



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

### **YOUTH COUNCIL MEETING**

**November 28, 2007**

**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. Selection of Youth Council Meetings Dates and Times
3. Youth Council Structure
4. Description of Youth Programs and Structure
5. Youth Partners, Allocations and Performance
6. Services for Specific At Risk Youth – Pilot Program
7. Memorandum of Understanding - SFWIB, Our Kids of Miami-Dade and Monroe Inc., and DCF
8. Recommendation as to Acceptance of The Children's Trust Grant Funds
9. Discussion on Allocation of The Children's Trust Grant Funds
10. Recommendation as to an Allocation of Funds to Miami Dade College for the Administration of the Take Stock in Children Program (TSIC)

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



2.

**SFWIB – Youth Council**

***November 28, 2007***

**Selection of Youth Council Meeting Dates and Times**

In order to meet the needs of Council members in scheduling their time, it is suggested that the Council establish its schedule of meeting dates and times through and including June 2008.



3.

**SFWIB – Youth Council**

*November 28, 2007*

**Youth Council Structure**

**Informational**

**BACKGROUND**

The Board at its February 15, 2007, meeting approved the attached Youth Council structure.

*Attachment*

## **YOUTH COUNCIL STRUCTURE**

**YOUTH COUNCIL:** This Council shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendations to the SFWIB in the following areas:

- Developing and recommending youth employment and training policies and practices;
- Recommend eligible youth service providers;
- Broadening the youth employment and training focus in the Region to incorporate a youth development perspective; and,
- Establishing linkages with other organizations serving youth within the South Florida Workforce region.

### **Membership for the Youth Council:**

- Members of the local board, such as educators, employers, and representatives of human services (who have special interest or expertise in youth policy);
- Members who represent service agencies, such as juvenile justice and local law enforcement agencies;
- Members who represent local public housing authorities;
- Parents of eligible youth seeking assistance under subtitle B of title I of WIA;
- Individuals, including former participants, and members who represent organizations, that have experience relating to youth activities; and,
- Members who represent the Job Corps, if a Job Corps Center is located in the local area represented by the Council.



4.

**SFWIB – Youth Council**

*November 28, 2007*

**Youth Program Description and Structure**

**Informational**

**BACKGROUND**

Attached for the Council's review is the SFW youth program description and structure.

*Attachment*

## **SOUTH FLORIDA WORKFORCE DESCRIPTION OF YOUTH PROGRAM STRUCTURE**

### **OUT-OF-SCHOOL YOUTH PROGRAM (OSY)**

Out-of-school youth are defined as an eligible young person, ages 16-21, who is not in school at the time of enrollment (a school dropout), or a youth who has received a secondary school diploma/credential or its equivalent, but is basic skills deficient (functioning below the ninth grade level), unemployed or under employed. The goal of the out-of-school youth program is to assist the youth in obtaining a high school diploma or a GED, gain work readiness skills, complete occupational/vocational skills training, post-secondary opportunities and attainment of full-time, long-term employment.

### **IN-SCHOOL YOUTH PROGRAM (ISY)**

In-school youth are defined as an eligible young person, ages 14-21, who have not received a high-school diploma or its recognized equivalent (GED) and is attending high school or an alternative school at the time of program enrollment. The purpose of the in-school youth program is to ensure that the youth stay in school and graduate, achieve work readiness skills, career awareness, enter employment or post-secondary training upon graduation. The goal of the in-school youth program is to provide a comprehensive, integrated mix of services that promotes enhanced academic achievement, on-time graduation, awareness of and readiness for post-secondary education, career preparation, work readiness and connection to employment.

### **SPECIAL POPULATION PROGRAMS**

***Youth Offender:*** The primary goals of youth offender program services are to provide assistance to youth offenders between the ages of 14 and 21 to attain long term employment at wage levels that will prevent future dependency, break the cycle of crime and juvenile delinquency that contributes to recidivism and non-productive activities and to develop better community strategies to reduce delinquent behavior among youth, encourage strong partnerships to fill the gaps in the community's existing interventions dealing with youth offenders and to reconnect these young people with caring adults and positive activities in the community.

***Youth with Disabilities:*** The primary goals of the youth with disabilities program are designed to insure that the youth have effective channels to facilitate their accessing all services available through the SFW Youth Programs. Youth with disabilities are afforded quality youth services through training customized to their special needs. A youth with a disability is defined as a youth aged 14 to 21 years old who has a physical or mental impairment that substantially limits one or more of his or her major life activities or has a record of such impairment or is regarded as having such impairment.

The intent of the special population programs are to: (a) increase the flow of youth from special populations into the in-school and out-of-school youth programs; and (b) increase the capabilities of the in-school and out-of-school youth programs to better serve these youth and enhance their prospects for success through the in-school and out-of-school youth programs.

### **CRIME PREVENTION PROGRAM**

Youth crime prevention program is designed to work together with community law enforcement, educational, social and recreational programs and local community and faith based organizations to provide a continuum of support for high at-risk youth and young adults. The goal for the youth crime prevention program is to reduce violence among young people, assist the youth crime preventive systems already established and to provide funds to develop programs for the purpose of strengthening the community and decreasing youth crime in the community.

