incentive*	Excluded	30 Day Attainment - Fulltime\$100/Part-time\$50	Moved to Transitional Support Services	
Employment Incentive*	Excluded	90 Day Attainment - Fulltime\$150/Part-time\$75		
Employment Incentive*	Excluded	180 Day attainment - Fulltime\$250/Part-time\$125		

TRANSITIONAL SUPPORT SERVICES

Types of Services	Current CAP		Proposed CAP	
	Limitations	Restrictions	Limitations	Restrictions
	2 Years		\$600 OR 6 MONTHS LIFETIME	
Auto Repair	Included	\$300 once while a transitional customer	Removed from the Transitional Support Services Matrix	
Auto Insurance	Included	\$300 once while a transitional customer		
Transit Pass	Excluded	1 per month - \$37.50	Included	1 per month \$50.00
Transit Tokens	Excluded	Up to \$30 in Tokens per month (\$1.45 each)	Included	up to \$30 in Tokens per month (\$1.95 each)
Gas Card	Excluded	Max per month - \$100	Included	Max per month - \$100
Background / Fingerprinting	Included	Non ITA \$75 per year	Included	Non-ITA Lifetime - \$150
Expunge & Seal	Included	\$75 per year	Removed from the Transitional Support Services Matrix	
Credential Validation / Translation	Included	\$150 per year	Included	\$350
Tools	Included	Non- ITA (required by school/employer) \$75	Included	Non- ITA (required by school/employer) \$250
Work Permit	Included	\$150 per year	Included	\$360
Occupational License	Included	\$250 per year	Included	\$250
Physical Exam	Included	\$100 per year	Included	Non ITA \$150
Uniforms	Included	Non ITA \$250	Included	\$200
Clothing	Included	Per year \$300	Included	\$200
Transit Vouchers	Excluded	\$250 per month - Monroe	Included	\$250 per month - Monroe
Books and School Supplies	Included	Non ITA per year \$250	Included	Non ITA \$250
Tuition, School Lab Fees	Excluded	Fees are established and posted on the SFW website (ITA Voucher)	Excluded	Fees are established and posted on the SFW website (ITA Voucher)
Childcare	Excluded	Fees paid by the Early Learning Coalition	Excluded	Fees paid by the Early Learning Coalition
Employment Incentive*	Excluded	30 Day Attainment - Fulltime\$100/Part-time\$50	Removed from the Transitional Support Services Matrix	
Employment Incentive*	Excluded	90 Day Attainment - Fulltime\$150/Part-time\$75	Removed from the Transitional Support Services Matrix	
Employment Incentive*	Excluded	180 Day attainment - Fulltime\$250/Part-time\$125	Excluded	\$300 Job Retention Incentive for 180 days
Employment Incentive*	Not in Current Matrix		Excluded	\$300 Job Retention Incentive for 365 days



9.A.

South Florida Workforce Investment Board

December 18, 2008

**Approval of In-School Youth Program Caseload
Distribution Recommendation**

RECOMMENDATION

The consensus of the Youth Council recommends the approval of the distribution of In-school Youth Program caseloads, as described below.

BACKGROUND

At the September 18, 2008, Board meeting, the Board members approved Staff to negotiate with youth service providers who scored 70 or higher on the Youth Request for Proposal. A number of the agencies that did not score above 70 are current providers with caseloads. As a result, participant caseloads are in need of being transferred to those agencies that scored 70 or higher. The caseloads were distributed to the proposed providers according to their experience and the proposed number of participants to be served.

The attached chart details the distribution of the participants' caseload to the proposed provider.

At the December 9, 2008, Youth Council Committee meeting, this item was discussed and the consensus of the members present was to move this item forward to the full Board for approval.

Attachment

SFW Proposed Participant Files to be Transferred

	AMO	CANC	UNIDAD	GMSC	Hialeah	Transition	Youth Co-Op Crime Prevention	Youth Co-Op Monroe	Youth Co-Op Dade	Totals
In-School Program										
Proposed # to be Served	500	250	226	N/A	85	42	N/A	250	535	1,888
Current Caseload										
City of Hialeah					78					78
Unidad of Miami Beach			93							93
Youth Co-Op Dade									298	298
Youth Co-Op Monroe								11		11
Youth Co-Op Crime Prevention							7			7
Cuban American National Council		123								123
Transition						157				157
FILES TO BE TRANSFERRED	487	91	181	0	0	0	0	0	252	1,011
TOTAL IN-SCHOOL CASELOAD	487	214	274	-	78	157	7	11	550	1,778

EASTER SEALS - (39 casefiles) Culinary Arts Program provided to disabled youth at Easter Seals location through partnership with MDCPS
Hialeah ISY - provide services at one high school (Hialeah High) to youth residing within the City of Hialeah
Transition ISY - provide services to youth who reside in a juvenile residential facility

Out-of-School Youth Program case files were distributed based on the youth's residential zip code as recorded in the State Reporting System



9.B.

