

#### SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

### WORKFORCE SYSTEMS IMPROVEMENT (WSI) COMMITTEE

## Tuesday, December 2, 2008 9:30 A.M.

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

### AGENDA

- 1. Call to Order and Introductions
- 2. Approval of Workforce Systems Improvement Meeting Minutes
  - A. September 15, 2008
- 3. Balanced Scorecard Discussion
- 4. Recommendation to Approve Support Services Matrix
- 5. Recommendation to Allocate Reed Act Allocations
- 6. Recommendation to Allocate Food Stamp Employment and Training funding
- 7. Recommendation to Allocate Veterans Incentives
- 8. Career Advancement Program (CAP) Work Registration Presentation

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Workforce	SFWIB – Workforce Systems Improvement Committee
member: Employ Florida	December 2, 2008
	Minutes of SFWIB Workforce Systems Improvement Committee Meeting September 15, 2008

South Florida Workforce Investment Board

Workforce Systems Improvement Committee Meeting September 15, 2008, at 9:30 A.M. South Florida Workforce Investment Board Headquarters

7300 Corporate Center Drive, 5th Floor - Conference Room 3

Committee Members in	OTHER SFWIB MEMBERS	OTHER ATTENDEES
Attendance	IN ATTENDANCE	Andreu, Carmen - CANC
<ol> <li>Daniel Fils-Aime, Sr.</li> <li>Jose Acosta</li> <li>Victoria DuBois</li> <li>Cynthia Gaber</li> <li>Al Huston, Jr.</li> <li>Anne Manning</li> <li>Obdulio Piedra</li> <li>Alvin Roberts</li> <li>COMMITTEE MEMBERS NOT IN ATTENDANCE</li> <li>Jackie Harder</li> <li>Ivonne Socorro</li> </ol>	SFW STAFF Rick Beasley Anne Glancy Juan Hernandez Ken Kistner	<ul> <li>Andreu, Carmen - CANC</li> <li>Cela, Jose - SER Jobs for Progress, Inc.</li> <li>Cepeda-Leonard, Margarita - Unidad</li> <li>Farinas, Irene – Adults Mankind, Org. (AMO)</li> <li>Menendez, Mirizza - Unidad</li> <li>Morales, Maria - Arbor E &amp; T</li> <li>Milian, Dalia - City of Hialeah</li> <li>Milian, Delia - City of Hialeah</li> <li>Mitchell, Carlena - Miami-Dade County Public Schools</li> <li>Oller, Virama -Transition, Inc.</li> <li>Pichardo, Jorge - Youth Co-Op, Inc.</li> <li>Rodriguez, Maria - Youth Co-Op, Inc.</li> <li>Someillan, Ana - Adults Mankind, Org. (AMO)</li> <li>Zeno, Miriam - SER Jobs for Progress, Inc.</li> </ul>

Agenda items are displayed in the order they were discussed.

## 1. Call to Order and Introductions

Mr. Daniel Fils-Aime, Sr., WSI Committee Chair, called the meeting to order at **9:35** A.M., and noted that a quorum had been achieved.

## 2. Approval of Workforce Systems Improvement Meeting Minutes for April 24, 2008, and June 13, 2008

# Mr. Alvin Roberts moved to approve the minutes of April 24, 2008, and June 13, 2008. The motion was seconded by Mr. Obdulio Piedra and the motion carried.

**3.** Recommendation as to the Renewal of Current Refugee Employment and Training Contractors and Allocations for Program year 2008-2009

Mr. Obdulio Piedra moved to approve the renewal of current Refugee Employment and Training (RET) contractors and the funding allocations for Program Year 2008-2009. The motion was seconded by Mr. Alvin Roberts and the motion carried.

4. Recommendation to Approve the Allocation of Florida Rebuilds Funds

Mr. Jose Acosta moved to approve the allocation of \$43,200 into the Northside Career Center, Florida reBuilds Training Project. The motion was seconded by Ms. Cynthia Gaber and the motion carried.

5. Recommendation to Allocate Food Stamp Employment and Training Funds Funding

[Ms. Anne Manning arrived.]

<u>Mr. Alvin Roberts moved to allocate Food Stamp Employment and Training (FSET) funding to</u> <u>Career Centers. The motion was seconded by Ms. Anne Manning and the motion carried.</u>

6. Recommendation to the Accept Food Stamp Employment and Training (FSET) Funds

Mr. Alvin Roberts moved to accept Food Stamp Employment and Training (FSET) funding to Career Centers. The motion was seconded by Ms. Anne Manning and the motion carried.

7. Recommendation to Approve the Workforce Services RFP

[Mr. Al Huston arrived.]