**Younger and Older Youth:**

- A youth is an individual between 14 and 21 years of age.
- Younger youth are between 14 and 18 years of age.
- Older youth are between 19 and 21 years of age.
- Services to *out-of-school younger youth* (16-18) must include activities to encourage the youth to return to school to complete their secondary education and prepare for post-secondary and/or employment leading to self-sufficiency.
- Services to *out-of-school older youth* (19-21) must include activities that assist the youth in enrolling in occupational/vocational skills training, obtaining employment and completing and attaining a credential.
- Services to *in-school younger youth* (14-18) must include activities to encourage them to remain in-school to complete their secondary education and prepare for post-secondary and/or employment leading to self-sufficiency.
- Services to *in-school older youth* (19-21) must include activities that assist the youth in completing their secondary education and prepare for post-secondary and/or employment leading to self-sufficiency, enrolling in occupational skills training and completing and attaining a credential.

**Period of Performance for Youth Participation/Activities:**

- Summer Employment Activities: May 1, 2007 – August 31, 2007
- Year Round July 1, 2007 - June 30, 2008



5.

**SFWIB – Youth Council**

*November 28, 2007*

**Youth Program Partners, Allocations and Performance**

**Informational**

**BACKGROUND**

The attached tables provide information about the SFW Youth Partners for the Council’s review.

- Table 1 identifies the current SFW Youth Partners.
- Table 2 provides the Partners’ allocations by funded program.
- Table 3 provides the Partners’ performance.

*Attachments*



Table 1

**SOUTH FLORIDA WORKFORCE  
YOUTH PARTNERS  
2007-2008**

<u><b>PARTNERS</b></u>	<u><b>LOCATIONS</b></u>	<u><b>CONTACT(S)</b></u>
City of Hialeah Hialeah Career Center Out-of-School Youth In-School Youth	240 East 1 <sup>st</sup> Avenue, Suite 212 Hialeah, Florida 33010	Dalia Milian (305) 883-6925
Cuban American National Council Out-of-School Youth In-school Youth	1223 S.W. 4 Street, Suite B Miami, Florida 33135	Natalia Delgado (305) 642-3484
Easter Seals Miami Dade In-School Youth Youth with Disabilities	1475 N.W. 14 Avenue Miami, Florida 33125	Diane Winters (305) 325-0470
Greater Miami Service Corps Out-of-School Youth	810 N.W. 28 Street Miami, Florida 33127	Deborah V. Dorsett Towanda Tharpe (305) 638-4672
Jobs for Miami Northside Career Center Out-of-School Youth In-School Youth	7900 N.W. 27 Avenue Miami, Florida 33147	Fred Killings (305) 693-2060 ext. 5246 Joann Redmond (305) 693-2060
Jobs for Miami Miami Downtown Career Center Out-of-School Youth	3050 Biscayne Boulevard, 4 <sup>th</sup> Floor Miami, Florida 33137	Lissette Connors (305) 573-7301
Miami-Dade County Public Schools Youth Crime Prevention Program	16050 N.W. 42 Avenue Miami, FL 33054	Renee Parker (305) 621-4598
Transition, Inc. Youth Offenders Youth Crime Prevention Program	1550 N.W. 3 Avenue, Bldg. C Miami, Florida 33128	Brandee Rodriguez (305) 571-2001
Trinity Peacemakers Youth Crime Prevention Program	17801 N.W. 2 Avenue Miami, Florida 33168	Shermaine Socasa Andrea Fletcher (305) 749-0190
UNIDAD of Miami Beach In-School Youth	833 – 6 <sup>th</sup> Street, 2 <sup>nd</sup> Floor Miami Beach, Florida 33139	Margarita Cepeda-Leonardo (305) 532-5350
Youth Co-Op Little Havana Career Center Out-of-School Youth In-School Youth	701 S.W. 27 Avenue Miami, Florida 33135	Paulina Velez (305) 643-3300 Luis Diaz (305) 643-6730
Youth Co-Op Homestead Career Center Out-of-School Youth	140 N.E. 8 Street Homestead, Florida 33030	Paulina Velez Annette Perez (305) 246-6351 ext. 433
Youth Co-Op Youth Crime Prevention Program	780 Fisherman Street Opa Locka, Florida 33054	David Heit Sylvia Daughtrey (305) 687-2886
Youth Co-Op/Monroe County Out-of-School Youth In-School Youth	Key West Career Center 3112 Flagler Avenue Key West, Florida 33045	Neil Fitzgerald (305) 292-6762

Table 2

**YOUTH PARTNER'S ALLOCATION  
PROGRAM YEAR '2007-2008**

<b>PROGRAMS &amp; PARTNERS</b>	<b>ALLOCATION</b>	<b>Youth to be Served</b>
<b>Out of School</b>	<b>\$ 4,273,832</b>	<b>2071</b>
-Jobs for Miami Northside	\$ 864,809	600
-City of Hialeah	\$ 315,137	150
-Youth Co-Op Little Havana	\$ 854,298	363
-Cuban American National Council	\$ 82,377	40
-Youth Co-Op Homestead	\$ 1,700,945	693
-Jobs for Miami Downtown	\$ 268,668	140
-Greater Miami Service Corps	\$ 187,599	85
<b>Crime Prevention Programs</b>	<b>\$ 375,199</b>	<b>147</b>
-Miami-Dade County Public Schools	\$ 93,800	35
-Transition, Inc.	\$ 93,800	45
-Youth Co-Op Opa Locka	\$ 93,800	27
-Trinity Peacemakers	\$ 93,800	40
<b>In School</b>	<b>\$ 2,313,480</b>	<b>1816</b>
-Easter Seals	\$ 262,560	150
-City of Hialeah	\$ 105,408	75
-Cuban American National Council	\$ 262,422	150
-UNIDAD of Miami Beach	\$ 399,488	243
-Jobs for Miami	\$ 773,225	873
-Youth Co-Op Dade	\$ 510,377	325
<b>Special Programs</b>	<b>\$ 652,512</b>	<b>266</b>
-Transition, Inc. - Youth Offenders	\$ 489,595	212
-Easter Seals - Disabled	\$ 162,917	54
<b>Subtotal - Miami Dade County</b>	<b>\$ 7,615,022</b>	<b>4300</b>
<b>-FL Keys (Monroe's Liability = 6.70%)</b>	<b>\$ 476,592</b>	<b>179</b>
-Out of School	\$ 190,637	65
-In School	\$ 285,955	114
<b>Totals</b>	<b>\$ 8,091,614</b>	<b>4479</b>

## Youth '07-'08 Monthly Management Report (MMR) Breakdown -- Quarterly Report

Report Date Range: 7/1/2007 - 9/30/2007

Report Date as of: 11/08/2007 @ 2:00 p.m.