South Florida Workforce Investment Board

December 18, 2008

**Approval of Out-of School Youth Programs
Caseloads Distribution Recommendation**

RECOMMENDATION

The consensus of the Youth Council recommends the approval of the Option 1 for the distribution of Out-of-School Youth Program caseloads, as described below.

BACKGROUND

At the September 18, 2008, SFWIB Board meeting, the Board members approved Staff to negotiate with youth service providers who scored 70 or higher on the Youth Request for Proposal. A number of the agencies that did not score above 70 are current providers with caseloads. As a result, participant caseloads are in need of being transferred to those agencies that scored 70 or higher. The caseload was distributed to the proposed providers according to the following options:

1. Option 1: Distribution based on proposal
2. Option 2: Equal distribution among provider agencies
3. Option 3: Equal distribution among Adult Mankind Organization (AMO)

The attached chart details the distribution of the participants' caseload to the proposed provider.

At the December 9, 2008, Youth Council Committee meeting, this item was discussed and the consensus of the members present was to recommend Option 1 to move this item forward to the full Board for approval.

Attachment

SFW Proposed Participant Files to be Transferred

Out-of-School Program	AMO	CANC	UNIDAD	GMSC	Hialeah	Transition	Youth Co-Op Crime Prevention	Youth Co-Op Monroe	Youth Co-Op Little Havana	Youth Co-Op Homestead	Northside	Totals
Proposed # to be Served	300	N/A	N/A	160	175	190	N/A	30	390	500		1,745
Current Caseload												
City of Hialeah					183							183
Youth Co-Op Homestead										406		406
Youth Co-Op Little Havana									278			278
Youth Co-Op Crime Prevention							8					8
Greater Miami Service Corps				97								97
Transition						151						151
Youth Co-Op Monroe								13				13
FILES TO BE TRANSFERRED	47	N/A	N/A	67	19	22	0	0	67	5	523	750
TOTAL OUT-OF-SCHOOL CASELOAD	47	N/A	N/A	164	202	173	8	13	345	411	523	1,886
OPTION 1												
Distribution Based on Proposal	280	N/A	N/A	27	0	27	0	0	72	117	0	523
TOTAL OUT-OF-SCHOOL CASELOAD	327	N/A	N/A	191	202	200	8	13	417	528	0	1,886
OPTION 2												
Equal Distribution Among Provider Agencies	105	N/A	N/A	105	0	105	0	0	104	104	0	523
TOTAL OUT-OF-SCHOOL CASELOAD	152	N/A	N/A	269	202	278	8	13	449	515	0	1886
OPTION 3												
Equal Distribution Among AMO & Youth Co-Op	262	N/A	N/A	0	0	0	0	0	131	130	0	523
TOTAL OUT-OF-SCHOOL CASELOAD	309	N/A	N/A	164	202	173	8	13	476	541	0	1886

Hialeah ISY - provide services at one high school (Hialeah High) to youth residing within the City of Hialeah
Transition ISY - provide services to youth who reside in a juvenile residential facility

Out-of-School Youth Program case files were distributed based on the youth's residential zip code as recorded in the State Reporting System



9.C.

South Florida Workforce Investment Board

December 18, 2008

Allocation of In-School Youth Funding

RECOMMENDATION

The consensus of the Youth Council recommends the approval of Option 2 for the In-School Youth Program allocation, as described below.

BACKGROUND

At the September 18, 2008, SFWIB Board meeting, the Board members approved Staff to negotiate for in-school Youth Services based on the Youth Services RFP YS2008-09-2 with Service Providers with scores of 70 points and higher.

SFWIB staff presented two funding allocation options for the Youth Council's consideration:

1. Option 1: allocate based on caseload
2. Option 2: allocate based on cost per participant

At the December 9, 2008, Youth Council Committee meeting, this item was discussed and the consensus of the members present was to recommend Option 2 and to move this item forward to the full Board for approval.

