



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

### **YOUTH COUNCIL MEETING**

**Tuesday, December 11, 2007**

**1:30 P.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 Youth Council Meeting Minutes
  - November 28, 2007
3. Request for Proposal (RFPs) Guidelines for The Children's Trust Grant Funds

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2.

**SFWIB Youth Council**

**December 11, 2007**

**MINUTES OF SFWIB YOUTH COUNCIL  
MEETING NOVEMBER 28, 2007**

South Florida Workforce Investment Board  
 Youth Council Meeting  
 November 28, 2007, at 9:30 A.M.  
 South Florida Workforce Investment Board Headquarters  
 7300 Corporate Center Drive, 5th Floor - Conference Room 3  
 Miami, Florida 33126

<b>YOUTH COUNCIL MEMBERS IN ATTENDANCE</b>	<b>YOUTH COUNCIL MEMBERS <u>NOT</u> IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
1. Regina Giles 2. Luis Cerezo 3. Fred Frost 4. Rolando Moreno 5. James Morrison 6. Alex Rodriguez-Roig	7. Jeffrey Blacher 8. Ray Castellanos 9. Joycelyn Davis 10. Gilda Ferradaz 11. Pedro Rodriguez 12. William Talbert 13. Wansley Walters 14. Zahraa Younis	Alvarez, Alex, <i>Take Stock in Children</i> Marti, Sergio, <i>Miami-Dade County Public Schools</i> Martin, Marisol, <i>Youth Co-Op, Inc.</i> Rodriguez, Brandee, <i>Youth Co-Op, Inc.</i> Rodriguez, Nicole, <i>Youth Co-Op, Inc.</i>
<b>OTHER SFWIB MEMBERS IN ATTENDANCE</b>		<b>SFW STAFF</b> Beasley, Rick Glancy, Anne Hernandez, Juan Kistner, Ken Morgan, Myria Pierre, Linda

Note: Agenda items are displayed in the order in which they were discussed.

**1. Call to Order and Introductions**

Chairperson Regina Giles called the meeting to order at 9:40 A.M., and welcomed those present. Introductions were made, and Ms. Giles noted that a quorum had not been achieved. The items on the agenda would be discussed and forwarded to the full Board.

**2. Selection of Youth Council Meetings Dates and Times**

The consensus as to a regular meeting date and time was to meet on the 2<sup>nd</sup> Tuesday of each month at 1:30 P.M.

**3. Youth Council Structure**

Rick Beasley explained the structure of the Youth Council and how the Members were selected.

**4. Description of Youth Programs and Structure**

Mr. Beasley presented the information included in the agenda item.

**5. Youth Partners, Allocations and Performance**

Mr. Beasley presented the information included in the agenda item.

**6. Services for Specific At Risk Youth – Pilot Program**

Mr. Beasley and Myria Morgan presented the item.

**7. Memorandum of Understanding - SFWIB, Our Kids of Miami-Dade and Monroe Inc., and DCF**

Myria Morgan presented the item.

**8. Recommendation as to Acceptance of The Children’s Trust Grant Funds**

Fred Frost moved approval to enter into a contract with The Children’s Trust to accept the Children’s Trust grant funds. The motion was seconded by Alvin Roberts and approved.

**9. Discussion on Allocation of The Children’s Trust Grant Funds**

Mr. Beasley offered for discussion whether it would be best to use current providers, or to release an RFP for new providers.

Rolando Moreno moved approval to release an RFP for services, appending additional information to be provided at the next meeting. The motion was seconded by Luis Cerezo, and approved.

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

Luis Cerezo moved approval to recommend this item and to forward the item to the full Board. The motion was seconded by Fred Frost and approved.

Ms. Giles thanked the members and the meeting adjourned at 11:05 A.M.



3.

**SFWIB – Youth Council**

*December 11, 2007*

**Request for Proposal (RFPs) Guidelines for The Children’s Trust Grant Funds - Discussion**

**Discussion Item**

**BACKGROUND**

The Youth Council, at its meeting of November 28, 2007, discussed program activity considerations for the youth program that will be part of the Request for Proposal process funded by The Children’s Trust.

The Youth Council members requested that staff present program activity options sponsored through the Children’s Trust Award to be discussed at the next Council meeting.

Through the development of the Scope of Services with The Children’s Trust, staff was informed that the funding was primarily awarded for youth activities pertaining to youth employment-based and employment-related design.