PARTNERS	WIA In-School Youth Outcome Rate				WIA Out of-School Youth Outcome Rate				WIA Younger Youth Skills Attainment Rate				WIA Younger Youth Positive Outcome Rate			
	Numerator	Denominator	SFWIB	Standard 90%	Numerator	Denominator	SFWIB	Standard 90%	Numerator	Denominator	SFWIB	Standard 80%	Numerator	Denominator	SFWIB	Standard 90%
City of Hialeah ISY	2	2	100%	90%	0	0	N/A	90%	26	26	100%	80%	2	2	100%	90%
City of Hialeah OSY	2	2	100%	90%	3	3	100%	90%	45	47	96%	80%	5	5	100%	90%
CANC ISY	0	0	N/A	90%	3	3	100%	90%	16	16	100%	80%	3	3	100%	90%
CANC OSY	0	0	N/A	90%	1	1	100%	90%	0	0	N/A	80%	0	0	N/A	90%
Easter Seals ISY	1	1	100%	90%	0	0	N/A	90%	13	13	100%	80%	1	1	100%	90%
Easters Seals Disabled Youth	0	0	N/A	90%	2	2	100%	90%	9	9	100%	80%	1	1	100%	90%
JFM Northside OSY	1	1	100%	90%	1	1	100%	90%	32	41	78%	80%	0	0	N/A	90%
JFM Downtown OSY	0	0	N/A	90%	0	0	N/A	90%	2	2	100%	80%	0	0	N/A	90%
JFM ISYP	19	19	100%	90%	0	0	N/A	90%	26	71	37%	80%	19	19	100%	90%
Little Havana OSY	0	0	N/A	90%	17	17	100%	90%	57	59	97%	80%	8	8	100%	90%
Homestead OSY	2	2	100%	90%	18	18	100%	90%	62	75	83%	80%	14	14	100%	90%
Youth Co-Op ISY	44	44	100%	90%	0	0	N/A	90%	132	135	98%	80%	46	46	100%	90%
Youth Co-Op Crime Prevention	0	0	N/A	90%	0	0	N/A	90%	9	9	100%	80%	0	0	N/A	90%
Youth Co-Op Monroe OSY	0	0	N/A	90%	0	0	N/A	90%	0	0	N/A	80%	0	0	N/A	90%
Youth Co-Op Monroe ISY	0	0	N/A	90%	0	0	N/A	90%	0	0	N/A	80%	0	0	N/A	90%
Transition Youth Offender	2	2	100%	90%	1	1	100%	90%	6	7	86%	80%	1	1	100%	90%
Transition Crime Prevention	0	0	N/A	90%	0	0	N/A	90%	0	0	N/A	80%	0	0	N/A	90%
Unidad Miami Beach ISY	1	1	100%	90%	0	0	N/A	90%	0	2	0%	80%	1	1	100%	90%
Greater Miami Service Corps	0	0	N/A	90%	0	0	N/A	90%	0	0	N/A	80%	0	0	N/A	90%
Trinity Peacemakers	0	0	N/A	90%	0	0	N/A	90%	0	0	N/A	80%	0	0	N/A	90%
MDCPS Crime Prevention	0	0	N/A	90%	0	0	N/A	90%	0	0	N/A	80%	0	0	N/A	90%
Perrine Career Center	0	0	N/A	90%	4	4	100%	90%	0	0	N/A	80%	0	0	N/A	90%
Hialeah Gardens Career Center	0	0	N/A	90%	3	3	100%	90%	0	0	N/A	80%	0	0	N/A	90%
Miami Beach Career Center	0	0	N/A	90%	1	1	100%	90%	0	0	N/A	80%	0	0	N/A	90%
North Miami Beach Career Center	0	0	N/A	90%	2	2	100%	90%	0	0	N/A	80%	0	0	N/A	90%
Northside Career Center	0	0	N/A	90%	1	1	100%	90%	0	0	N/A	80%	0	0	N/A	90%
<b>TOAL PERCENTAGES</b>	<b>74</b>	<b>74</b>	<b>100%</b>	<b>90%</b>	<b>57</b>	<b>57</b>	<b>100%</b>	<b>90%</b>	<b>435</b>	<b>512</b>	<b>85%</b>	<b>80%</b>	<b>101</b>	<b>101</b>	<b>100%</b>	<b>90%</b>



6.

**SFWIB – Youth Council**

*November 28, 2007*

**Targeting Services for Specific At Risk Youth**

**Discussion Item**

**BACKGROUND**

The Employment and Training Administration's (ETA's) New Strategic Vision for the Delivery of Youth Services Under the Workforce Investment Act, stated that the White House's Task Force on Disadvantaged Youth identified both Foster Care youth (particularly those who are aging out of Foster Care) and youth in the juvenile justice system as being among the most in need of services.