Attachment

In School Youth Allocations

08-09 Budget (6 months)		
WIA Youth	TANF	Total

Available Funds			3,158,967	1,000,000	4,158,967
	Less Monroe Cnty	6.7%	-	278,651	278,651
	Less Set Asides	5.9%	165,114	34,886	200,000
Balance to Allocate			2,993,853	686,463	3,680,316

In School			1,242,312	247,818	1,490,130
	AMO				
	CANC				
	UNIDAD				
	GMSC				
	Hialeah				
	Transition				
	Youth Co-Op Crime Prevention				
	Youth Co-Op Dade				

Subtotal - Miami Dade County			2,993,853	686,463	3,680,316
-------------------------------------	--	--	------------------	----------------	------------------

ck

Totals Allocation			2,993,853	965,114	3,958,967
--------------------------	--	--	------------------	----------------	------------------

ck

Alloc. Based on Cost Pers				
Cost Per Provider		Allocations \$ Amounts		
Caseloads	Cost Pers	WIA Youth	TANF	Total

1,760	\$ 1,491	1,242,312	247,818	1,490,130
487	\$ 1,520	367,872	73,384	441,256
214	\$ 1,166	123,958	24,727	148,685
274	\$ 1,438	195,756	39,050	234,806
-		-	-	-
78	\$ 2,422	93,884	18,728	112,613
157	\$ 1,002	78,179	15,595	93,775
-		-	-	-
550	\$ 1,400	382,662	76,334	458,996

100.00%

1,760				
--------------	--	--	--	--

1,760				
--------------	--	--	--	--



9.D.

South Florida Workforce Investment Board

December 18, 2008

Allocation of Out-of-School Youth Funding

RECOMMENDATION

The consensus of the Youth Council recommends the approval of Option 2 for the Out-of-School Youth Program allocation, as described below.

BACKGROUND

At the September 18, 2008, SFWIB meeting, the Board authorized SFWIB staff for to negotiate for out-of-school Youth Services based on the Youth Services RFP YS2008-09-2 with Service Providers with scores of 70 points and higher.

SFWIB staff presented two funding allocation options for the Youth Council's consideration:

1. Option 1: allocate based on caseload
2. Option 2: allocate based on cost per participant

At the December 9, 2008, Youth Council Committee meeting, this item was discussed and the consensus of the members present was to recommend Option 2 and to move this item forward to the full Board for approval.

Attachments

Out of School Youth Allocations Option 1

08-09 Budget (6 months)		
WIA Youth	TANF	Total

Alloc. Based on Cost Pers				
Cost Per Provider			Allocations \$ Amounts	
Caseloads	Cost Pers		WIA Youth	TANF

Available Funds			3,158,967	1,000,000	4,158,967
	Less Monroe Cnty	6.7%	-	278,651	278,651
	Less Set Asides	5.9%	165,114	34,886	200,000
Balance to Allocate			2,993,853	686,463	3,680,316

Out of School	
	AMO
	GMSC
	Hialeah
	Transition
	Youth Co-Op Crime Prevention
	Youth Co-Op Little Havana
	Youth Co-Op Homestead
	Northside

[illegible]

1,865	\$ 2,229
327	2,573
191	1,547
202	1,908
200	2,546
-	
417	2,400
528	2,400
-	

\$	1,751,542	\$	438,645	\$	2,190,186
	342,765		85,840		428,605
	120,362		30,143		150,504
	157,014		39,322		196,336
	207,442		51,951		259,393
	-		-		-
	407,715		102,105		509,820
	516,243		129,285		645,528

100%

Subtotal - Miami Dade County

2,993,853	686,463	3,680,316
-----------	---------	-----------

-	
---	--

--	--	--

ck

Totals Allocation	
100%	100%

2,993,853	965,114	3,958,967
-----------	---------	-----------

--	--

--	--	--

ck



10.B.

South Florida Workforce Investment Board

December 18, 2008

**Recommendation as to the Approval of New
Programs for Approved Training Agents**

RECOMMENDATION

The consensus of the Economic Development & Industry Sector Committee recommend the approval for new training programs for approved 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 their approved Training Agents based upon their 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).

At the October 2, 2008, Economic Development & Industry Sector Committee meeting, the consensus of the members present was to for this item to the full Board for approval.