The Resolution (Attachment 1) approved by The Children’s Trust Board on September 10, 2007 requires the following for the youth program designs:

1. The Trust seeks to continue the increase and maximization of community financial resources to expand the development of youth employment opportunities with an emphasis in developing employability skills and career pathways;
2. By working jointly with SFW, The Trust will continue to engage the expertise and knowledge of vocational schools and the local college(s) to make youth aware that there are educational opportunities available to them;
3. The Children’s Trust has played a very visible and active role along with SFW in developing, reviewing and making funding recommendations for youth employment programs proposals;
4. The services from The Children’s Trust grant will result in helping to improve the employability skills of the youth before they enter the workforce;
5. Highlight the importance of education in developing skills that lead to gainful employment and
6. Increase the youth’s confidence in their skills when developing a resume or participating in a job interview.

With the above information as presented in the TCT Resolution: 2007-117, the staff listed the following youth program activities presented in Attachment 2. The recommendations developed by the Youth Council must be forwarded to the Board for approval.

*Attachments*



## Board Meeting

Date: September 10, 2007

Resolution: 2007-117

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**Issue:** Authorize a sole source grant agreement with The South Florida Workforce Investment Board for summer and year round employment services to youth of Miami-Dade County.

**Action Requested:** Authorization for the President/CEO to waive the competitive award process to execute a sole source grant with The South Florida Workforce Investment Board for the twelve month term commencing September 1, 2007 through August 31, 2008, in an amount not to exceed \$4,000,000.00, subject to approval for legal sufficiency and form.

**Budget Impact:** Funds are available for this action in The Trust approved budget.

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### **Background:**

Resolutions #2006-27 and #2007-88 approved the funding and extension of a grant with The South Florida Workforce Investment Board, under a competitive process waiver, to match funds and expand employment services for youth of Miami-Dade County. The Youth Employment service was to be inclusive of special needs eligibility, and employment category tracking for participants with disabilities. All current and former provider requests for funding are contingent on satisfactory submission of updated documents, including financial audit, insurance certificates and data entry, as well as submission of monthly and quarterly reports.

The re-allocation of \$4,000,000.00 of Workforce Investment Act (WIA) funds for the service period year, July 2007 to June 2008, demonstrates the continuance of need, for a twelve month grant, prorated to the remaining WIA contractual period. The South Florida Workforce Investment Board has five subcontracted service providers (Cuban American National Council, Easter Seals Society, Jobs for Miami, UNIDAD of Miami Beach, and Youth Co-Op, Inc.), that provided Youth Employment services to over 1600 participants, (July 1, 2006 to July 30, 2007), and have current service numbers impacting over 100 (In-School 90, Out of School 26) participants for the 2007-2008 WIA contractual service period, dependent on The Children's Trust expiring grant #612-241. These service will be lost if authorization to execute and negotiate a contract is not granted.

The funding that was received through The Children's Trust was included in the South Florida Workforce Investment Board Request for Proposal issued for WIA service years 2006 -2007 and 2007-2008. As a result, The Children's Trust funding provided Youth Employment services to over 1300 In-School Youth and over 300 Out-of-School Youth (842 Special Population classified), as of July 30, 2007.

With just over 70% of the \$4 million allocation being requested for reimbursement, as of June 31, 2007, over 85% of the client service numbers have been attained. It is the position of staff that the current expenditure utilization to participation rate demonstrates satisfactory performance in the implementation and administration of this grant award and it is recommended for funding.

### **Current Status:**

To determine a basis for extension, this grant was reviewed by staff to assess performance using the following contract compliance factors: administrative requirements including submission of a financial

audit; required insurance certificates; results of a desk review regarding demographic data, participant attendance and outcome achievement; monitoring reports; determination of the reasonableness of expenditures to date and compliance with service provisions.

Of the full \$4 million allocation, the current budget accounts for \$3.6 million in sub-contracted costs to direct service providers to provide direct client recruitment, intake, reporting, oversight and monitoring.

The Trust seeks to continue the increase and maximization of community financial resources to expand the development of youth employment opportunities by continuing to match funding to South Florida Workforce funding for at risk youth, ages 14 -18 and youth with disabilities still enrolled in Miami-Dade County Schools who have not achieved a standard diploma through the school year in which they turn 22 years old, with an emphasis in developing employability skills and career pathways. The Trust defines work experience for youth as:

1. A planned, structured, learning experience conducted in the workplace.
2. Exposing each youth to the workplace, its requirements, etiquette, and environment.
3. Structure to help youth acquire the personal attributes, knowledge, and skills necessary to secure employment and advance in the workplace.
4. An opportunity for career exploration.
5. Designed for the benefit of the youth, not the employer. The employer may benefit from the activities performed by the youth at the workplace as a result of the investment the employer makes in helping the youth attain work maturity.