The State of Florida has issued the attached Guidance Paper, regarding a two-year pilot program that is designed to increase Florida's current level of participation and services to youth in foster care and/or youth in the juvenile justice service system. Effective December 1, 2007, participating workforce boards that serve youth in foster care or in the DJJ system will be included in this pilot program. Regional implementation is optional but recommended.

The Council may wish to discuss implementation of the pilot program.

*Attachment*

Date of Issue: November 13, 2007
Office of Issue: AWI 061
Reference: USDOL ETA

**Final Guidance**  
**Targeting WIA Services to Youth in the Department of Juvenile Justice and Foster Care systems**

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**OF INTEREST TO**

Department of Juvenile Justice (DJJ), Department of Children & Families (DCF), Agency for Workforce Innovation, Workforce Florida, Inc. (WFI), Regional Workforce Boards (RWBs), service providers, and other entities engaged in implementing Workforce Investment Act (WIA) Programs

**SUBJECT**

Targeting Services Towards Specific At Risk Populations (Department of Juvenile Justice Youth and Foster Care Youth)

**PURPOSE**

The purpose of this issuance is to provide guidance to the RWBs, as well as WIA program providers and their agency/program partners, regarding a two-year pilot program that is designed to increase Florida's current level of participation and services to youth in foster care and/or youth in the juvenile justice service system.

**BACKGROUND**

As stated in the Employment and Training Administration's (ETA's) [New Strategic Vision for the Delivery of Youth Services Under the Workforce Investment Act](#), the White House's Task Force on Disadvantaged Youth identifies both Foster Care youth (particularly those who are aging out of Foster Care) and youth in the juvenile justice system as being among the most in need of services.

Nationally, there are about 542,000 youth in foster care. Thirty-eight percent are African Americans, 37 percent are white, and 17 percent are Hispanic. About 70 percent are school age, and they are among the most likely to be left behind. They score lower on standardized tests, have higher absentee and tardy rates, are most likely to drop out of

school, and are three times more likely to be referred for special educational and related services.

Nationally, between 18,000 and 20,000 youth aged 16 and older transition out of the foster care system annually. Studies of these youth have shown they are more likely to drop out of high school, be unemployed, and be dependent on public assistance. Many become incarcerated, homeless, or parents at an early age.

There are about 106,000 American young people in the juvenile justice system, either in detention, correctional or shelter facilities. Detained and committed youth score below their expected grade levels across subject areas. Studies show correlations between delinquency and low levels of academic aspirations, low levels of academic achievement, high drop-out rates and high levels of aggressive behavior.

These two groups of youth, broadly speaking, have significant barriers. As a result, they are perceived to be "high risk" enrollments for WIA services. The high risk nature of these clients is magnified by the fact that upon "exit" from either their DJJ or foster care relationship, they often relocate to their hometown. That hometown, in most instances, is not within the geographic area covered by the workforce region that initiated services.

The transition of these clients to their hometowns disrupts services, leaves the clients' expectations unfulfilled and negatively affects the performance of the initial workforce board. Regions that are working with DJJ youth once they return home also may be impacted if the youth was housed by DJJ in a region that does not provide workforce or vocational services to the youth.

## **PROGRAM GUIDANCE**

Effective **December 1, 2007**, participating workforce boards that serve youth in foster care or in the DJJ system will be included in this pilot program. Regional implementation is optional but recommended.

For reporting purposes, outcomes for foster care and DJJ youth will not be included in the calculations for the standard youth Balance Scorecard Report measures. These two populations will be excluded from the denominators for all regional workforce boards for both the Youth Positive Outcome Rate and the Youth Average Grade Level Gain Measures. Any general incentives made available based on Balanced Scorecard outcomes will also exclude these two groups.

However, at direction of the Workforce Florida Board, outcomes for foster care and DJJ youth will be tracked separately as part of the pilot effort targeting these two populations. This separate report will be produced for all regional workforce boards with those regions participating in the pilot clearly identified. The separate DJJ/Foster Care report may include the Youth Positive Outcome Rate and Youth Average Grade Gain measures, as well as other indicators deemed appropriate to track the progress of the pilot and

outcomes for these two populations in general. Incentive funds reserved for the pilot will be awarded to those regions participating in the pilot based on criteria to be determined based on the pilot's design and purpose.

Based on federal rules, foster care youth and DJJ youth will continue to be included in the calculations for the WIA core and common measures required for USDOL reporting. In this regard WFI will make every effort to see that the state's pilot effort targeting these two populations is taken into account in the negotiations for the federal performance standards.

Foster care information will be captured in the participant application. Youth served by DJJ will be tracked when DJJ is selected as a partner program. See attachment A for detailed data entry instructions.

The anticipated program outcome as a result of this pilot strategy is to:

- increase the number of youth served that are in foster care and/or the juvenile justice population;
- increase the level of services for youth in foster care and/or the juvenile justice population;
- develop a "Shared Case Management Statement Model" by which youth can be transferred between counties or regions due to incarceration or foster care placement.

**Note:** Circuit coordinators will instruct probation officers to note any youth that are being served by RWB's while in a residential commitment facility. If the RWB contacts the RWB in the youth's home community with the intentions of transferring the youth for the continuation of services, the youth's probation officer will insure that contact is made with the youth's home RWB. **See attachments A and B for a list of the Circuit Coordinators and the regional service area for each circuit.**

- increase participation and provision of services by eliminating negative performance outcomes on the existing Balanced Scorecard's "Youth Positive Outcome" measure when serving youth in foster care and juvenile justice. Note: This would not exclude the "Youth Positive Outcome" measure as potentially being used within the pilot.
- disaggregate from the data systems the services and outcomes of youth in foster care and those in the juvenile justice system so that the data can be compared with that of the total served in WIA to guide future program strategies for these most at-risk youth; and
- implement special incentives that have been set aside for RWBs whose performance in the project (to be defined by WFI and AWI in collaboration with the participating RWBs) exceeds benchmarks that the participating regions will help develop.