Mr. Piedra recommended that there be a very close look at the disparity of the weights given to the scoring of each category. In some cases a contract is being awarded even though the score for capabilities is very low.

Mr. Obdulio Piedra moved approval to create training sessions, or seminars for prospective providers, and new contractors on how to do business with SFWIB and the motion was seconded by Mr. Al Huston.

Mr. Obdulio Piedra moved to authorize staff to come back with recommendations on how to increase the number of providers doing business with SFWIB by providing training. The motion was seconded by Mr. Al Huston and the motion carried.

There was discussion regarding Arbor's management issues, and the scoring.

Ms. Anne Manning moved to authorize staff to negotiate for the Workforce Services RFP with Service Providers with scores of 70 points and higher as set forth in the item, based on available funds and that Arbor provide their site monitoring tool. The motion was seconded by Mr. Obdulio Piedra and the motion carried.

8. Programmatic Monitoring Report

Mr. Alvin Roberts moved to terminate the Arbor E&T, LLC contract to operate the Homestead Career Center. The motion was seconded by Ms. Anne Manning and the motion carried.

The meeting adjourned at 11:15 A.M.



3.

SFWIB – Workforce Systems Improvement Committee

**December 2, 2008** 

**Informational - Balanced Scorecard** 

## **Informational Item**

## BACKGROUND

The purpose of the Region's Balanced Scorecard is to strengthen our workforce service delivery system. The Balanced Scorecard provides the performance goals for the Career Centers and provides an overall Regional performance.

Attached for the Committee's review is the Region's Balanced Scorecard for the period July 1, 2008 –September 30, 2008.

Attachment

## (DRAFT) Balanced Scorecard FP '08-'09 (Progress Report)

Report date range: 7/1/2008 - 9/30/2008 Report date: 10/17/2008 @ 11:30 a.m. Modified date:

	Centers	WIA Training	Standard	CAP Training	Standard	Employment	Standard	Professional Placements	Standard	Self- Sufficiency	Standard	Employment Wage Rate	Standard	WIA Employment Gateway	Standard	WIA Retention Rate	Standard	CAP Rentention Rate	Standard	Job Development Index	Standard	Job Development Index > 12	Standard	UC Duration
5	Carol City	80%	70%	0%	60%	520	439	38	66	25	88	\$ 8.85	\$ 12.00	42	45		85%		75%	202	178	75	62	9
Arbo	Hialeah Gardens	63%	70%	0%	60%	497	547	40	82	26	109	\$ 9.69	\$ 12.00	58	66		85%		75%	298	331	106	116	9
	Homestead	73%	70%	0%	60%	118	427	8	64	10	85	\$ 10.23	\$ 12.00	26	45		85%		75%	62	161	26	56	9
8	Northside	70%	70%	0%	60%	822	500	96	75	61	100	\$ 12.24	\$ 12.00	98	66		85%		75%	527	222	227	78	9
0	West Dade	65%	70%	0%	60%	580	577	59	87	58	115	\$ 10.73	\$ 12.00	53	75		85%		75%	444	430	153	150	9
ft	Perrine	100%	70%	0%	60%	597	583	98	87	117	117	\$ 11.09	\$ 12.00	61	57		85%		75%	264	256	131	90	9
۶	Litle Havana	75%	70%	100%	60%	619	465	75	70	96	93	\$ 11.83	\$ 12.00	75	49		85%		75%	387	274	218	96	9
	Florida Keys	83%	70%	0%	60%	109	212	23	32	26	42	\$ 12.96	\$ 12.05	12	16		85%		75%	104	71	48	25	9
Ser Jobs	N. Miami Beach	85%	70%	0%	60%	526	446	92	67	127	89	\$ 11.81	\$ 12.00	53	52		85%		75%	402	374	165	131	9
Unidac	Miami Beach	79%	70%	0%	60%	281	249	35	37	45	50	\$ 10.97	\$ 12.00	74	63		85%		75%	239	207	72	72	8
City of Hialeah	Hialeah Downtown	75%	70%	0%	60%	331	399	21	60	21	80	\$ 10.85	\$ 12.00	35	46		85%		75%	441	423	174	148	9
Transition	Transition	0%	70%	0%	60%	138	146	4	22	6	29	\$ 9.04	\$ 9.95	21	48		85%		75%	83	73	7	26	9
										-						İ								
Region 23	Region 23	75%	70%	100%	60%	5138	4990	589	749	618	998	\$ 10.98	\$ 12.00	608	628		85%		75%	3453	2999	1402	1050	9

(DRAFT)	Balanced
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#### Report date range: 7/1/2008 - 9/30/2008 Report date: 10/17/2008 @ 11:30 a.m.