The Children's Trust has played a very visible and active role along with South Florida Workforce staff in developing, reviewing, and making funding recommendations for youth employment program proposals, negotiations and monitoring the successful organizations that are awarded contracts.

By working jointly with South Florida Workforce, The Trust will continue to engage the expertise and knowledge of vocational schools and the local college(s) to make youth aware that there are educational opportunities available to them. The Trust along with South Florida Workforce has proactively engaged more private and for profit businesses in this community investment through the Miami-Dade Chamber of Commerce.

By the authorization of this grant agreement The Children's Trust will be promoting the 07-08 Budget Goals, Strategies and Objectives, (Goal #1; Sustain and Expand Direct Services, Strategy #1.3; Promotion and Prevention, Objective #1.31; Provide positive youth development and youth employment). The service will result in the following outcomes for youth of Miami-Dade County:

1. Helping to improve the employability skills of youth before they enter the workforce;
2. Highlighting the importance of education in developing skills that lead to gainful employment;  
and
3. Increasing the youth's confidence in their skills when developing a resume or participating in a job interview.

As part of the scope of services under this grant, The South Florida Workforce Investment Board Executive Director, or designee, shall provide to The Board of Directors for The Children's Trust, a semi-annual oral programmatic status up-date regarding the use of funds and the services provided under this grant to The Children's Trust Program Committee, or to The Board of Directors for The Children's Trust.

## WORK BASED LEARNING/RELATED ACTIVITIES

Work based learning is a coherent sequence of career awareness, exploration, job training and work place experience activities that are coordinated with academic based learning activities. There are worked based learning activities appropriate for every grade level and age to support youth in developing career awareness, exploring career options, developing appropriate workplace skills and related academic skills that mimic real world occupations.

Work based learning activities are designed to enable youth to gain exposure to the working world and help the youth to acquire personal attributes, industry defined skill standards and knowledge needed to obtain a job and advancement in employment. Work based learning activities should be designed to be mastered at higher levels that are coordinated with classroom based learning. Work based learning activities can take place at private, for profit, non-profit and/or public worksites. The below chart describes work based learning activities:

WORK ACTIVITY	ACTIVITY DESCRIPTION
<b>Apprenticeships</b>	Apprenticeship programs are designed to start training youth for the future workforce. Apprenticeship programs focus on necessary skills for employment and career advancement, providing short-term intensive training in many industrial occupations. Apprenticeship programs usually have their own guidelines and prerequisites.
<b>Career Awareness/ Career Exploration</b>	Career awareness and exploration learning experiences are essential to form and develop aspirations and to make informed choices about careers. These activities assist the youth in gaining career awareness, make career decisions and plans and understand labor market needs and opportunities; assist the youth in making and implementing informed educational and occupational choices; aid the youth in developing career options and provide an orientation to skills and knowledge that are specific to career paths. Designed to provide some in-depth exposure to career options for the youth. Involves activities that provide actual work experience connecting classroom learning to work based learning. Activities may include the study of career opportunities in particular fields to identify potential careers, writing individual learning plans that dovetail with career pathways and review of local labor market information.
<b>Career Related Mentoring/ Job Shadowing</b>	<p>An employee or other individual approved by the employer at a workplace, who possesses the skills and knowledge to be mastered by a youth; the student is provided with instruction and performance critique which challenges the youth to perform well and works in consultation with program staff and the employer as appropriate. Work based educational experience that occurs at a worksite, should have ties to the classroom that coordinates and integrates classroom based instructions with worksite experiences. Job shadowing is typically a part of career exploration activities. A youth follows an employee at a firm for one or more days to learn about a particular occupation or industry. Youth spend time, one-on-one, with employees doing their job. Businesses and employees who host job shadowing go about their regular work while discussing it with the youth. A youth observes the daily routine of an employee and then "interviews" the employee about his/her work and education. Job shadowing can help youth explore a range of careers and specific career objectives in order to select a career pathway. Youth experience first hand a variety of careers choices so they can:</p> <ul style="list-style-type: none"> <li>• Understand the daily duties and activities involved with each job and career</li> <li>• Ask questions about the job and workplace</li> <li>• Identify their career interests</li> <li>• Become aware of the technical and academic skills they would need to enter each career</li> <li>• Develop communication skills</li> <li>• Apply a connection between academic classroom work and their career goals</li> </ul>
<b>Fast Track Occupational/</b>	An organized program of study that provides specific skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields of