Each participating region is asked to stay within the framework of the following "Statewide Shared Case Management Model":

- Only regions enrolled upon the effective date of this Guidance Paper will be included in this pilot project. Regions not enrolled will not be eligible for incentives designated for this pilot program.
- The project will only include WIA enrollees who are in Florida's juvenile justice system, defined as "Any youth that has been found to have committed a delinquent act while a minor by a judge and has been adjudicated or had adjudication withheld." This definition captures all youth (not limited to those in residential care) under the care and supervision of the DJJ, and youth who are currently in foster care or have recently aged out.
- This pilot project will include any on-board youth enrolled on or after July 1, 2007.
- The RWBs and agency partners have the flexibility to design this communication protocol. Each board will decide how they will participate and determine what partnerships are needed to form local and cross regional support pipelines as envisioned by a shared case management system. The appropriate mix of the ten allowable WIA youth activities should be provided. Regions will not be given credit for simply enrolling and assessing a youth. Listed below are examples of ways a region can participate:
  - a. Develop an initial service program with DJJ and foster care organizations that provides a broad range of services.
  - b. Become a transitional partner by providing transitional services to enable hometown returnees the necessary tools and support needed to become a productive citizen. Transitional services could be in the form of referrals to existing programs, comprehensive assessment, job counseling, job placement assistance and follow-up services.
- Case managers from the three primary service organizations (One-stops, DJJ and its providers, and DCF and its foster care providers) must take advantage of the hiring opportunity for these at-risk youth by assisting them in becoming job ready and self-sufficient.
- The tight job market has opened opportunities for youth at risk to overcome barriers to employment, and employers are willing to invest training time and support to attract prospective employees, but they have a bottom line and will not provide social counseling and mental health services. Local and statewide regional collaborative partnership and multi-agency involvement must be built and communication networks strengthened to address the common and unique needs of this population that might otherwise not be met.
- The role of a qualified, trained career counselor is essential. Youth professionals must focus on employment matching, skill training that will result in employment, and follow-up to assure job retention.



## **Action**

Regional implementation of this pilot program is optional, but is recommended. Only Regional Workforce Boards enrolled upon the effective date of this Guidance Paper will be included in this pilot project. Regional Workforce Boards who are interested in participating should submit an email notification of intent to Freida Sheffield, at [fsheffield@workforceflorida.com](mailto:fsheffield@workforceflorida.com) on or before **11/30/2007**.

## **ATTACHMENTS**

Attachment A: Recording Foster Care and DJJ information in EFM

Attachment B: Circuit to RWB Crosswalk

Attachment C: Circuit Coordinators Contact Sheet

Attachment D: \_State of Florida Independent Living Staff/Contact

## **SUPERSESSION**

None

	<b>Regional Workforce Boards to Circuit Coordinator Crosswalk</b>	
RWB 1&2	Escambia, Santa Rosa, Okaloosa, Walton	Circuit 1
RWB 3&5	Gadsden, Leon, Jefferson, Liberty, Wakulla Franklin	Circuit 2
RWB 6&7	Madison, Hamilton, Suwannee, Columbia, Taylor, Lafayette, Dixie	Circuit 3
RWB 8	Nassau, Duval, Clay	Circuit 4
RWB 10,12,16	Marion, Citrus, Sumter, Lake and Hernando	Circuit 5
RWB 14,16	Pasco, Pinellas	Circuit 6
RWB 8&11	St. Johns, Putnam, Flagler, Volusia	Circuit 7
RWB 7,9,10	Baker, Union, Bradford, Alachua, Gilchrist, Levy	Circuit 8
RWB 12	Orange, Osceola	Circuit 9
RWB 17&19	Polk, Hardee, Highlands	Circuit 10
RWB 23	Miami Dade	Circuit 11
RWB 18&19	Manatee, Sarasota, DeSoto	Circuit 12
RWB 15	Hillsborough	Circuit 13
RWB 3&4	Holmes, Washington, Bay, Jackson, Calhoun, Gulf	Circuit 14
RWB 21	Palm Beach	Circuit 15
RWB 16	Monroe	Circuit 16
RWB	Broward	Circuit 17
RWB 12&13	Seminole, Brevard	Circuit 18
RWB 20	Indian River, Okeechobee, St. Lucie, Martin	Circuit 19
RWB 24	Charlotte, Glades, Lee, Hendry, Collier	Circuit 20

**Regional  
Workforce  
Board  
County Map**

1. Escambia and Santa Rosa
2. Okaloosa and Walton
3. Calhoun, Holmes, Liberty, Jackson and Washington
4. Bay, Gulf and Franklin
5. Leon, Gadsden and Wakulla
6. Madison, Suwannee, Taylor, Hamilton, Jefferson and Lafayette

7. Gilchrist, Union, Columbia and Dixie
8. St. Johns, Clay, Duval, Nassau, Baker and Putnam
9. Alachua and Bradford
10. Citrus, Levy and Marion
11. Volusia and Flagler
12. Orange, Osceola, Seminole, Lake and Sumter
13. Brevard
14. Pinellas
15. Hillsborough
16. Pasco and Hernando
17. Polk
18. Sarasota and Manatee
19. DeSoto, Hardee and Highlands
20. Okeechobee, Martin, St. Lucie and Indian River
21. Palm Beach
22. Broward
23. Miami Dade and Monroe
24. Charlotte, Collier, Glades, Hendry and Lee

## DEPARTMENT OF JUVENILE JUSTICE CIRCUIT COORDINATORS

Circuit	Name	Title	Office #	Mobile #	Email address	ADDRESS
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7.