Modified date:

													REGION	AL								
	Centers	Standard	Error Rate	Standard	Jobs Opening Filled Rate	Standard	CAP Participation %	Standard	CAP EER %	Standard	WP EER %	Standard	WIA Employed Worker EER %	Standard	WIA Adult EER %	Standard	WIA DW EER %	Standard	VET EER %	Standard	FSET EER %	Standard
-	Carol City	<10 wks		3%	100%	62%		52%		40%	18%	40%	75%	95%	97%	93%	100%	92%	21%	35%		28%
Arbor	Hialeah Gardens	<10 wks		3%	57%	62%		52%		40%	24%	40%	100%	95%	98%	93%	75%	92%	25%	35%		28%
	Homestead	<10 wks		3%	32%	62%		52%		40%	15%	40%	0%	95%	100%	93%	100%	92%	19%	35%		28%
																						<b>├───</b>
ę	Northside	<10 wks		3%	62%	62%		52%		40%	19%	40%	99%	95%	100%	93%	100%	92%	18%	35%		28%
Ś	West Dade	<10 wks		3%	55%	62%		52%		40%	24%	40%	100%	95%	100%	93%	100%	92%	29%	35%		28%
Youth	Perrine	<10 wks		3%	95%	62%		52%		40%	24%	40%	0%	95%	95%	93%	100%	92%	17%	35%		28%
×	Litle Havana	<10 wks		3%	76%	62%		52%		40%	23%	40%	0%	95%	98%	93%	100%	92%	8%	35%		28%
	Florida Keys	<10 wks		3%	59%	62%		52%		40%	42%	40%	71%	95%	100%	93%	0%	92%	11%	35%		28%
Ser	N. Miami Beach	<10 wks		3%	89%	62%		52%		40%	22%	40%	100%	95%	100%	93%	80%	92%	25%	35%		28%
Unidad	Miami Beach	<10 wks		3%	62%	62%		52%		40%	28%	40%	78%	95%	94%	93%	0%	92%	8%	35%		28%
City of Hialeah	Hialeah Downtown	<10 wks		3%	32%	62%		52%		40%	23%	40%	100%	95%	100%	93%	0%	92%	50%	35%		28%
Transition	Transition	<10 wks		3%	97%	62%		52%		40%	26%	40%	0%	95%	100%	93%	0%	92%	0%	35%		28%
Region 23	Region 23	<10 wks		3%	66%	62%		52%		40%	23%	40%	95%	95%	98%	93%	96%	92%	20%	35%		28%

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Work Orce member: Employ Florida	SFWIB – Workforce Systems Improvement Committee
member: Emptoy Hortad	December 2, 2008
	<b>Recommendation to Approve Support Services</b> <b>Matrix</b>

SFWIB staff recommends that the Workforce Systems Improvement Committee approve the Support Services Matrix, 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: clothing, books and school supplies, drug test, physical exam, gas cards, transit vouchers and etc.

SFWIB staff is recommending that the Committee approve the proposed support services matrix.

Attached for the Committee's review are current and proposed matrixes for mandatory and transitional support services.

Attachments

## MANDATORY SUPPORT SERVICES

		Current CAP		Proposed CAP			
	Limitations	Restrictions	Limitations	Restrictions			
Types of Services	\$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 th	e Mandatory Support Services Matrix			
Auto Insurance	Included	Lifetime limit - \$250					
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 - \$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 Non- ITA (required by school/employer) \$250 per			
Tools	Included	Non- ITA (required by school/employer) \$75	Included	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		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

		Current CAP		Proposed CAP	
	Limitations	Restrictions	Limitations	Restrictions	
Types of Services	\$1000 YEARLY		\$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	Kenioved nom the	Transitional Support Services Matrix	
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		Non ITA \$75 per year		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	

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Work Orce member: Employ Florida	SFWIB – Workforce Systems Improvement Committee
	December 2, 2008
	Recommendation to Allocate Reed Act Funds.

SFWIB staff recommends that the Workforce Systems Improvement Committee allocate Reed Act funding to Career Centers as described below.

## BACKGROUND

The 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. SFWIB staff the available the funds will aid the regions' performance with Temporary Assistance for Needy Families (TANF) participation rates and the overall state performance.