This item was forwarded to the full Board for consideration at its November 7, 2008 meeting, however due to lack of a quorum no action was taken.

The attached table sets forth the reviewed requests and SFWIB staff recommendations.

Attachments

Summary of Training Institutions Reviews

Training Institution	Proposed Training Program(s)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2008-2009 TOL)	Wage Rate (2008-2009 TOL)		Comments
							Entry	Mean	
College of Business and Technology	NCLEX LPN Certification Preparation (CIP 0317060510) – Diploma Program	360 hours, (22.0 Quarter/Semester Hours – 8 months/32 weeks)	\$ 9,042.00	\$ 5,591.00	NO	Licensed Practical and Licensed Vocational Nurses (SOC 292061)	\$ 14.67	\$ 18.84	Programmatic review was conducted. College of Business and Technology met all requirements. SFWIB staff recommends approval
Miami-Dade County Public School/Miami Lakes Educational Center	Heavy Equipment Operations – OCPs A and B (CIP 0649020200) – Certificate Program	320 hours, (13 weeks)	\$ 2,105.00	\$ 2,105.00	NO	Operating Engineers/Construction Equipment Operators (SOC 472073)	\$ 12.96	\$ 17.90	Programmatic review was conducted. MLEC met all requirements. SFWIB staff recommends approval

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: College of Business & Technology **New School:** ____ **New Program(s)** X
Date: July 9, 2008.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	College of Business & Technology (CBT) is licensed by the FLDPE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	Yes	Accredited by the by the Accredited Council for Independent Colleges and Schools (ACICS)
2.	School's enrollment information.	YES	CBT current enrollment as of 10/29/07 for all three campuses as of 7/7/08 is 636
3.	Training Program/Design – Per training program.	Yes	Diploma Program NCLEX LPN Certification Preparation (CIP 0317060510) – Diploma Program
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	CBT's Flagler Street campus is along major transit routes. The school facility is approximately 11,200 sq ft of space and includes 10 classrooms, 3 labs/classroom combinations, a resource center, student lounge and administrative offices.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	The placement rate for all programs reported for the Flagler Street Campus was: 93%
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	CBT's Total Program cost: NCLEX LPN Certification Preparation = \$9,042.00
12.	Financial Aid Information.	Yes	CBT is a Title IV eligible school. The School participates in the Federal Pell Grant Program, Supplemental Education Opportunity Grant (SEOG) and the Ford Direct Loan (formerly GSL) Federal Direct/FFEL Subsidized Loans

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Miami-Dade County Public Schools (MDCPS)/Miami Lakes Educational Center (MLEC)
New School: ____ **New Program(s)** **X** **Date:** July 30, 2008.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
	School's Licensing Information.	YES	MDCPS is under the auspices of the Florida Department of Education.
1.	Accreditation Information, if applicable.	Yes	Miami Lakes Educational Center is accredited by the he Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and the Council of Occupational Education (COE)
2.	School's enrollment information.	YES	MDCPS – MLEC total enrollment for the year 07/08 was 3,229 students.
3.	Training Program/Design – Per training program.	Yes	<u>Certificate Program</u> Heavy Equipment Operations – OCPs A and B (CIP 0649020200)
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	MDCPS Certified instructors.
6.	Facility.	Yes	The MLEC facility is located on a major campus (38 acres) and consists of a 5 main number of buildings that contain classrooms and labs, administrative offices, resource rooms, two student dining areas. MLEC is along a major transient route.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	The placement rate is based on FETPIP data and the most report has MDCPS overall placement rate at 79%. MLEC overall placement rate is 82%.
9.	Staff job development/placement information.	Yes	A full-time Career Specialist assists with job placement for all currently enrolled students and former students who have earned a Certificate of Completion. Teachers also assist with placement.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	The Student Services Department offers guidance counseling, vocational testing, financial aid, and job placement services. Counselors are available Monday through Thursday from 8:00 a.m. to 9:30 p.m., and Friday from 8:00 a.m. to 6:00 p.m.
11.	Cost data per training program.	Yes	MLEC Total Program cost: Heavy Equipment Operations – OCPs A and B = \$2,105.00
12.	Financial Aid Information.	Yes	MLEC is a Title IV eligible school. The School participates in the Federal Pell Grant Program as well as the Federal Supplemental Education Opportunity Grants (FSEOG), Federal Stafford Loan Program (FSLP). Other financial aid programs available for MLEC are the District Financial Aid Program (DFAP), as well as a Tuition Fee Waiver Program.