**SFWIB – Youth Council**

*November 28, 2007*

**Memorandum of Understanding between  
SFWIB, Our Kids of Miami-Dade/Monroe, Inc.  
and The Florida Department of Children and  
Families (DCF), District 11**

**Informational Item**

**BACKGROUND**

SFWIB, Our Kids of Miami-Dade/Monroe, Inc. and The Florida Department of Children and Families (DCF), District 11 have entered into the attached Memorandum of Understanding (MOU) to facilitate services or programs for eligible youth served by Our Kids of Miami-Dade/Monroe, Inc.

*Attachment*

**MEMORANDUM OF UNDERSTANDING  
AMONG  
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
AND  
OUR KIDS OF MIAMI-DADE/MONROE, INC.  
AND  
THE FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES  
DISTRICT 11**

This Memorandum Of Understanding (hereinafter sometimes referred to as “MOU” or “Agreement” or “Contract”) is made and entered into by and among the South Florida Workforce Investment Board (hereinafter referred to as the “SFWIB”), Our Kids of Miami Dade/Monroe Inc. (hereinafter referred to as “Our Kids”) and the Florida Department of Children and Families District 11 (hereinafter referred to as “the Department”).

**WITNESSETH:**

**WHEREAS**, the SFWIB provides workforce development services in Region 23 which is comprised of Miami-Dade and Monroe Counties, and

**WHEREAS**, the SFWIB’s services and resources are available through a network of Career Centers located throughout the region, and

**WHEREAS**, the SFWIB’s delivery of services is enhanced through the integration of available resources, coordination of services through effective linkages and partnerships; and the sharing of information and referrals that may lead to successful employment and self-sufficiency for clients, and

**WHEREAS**, Our Kids is the lead agency contracted by the Department of Children and Families for Community-Based Care in Miami-Dade and Monroe County with a system of care comprised of a network of nationally accredited providers geographically located through Miami-Dade County, which include seven (7) Full Case Management Agencies: CHARLEE Homes for Children, Children’s Home Society of Florida, Center for Family and Child Enrichment, Family Resource Center of South Florida, His House Children’s Home, Kids Hope United and Neighbor to Family, and

**WHEREAS**, the Department is the state agency mandated to provide, either directly or through contracts, for the care, safety and protection of children pursuant to Florida Statutes and Administrative Rules, and

**WHEREAS**, the provisions of F.S. 39.0016(2) establish goals and not rights and do not require the delivery of any particular service or level of service in excess of existing appropriations and does not allow a person to maintain a cause of action against the state or any of its subdivisions, agencies, contractors, subcontractors, agents and the provisions of F.S. 39.00106(2) do not require the expenditure of funds of this MOU, except funds specifically appropriated for such purpose.

**NOW THEREFORE**, in consideration of the mutual terms, conditions, promises, and

covenants hereinafter set forth, SFWIB, Our Kids, and the Department agree as follows:

## I. PURPOSE:

The purpose of this MOU is to establish an agreement among the above-mentioned entities, SFWIB, Our Kids and the Department, concerning their respective roles and responsibilities for implementation of the provisions of Section 121(c)(2) of Title I of the Workforce Investment Act of 1998 (hereinafter referred to as the "Act").

This Agreement is intended to provide for the coordination of resources to prevent duplication and seek to ensure the effective and efficient delivery of workforce services in Miami-Dade and Monroe Counties. In addition, this Agreement establishes joint processes and procedures that will enable Partners to integrate the current service delivery system resulting in a seamless and comprehensive array of educational, human service, job training, and other workforce development services to the residents of Miami-Dade County.

The parties to this Agreement shall coordinate and perform the activities and services described herein within the scope of the legal requirements governing the parties' respective programs, services, and agencies.

## II. INTRODUCTION:

The SFWIB, Our Kids, and the Department enter into this Agreement to seek to ensure that the following principles of the Workforce Investment Act of 1998 are implemented;

- \* Universal Eligibility – All customers, including those with special needs and those facing barriers to employment, will have access to a core set of services at each Career Center, designed to provide information to make career and labor market decisions. Core, intensive, training, and support services will be made available on-site and through multiple off-site locations.
- \* Career Center Approach – All customers may explore work preparation and career development services and shall have access to information on a range of employment, training, and adult and occupational education programs. Services will be made available through the Career Centers, through multiple off-site locations, or through an electronic system convenient to the customer.
- \* Individual Choice – Customers will have access to a multitude of career, skill, employment, and training information to obtain the services and skills they need to enhance their employment opportunities, based upon their individual needs.
- \* Greater State and Local Flexibility – With the integration of services through a Career Center delivery system, the state and local entities will have the flexibility to implement an innovative and comprehensive workforce investment system.
- \* Greater Role for State and Local Career Center Partners - State and local Career Center partners have the flexibility to tailor delivery systems to meet the particular needs of individual communities.
- \* Greater Accountability – State, localities and training providers will be accountable for their performance. The design and management of the Career Centers

and the delivery of services must be responsive to meeting the needs of the customer. Customer satisfaction will be a key measure of accountability.