Attachment

	eriod July 1, 200		
	Mandatory	% of	\$
Career Center	Caseload	Caseload	Allocations
Carol City	394	6.73%	\$ 10,837
Monroe	20	0.34%	\$ 550
West Dade	844	14.42%	\$ 23,214
Little Havana	805	13.76%	\$ 22,142
Miami Beach	89	1.52%	\$ 2,448
North Miami Beach	382	6.53%	\$ 10,507
Northside	1055	18.03%	\$ 29,018
Transition	147	2.51%	\$ 4,043
Hialeah Gardens	589	10.06%	\$ 16,201
Perrine	838	14.32%	\$ 23,049
Hialeah Downtown	333	5.69%	\$ 9,159
Homestead	356	6.08%	\$ 9,792
SFWIB			\$ 30,972
Facility Costs			\$ 30,727
Region 23 Total	5,852	100.00%	\$ 222,660

## SFWIB Allocation of Supplemental Reed Act Funds Grant Period July 1, 2008 to June 30, 2008

## **REED ACT / TANF PLAN IMPLEMENTATION PLAN**

Based on our REED ACT/TANF implementation plan submitted and approved by Workforce Florida Inc, the following are required for the usage of the REED ACT funds allocated to this Region.

- 1. The Career Center/Service Provider will be required to implement the new Work Registration Process for TANF Applicants and engage them in Employment Activities (i.e. completed work registration in the Employ Florida (EF) system to include background information, resume workshops, and job search/job matching).
- 2. In an effort to re-engage TANF recipients, the Career Center/Service Provider will be required to create teams or identify staff to implement the Participant Re-Engagement Project (PREP). PREP is a very aggressive strategy designed to:
  - a. Re-engage TANF participants at the pre-penalty phase to fulfill program requirements by conducting home visits to Welfare Transition participants.
  - b. Connect TANF participants to training and careers by developing work activities (i.e. work experience sites and OJT) with employers, CBO's and FBO's.
  - c. Provide mentoring and work readiness workshops for TANF participants.
- 3. In addition, the Career Center/Service Provider will be required to use the WORK/TALX numbers for the following:
  - a. Track and document Employment
  - b. Validate employment information

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Work Torce member: Employ Florida	SFWIB – Workforce Systems Improvement Committee
	December 2, 2008
	<b>Recommendation to Allocate FSET Funds</b>

SFWIB staff recommends that the Workforce Systems Improvement Committee allocate FSET funding to Career Centers, 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.

## SFWIB Allocation of FSET Funds Grant Period October 1, 2008 to June 30, 2008

Career Center	FSET Cases	% of Caseload	\$ Allocations
Perrine	1,150	10.8%	\$ 121,320
North Miami Beach	677	6.3%	\$ 71,421
Northside	3,112	29.1%	\$ 328,303
West Dade	864	8.1%	\$ 91,148
Hialea Downtown	455	4.3%	\$ 48,001
Homestead	822	7.7%	\$ 86,718
Miami Beach	254	2.4%	\$ 26,796
Hialeah Gardens	570	5.3%	\$ 60,133
Carol City	938	8.8%	\$ 98,955
Little Havana	1,202	11.2%	\$ 126,806
Culmer	651	6.1%	\$ 68,678
SFWIB			\$ 217,103
Facilities			\$ 215,386
TOTAL	10,695	100.00%	\$ 1,560,767

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Work Orce member: Employ Florida	SFWIB – Workforce Systems Improvement Committee	
	December 2, 2008	
	Recommendation to Allocate Veterans Incentives	

SFWIB staff recommends that the Workforce Systems Committee allocate the Veterans Incentives Allocation, 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 is recommending the following distribution for the Veteran's incentives funds. This recommendation is based the number of placements and services to the veterans in our region from July 1, 2007-September 30, 2008. The total number of veterans placed is 724.

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

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Work force member: Employ Florida	SFWIB– Workforce Systems Improvement Committee
	December 2, 2008
	<b>Career Advancement Program (CAP), Work</b> <b>Registration - Presentation</b>

## **Informational Item**

## BACKGROUND

According to the Florida Statutes, Chapter 414.095: "An applicant must meet eligibility requirements of this section before receiving services or temporary cash assistance under the this chapter, except that an applicant shall be required to register for work and engage in work activities in accordance with s.445.024, as designated by the Regional Workforce Board, and may receive support services or child care assistance in conjunction with such requirements.

In addition, pursuant to Florida Statutes, Chapter 445.024, the following work activities may be used individually or in combination to satisfy work requirements

- Unsubsidized Employment
- Subsidized Private Sector Employment
- Subsidized Public Sector Employment
- Job Search and Job Readiness
- Community Service Programs
- Work Experience
- Providing Childcare
- Vocational Training
- On-the-Job-Training (OJT)
- Satisfactory Attendance at Secondary School
- Education Directly Related to Employment
- Job Skills Training.

The Northside Career Center staff will make a presentation on the impact of the Work Registration Services.