11.

South Florida Workforce Investment Board

December 18, 2008

Informal Resolution Conference Results

RECOMMENDATIONS

The SFWIB Informal Resolution Conference Panel recommends approval for the results of the Informal Resolution Conferences described below.

BACKGROUND

At the September 18, 2008, SFWIB Board meeting, members authorized SFWIB staff to negotiate for Workforce and Youth Services with Service Providers that scored 70 points and higher, on the respective RFPs; Workforce Services RFP WS2008-09-2 and Youth Services RFP YS2008-09-2.

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 Appeals Panel.

The attached charts set forth the results of Informal Resolution Conferences held on November 3, 2008.

The SFWIB Informal Resolution Conference Panel recommends approval for the results of the Informal Resolution Conferences.

This item was forwarded to the full Board for consideration at its November 7, 2008 meeting, however due to lack of a quorum no action was taken.

Attachment

Organization	Results	Recommendation
Workforce Services		
SER-Jobs for Progress, Inc.	<p>SER-Jobs for Progress, Inc. provided at the time of the Informal Resolution Conference documentation for meeting its Due Diligence requirements The SFWIB Informal Resolution Panel recommends SER-Jobs for Progress, Inc. be awarded Workforce Services funding to operate the North Miami Beach Career Center, contingent upon a satisfactory review by SFWIB of the submitted due diligence documents.</p> <p>SFWIB is still reviewing the submitted due diligence documents.</p>	Information is still being reviewed.
Better Family Life, Inc. - Miami	<p>Better Family Life, Inc. provided at the time of the Informal Resolution Conference additional documentation. The Informal Resolution Panel by a vote of two to one requested that Better Family Life, Inc. provide a budget narrative for staff to review and compare with the budget narrative submitted by Sant La, before a final recommendation is made.</p> <p>SFWIB has reviewed the submitted budget narrative and the submitted budget narrative did not meet requirements.</p>	Not recommended for funding.
Youth Services		
Easter Seals South Florida, Inc.	<p>The in-school and out-of-school proposals submitted by Easter Seals South Florida, Inc. were not rated as high as other proposals. Easter Seals South Florida, Inc. did not provide additional documentation to reverse the scores received. The Informal Resolution Conference upheld the non-funding recommendation. In addition, the Informal Resolution Conference recommends that the SFWIB release a new RFP for services to youth with disabilities, if funds are available.</p> <p>Easter Seals South Florida, Inc. elected not to appeal further.</p>	Uphold the non-funding recommendation.

Cuban American National Council, Inc.	<p>All Youth Services proposal scores, in-school and out-of-school, were reviewed and all scores were adjusted due to a scoring error. Cuban Americans National Council, Inc. in-school proposal adjusted score met the funding criteria.</p> <p>The out-of-school proposal submitted by Cuban American National Council, Inc. based on the information provided was not rated as high as other proposals. Cuban American National Council, Inc. did provide additional documentation; however, it was not sufficient to reverse the scores received. The Informal Resolution Conference Panel upholds the decision to not award funding to the Cuban American National Council's out-of-school proposal.</p> <p>Cuban American National Council, Inc. elected not to appeal further.</p>	Recommend Approval
Transition, Inc.	<p>All Youth Services proposal scores, in-school and out-of-school, were reviewed and all scores were adjusted due to a scoring error. Transition's, Inc. out-of-school proposal adjusted score met the funding criteria.</p> <p>The in-school proposal submitted by Transition, Inc. based on the information provided was not rated as high as other proposals. During the Informal Resolution Conference, Transition, Inc. did provide additional documentation, and it was sufficient to raise the score to the funding criteria. The Informal Resolution Panel recommends that Transition's in-school youth proposal be funded, contingent upon the availability of funds.</p>	Recommend Approval
UNIDAD of Miami Beach, Inc.	<p>All Youth Services proposal scores, in-school and out-of-school, were reviewed and all scores were adjusted due to a scoring error. UNIDAD of Miami Beach, Inc. in-school youth proposal adjusted score met the funding criteria. The Informal Resolution Panel recommends that the UNIDAD of Miami Beach, Inc. in-school youth proposal be funded, contingent upon the availability of funds.</p>	Recommend Approval