### III. PERIOD OF PERFORMANCE

The term of this MOU shall be from July 1, 2007 to and including June 30, 2008.

### IV. CAREER CENTER SYSTEM DESCRIPTION

The establishment of a network of Career Centers is designed to accomplish the following:

- \* The elimination of unwarranted duplication of services, reduction of administrative costs, and enhanced participation and performance of customers served through the system.
- \* The establishment of guidelines for the creation and maintenance of a cooperative working relationship, facilitation of joint planning and evaluation of services, and development of more efficient management of limited financial and human resources.
- \* The building of a workforce development system, which will dramatically upgrade all Floridian's workplace skills and economically benefiting the workforce, employers, and the State.

### V. SCOPE OF WORK

**Our Kids and the Department** agree to provide services in accordance with **Exhibit A, Scope of Work**, attached hereto and incorporated herein by reference hereto as if fully set forth herein. Methods for referring individuals to the Career Centers, Youth Programs and Career Center Partners for the appropriate services shall be set forth in the Scope of Work. Any modifications to the Scope of Work shall only be valid when they have been reduced to writing, duly approved and signed by both parties hereto.

### VI. COST SHARING

Cost sharing is only applicable for Partners who have personnel stationed at one or more Career Centers. If applicable, **Our Kids and the Department** agree to the cost sharing methodology in accordance with **Exhibit B, Cost Sharing**, attached hereto and incorporated herein by reference hereto as if fully set forth herein. Any modifications to the Cost Sharing methodology shall only be valid when they have been reduced to writing, duly approved and signed by both parties hereto.

### VII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance from the Department of Labor under Title 1 of WIA, **Our Kids and the Department** assure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted

immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity;

- B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, or national origin;
- C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

**Our Kids and the Department** also assure that **Our Kids and the Department** will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to **Our Kids and the Department's** operation of the WIA Title I – financially assisted program or activity, and to all agreements **Our Kids and the Department** make to carry out the WIA Title I - financially assisted program or activity. **Our Kids and the Department** understand that the United States has the right to seek judicial enforcement of this assurance.

#### **VIII. CONFIDENTIALITY**

The parties to this MOU agree to comply with the provisions of the WIA and applicable sections of the Rehabilitation Act and any other applicable statutes or requirements to assure the following:

- A. All applicants and individual records relating to services provided under this MOU, including eligibility for services, enrollment, and referral shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- B. No party will publish, disclose or use, or permit or cause to be published, disclosed or used, any confidential information pertaining to Career Center applicants, participants, or customers overall.
- C. The parties agree to abide by the current confidentiality provisions of the applicable federal and state statutes and regulations and shall share information necessary for the administration of the program. The parties therefore agree to share client information necessary for provision of services under WIA, i.e., assessment, universal intake; program or training referral; job development or placement activities; and other services as needed for employment or program support purposes.

- D. A universal **Release of Information Form, Exhibit C** attached hereto and incorporated herein by reference hereto as fully set forth herein for use within the Career Center system or comparable Release of Information form used in the regular business by Our Kids and the Department shall be used, in an effort to reduce the duplication to customers.

**IX. TERMINATION**

This MOU may be terminated without cause by any party hereto upon providing thirty (30) days prior written notice to the other parties.

**X. NOTICE**

It is understood and agreed among the parties that written notice shall be mailed or delivered to the addresses set forth below and shall constitute sufficient written notice. The parties designate the following:

**For South Florida Workforce Investment Board**  
Rick Beasley, Executive Director  
South Florida Workforce Investment Board  
Airport Corporate Center  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126-1234

**For Our Kids of Miami-Dade/Monroe, Inc.:**  
Frances Allegra, CEO  
Our Kids of Miami-Dade/Monroe, Inc  
401 NW 2<sup>nd</sup> Avenue, South 212  
Miami, Florida 33143

**For Florida Department of Children and Families, District 11:**  
Gilda Ferradaz, District Administrator  
Florida Department of Children and Families, District 11  
401 NW 2<sup>nd</sup> Avenue, North 1017  
Miami, Florida 33143

**XI. AMENDMENTS**

Any alterations, amendments, variations, modifications, extensions or waivers of provisions of this MOU shall only be valid when they have been reduced to writing, duly approved and signed by all parties hereto.

**XII. AUTONOMY**

SFWIB, Our Kids, and the Department agree that this MOU does not create or recognize any partnership, joint venture, or any other kind of organizational relationship other than herein set forth among the parties hereto. All parties hereto acknowledge the independence and autonomy of all parties hereto. The affiliation set forth herein is required by federal law and all parties hereto remain, at all times, independent contractors, and not partners, under state law. It is expressly understood, agreed and intended that **Our Kids** and **the Department** is not a grant recipient of any funds from the SFWIB and is not a partner, joint venture participant, agency or instrumentality of any kind of the SFWIB. Furthermore, **Our Kids' and the Department's**



officers, agents, servants, employees, contractors and sub-contractors are not officers, agents, servants or employees of the SFWIB or any of SFWIB's agencies or instrumentalities.

### **XIII. PRIOR AGREEMENTS**

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

### **XIV. GRIEVANCE PROCEDURES**

If any disputes or grievances require resolution, then the applicable procedures of the SFWIB shall be applicable.