<b>Vocational Skills Training</b>	<p>entry. Provide introductory courses in various industries. Provide short-term course work in occupations to assist youth in making and educated career decision. Development of on-site programs with local businesses and educational institutions that may provide occupational skills training for youth in high growth areas. Provides youth with short-term training in a community college, university, vocational school or business environment to improve employability. Career specific, professional technical or advanced job skill training program. Fast track training should be outcome-oriented and focused on a short term goal, should commence upon program exit, and result in attainment of a certificate. Short term training leading to a certificate/credential. Instruction conducted in an institutional or work site setting designed to provide or upgrade the technical skills and information required to perform a specific job or group of jobs such as auto mechanics, emergency medical technicians, health services, or clerical training.</p>
<b>Industry Specific/ Focus Projects</b>	<p>Industry specific/focus learning is designed to provide exciting learning environments that will engage youth interests and stimulate youth desires to pursue career possibilities in a specific industry. Industry focus provides hands-on learning activities that immerse youth in learning by doing, through a curriculum that does not feel like traditional classroom instruction. Industry focus learning should convey a sense of what it feels like to work in a specific industry. Industry focus should expose the youth to facilities, equipment, technical environments, materials, products or creations that they would not otherwise come in contact with in their everyday surroundings.</p>
<b>Internships</b>	<p>A structured work experience involving specific occupational skills development goals in addition to other learning goals; upon completion of the internship the youth should demonstrate the skills necessary for entry level employment in the occupational area of the internship. A pre-placement activity that consists of onsite work experience designed to improve an enrollee's occupational skills and readiness for the world of work. A structured work-based learning experience connected to a participant's area of career interest. Internships involve youth in a one-on-one relationship with an employer that provides hands-on learning in the area of the youth's career interest. Youth internships are situations where youth work for an employer for a specified period of time to learn about a particular industry or occupation. Internship activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. Employers provide structured work experiences that include workplace readiness and job-specific skill development and that connect to academic classroom-based learning.</p>
<b>Project Based Learning</b>	<p>A structured work experience through which the youth learns and develop by participating in thoughtfully organized community service work activities that meet actual community needs that are designed by the program staff and the youth. A learning experience that engages youth in complex, real world projects through which they develop and apply skills and knowledge which takes effort and persistence over time and results in the creation of something that matters to the youth and is usually seen by the public. Projects should be authentic, involve academic rigor, applied learning, active exploration and adult connection. Development of a project that is youth driven and includes career related learning, appropriate workplace behaviors, decision making and problem solving techniques, effective teamwork and the application of academic learning to real world settings.</p>
<b>Work Experience</b>	<p>Work experience is a planned, structured, learning experience that takes place in a work place for a limited period of time. Work experience is designed to enable a youth to gain exposure to the working world. Work experience activities serve to provide useful work experiences and employability skills training.</p>
<b>Work Readiness Pre-Employment Job Preparation Skills</b>	<p>A structured pre-placement activity consisting of structured classroom based activities that are designed to provide the youth with the instructions and skills in resume writing, job interviewing skills, applications, telephone techniques, follow-up letters and other job acquisitions. Work readiness activities may include: assessment, testing, and counseling; occupational information, career and vocational exploration; job-holding and survival skills training; basic life skills training; remedial education; labor market information and job search techniques, world of work awareness, values clarification and personal career planning, understanding, decision-making, and job search techniques. Included are positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a</p>

	neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.
<b>Work Maturity Skills</b>	Skills required in meeting an employer's expectations but are not limited to: dependability, productivity, task completion, punctuality, attendance, appearance, behavior, positive attitude that enables the youth to retain their jobs.
<b>Non-Traditional Employment Options</b>	Occupations or fields of work which individuals from one gender do not formally fit into a particular occupation or field of work.
<b>Customized Employment Training</b>	An activity that is designed to meet the special requirements of an employer, it is conducted with a commitment by the employer to employ an individual on successful completion of the training.
<b>Entrepreneurship Work Experience</b>	A program based business venture (not a simulation) which strives for economic viability and operated by the youth and are directed by a business or organization which sponsors the entrepreneurial program and supervises the youth.
<b>On-the-Job Training</b>	On-the-job training is provided by an employer to a paid youth participant while engaged in productive work that provides knowledge or the skills necessary to fully and adequately perform the job. A contract must be developed between the employer and the program partner that provides occupational training for the participant in exchange for the reimbursement of up to fifty percent of the wage rate to compensate for the employer's extraordinary costs of providing the training and additional supervision related to that training.

Occupations that are high demand in Region 23 that are connected to SFW's Two Year Plan:

1. Agriculture
2. Information technology
3. Technology and Engineering
4. Health and Sciences
5. Marketing
6. Healthcare
7. Business Services
8. Hospitality/Tourism
9. Construction
10. Transportation and Port Related Industries
11. Bioscience