### **XV. GENERAL PROVISIONS**

It is the intent of **Our Kids** and **the Department** to participate in the Career Center(s) as a Center Partner. In so doing **Our Kids** and **the Department** agree to the following:

#### **For Partners Who Have Personnel Stationed at One or More Career Centers:**

- A. Partners, as applicable, will co-locate on a full-time or part time basis in at least one Career Center within Region 23 as spacing and leasing obligations permit.
- B. All Partners shall share in the operational costs of the Career Center(s) as set forth in **Exhibit B**.
- C. All Partners shall participate in the development of Miami-Dade County Career Center procedures and policies related to the Partner activities.
- D. A Career Center delivery system shall be available to customers for self-service or assisted service with access to the full range of labor market and career development services. Both electronic access and personal service delivery choices also will be a part of the services provided to customers.
- E. All Partners shall participate in an integrated intake, referral, and client tracking system operating through the Career Center delivery system and subject to confidentiality constraints.
- F. Technology and client information with other system Partners shall be jointly shared, subject to confidentiality constraints and other program limitations.
- G. A joint planning process shall be developed and shall require participation by all Career Center Partners and all Career Center Operators. This process will assist the Partners in identifying the needs of the local workforce and the business community, and help set priorities for services based on those needs.
- H. All Partners shall participate in a process of program review and continuous improvement to offer the best possible services and seize opportunities for further integration.
- I. All Partners shall survey Career Center system customers to obtain feedback on customer satisfaction to seek to assure that services are responsive to the needs of the community.
- J. All Partners shall be responsible for compliance with existing laws and regulations.

- K. All Partners shall jointly establish with the SFWIB processes for client flow, assessment/case management, job development, referrals and placements, staff capacity building, and resolution of disputes with other system Partners.
- L. All Partners shall establish with the SFWIB processes for space requirements and standards for operations of Partners within the Career Centers.
- M. All Partners shall share the costs of information access that may include, but shall not be limited to, providing information in the resource center in exchange for their organization's participation in the Career Center system.

**For Partners Who Do Not Have Personnel Stationed at One or More Career Centers:**

All such Partners hereby agree to C., D., E., F., G., H., I., J., K., and M. as set forth herein above.

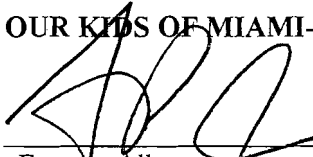
**XVI. CERTIFICATION:**

By signing this Agreement, all parties hereto agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to Career Center customers.

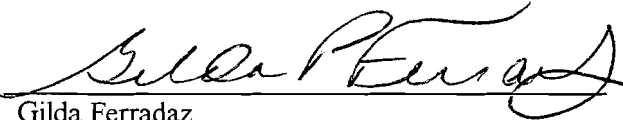
IN WITNESS HEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

AGREEMENT NUMBER: MOU-PY'07-09

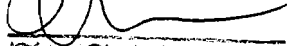
OUR KIDS OF MIAMI-DADE/MONROE, INC.

BY:  10/24/07  
Date  
Frances Allegra  
CEO, Our Kids of Miami-Dade/Monroe, Inc.

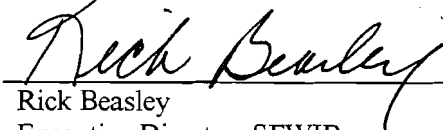
THE FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES, DISTRICT 11

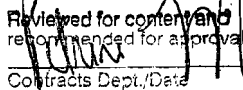
BY:  10/2/07  
Date  
Gilda Ferradaz  
District Administrator, The Florida Department  
of Children and Families, District 11

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

  
District Legal Counsel

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY:  11-1-07  
Date  
Rick Beasley  
Executive Director, SFWIB

 11/23/07  
Reviewed for content and  
recommended for approval:  
Contracts Dept./Date

Reviewed for fiscal requirements:  
recommended for approval:

Finance Dept./Date



8.

**SFWIB – Youth Council**

*November 28, 2007*

**Recommendation as to Accepting The  
Children’s Trust Grant Funds**

**RECOMMENDATION**

SFWIB staff recommends authorizing staff to contract with The Children’s Trust (TCT) to accept The Children’s Trust Grant funds, as set forth below.

**BACKGROUND**

SFWIB staff has been advised by The Children’s Trust (TCT) that SFW is being awarded \$4,000,000 in TCT funding to provide services to youth within Miami-Dade County. TCT has informed staff that they wish this funding to be used to serve more at-risk youth and to increase the number of youth being served by enrolling new youth.

SFWIB staff recommends authorizing staff to enter into a contract with The Children’s Trust to accept The Children’s Trust Grant funds.



9.

**SFWIB – Youth Council**

*November 28, 2007*

**Discussion of Allocation of The Children's  
Trust Grant Funds**

**Discussion Item**

**BACKGROUND**

The Children's Trust (TCT) has requested that the \$4,000,000 in funding be used to serve more at-risk youth and to increase the number of youth being served by enrolling new youth.

The Council needs to discuss the best way(s) to allocate this new funding to meet the TCT requirements, to include a possible issuance of a Request for Proposals (RFP).



10.

**SFWIB – Youth Council**

**November 28, 2007**

**Recommendation as to an Allocation of Funds to Miami Dade College for the Administration and Overall Program Operations of the Take Stock in Children Program (TSIC)**

**RECOMMENDATION**

SFWIB staff recommends an allocation not to exceed \$150,000 in Temporary Assistance to Needy Families (TANF) funds to Miami Dade College for the administration and coordination of the Take Stock in Children’s program operations in Region 23.

**BACKGROUND**

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

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

This is a sole source contract with Miami Dade College.

It is recommended that the SFWIB waive the competitive procurement process as it is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation for an amount not to exceed \$150,000 in TANF funds to Miami Dade College for the administration and coordination of the Take Stock in Children’s program in the South Florida Workforce Region.