



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**YOUTH COUNCIL MEETING**

**Thursday, April 15, 2010  
8:00 A.M.**

Doubletree Miami Mart/Airport Hotel and Exhibition Center  
711 NW 72<sup>nd</sup> Avenue  
Salon A  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Youth Council Meeting Minutes
  - A. February 18, 2010
3. Recommendation as to Approval of a 2010 Summer Youth Employment Program RFP
4. Discussion – Performance Update
5. Information – ARRA MDCPS Update



2.

**SFWIB - Youth Council**

*April 15, 2010*

**Minutes of SFWIB Youth Council Meeting,  
February 18, 2010**

South Florida Workforce Investment Board  
 Youth Council Meeting  
 February 18, 2010 at 8:00 A.M.  
 Doubletree Miami Mart/Airport Hotel & Exhibition Center  
 711 NW 72<sup>nd</sup> Avenue, Salon A  
 Miami, FL 33126

<b>YOUTH COUNCIL MEMBERS IN ATTENDANCE</b>	<b>SFWIB STAFF</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Giles, Regina (Chair)</li> <li>2. Brown, Clarence</li> <li>3. Brown, Willie J.</li> <li>4. Ferradaz, Gilda (Vice-Chair)</li> <li>5. Dr. Jennings, Donna</li> <li>6. Talbert, Gregg</li> <li>7. West, Alvin</li> </ol>	<p>Beasley, Rick            Edwards, Phillip            Kavehersi, Cheri            Morgan, Myria</p>	<p>Alcalde, Theresa - <i>GMSC</i>            Alvarez, Maria – <i>Transition, Inc.</i>            Barroso, Lupe – <i>CANC</i>            Castillo, Alicia - <i>A.M.O.</i>            Farinas, Irene – <i>A.M.O.</i>            Heit, David - <i>Youth Co-Op, Inc.</i>            Hernandez, Ana – <i>AMO</i>            Kos, Claudia – <i>Youth Co-Op, Inc.</i>            Llerena, Luis - <i>CBT</i>            Mardi, Angela – <i>Jackson Pierce/ Cornerstone Solution</i>            Marti, Sergio – <i>Miami-Dade County Public Schools</i>            Martin, Marisol - <i>Youth Co-Op, Inc.</i>            Milian, Dalia – <i>City of Hialeah</i>            Oller, Virama – <i>Transition, Inc.</i>            Ramirez, Michelle – <i>Youth Co-Op, Inc.</i>            Rosario, Ed – <i>Job Corps</i>            Someillan, Ana – <i>AMO</i>            St. Fort, S. - <i>GMSC</i>            Tharpe, Towanda – <i>GMSC</i>            Velez, Paulina – <i>Youth Co-Op, Inc.</i></p>
<p><b>YOUTH COUNCIL MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>8. Rodriguez-Roig, Alex</li> <li>9. Scott, Kenneth</li> </ol>		

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

**1. Call to Order and Introductions**

Ms. Gilda Ferradaz, Council Vice-Chair, called the meeting to order at 8:15 am and noted a quorum had not been achieved as of yet. She requested to hear item 3 first.

**3. Discussion - Performance Update**

Ms. Myria Morgan, Youth Programs Director, reminded the Council that at the June 18, 2009, Youth Council Meeting, the Council members approved placing Transition, Inc. on a watch list for the First Quarter of the new program year, July 1, 2009 through September 30, 2009, for failing to achieve state and local required performance standards. Similarly, Council members recommended that Adults Mankind Organization Inc. (AMOR) be put on the performance watch list for six months of the new program year, July 1, 2009 through December 31, 2009.

At the October 15, 2009, Youth Council Meeting, SFWIB staff was unable to provide a report upon the performance of both Transition, Inc. and Adults Mankind Organization Inc. (AMOR) because the Agency for Workforce Innovation's Monthly Management Report only documented performance for July and August 2009. The attached table provides performance information for Transition, Inc. and Adults Mankind Organization, Inc. (AMOR) for the period of July 1, 2009 to September 30, 2009 as well as performance information covering the start of the program year to present, July 1, 2009 to November 30, 2009 for each of the Youth Service Providers.

At the December 17, 2009, Youth Council Meeting, Council members agreed to permit Transition, Inc. to continue working but remain on the performance watch list for an additional three months (January 2010, February 2010 and March 2010). Ms. Morgan stated that both Transition, Inc. and Adult Mankind Organization, Inc. had improved.

The Council reviewed the report presented. Ms. Morgan stated that all providers were working at or above required standards.

A second report was provided that showed the performance of Providers with files that had been transferred from youth providers that are no longer in existence to current youth providers. The report shows the Region is running below standards on the younger Youth performance. Staff stated that it was confident the numbers will increase by the next report.

The Council had questions on the formula used and requested it be changed for the next meeting.

[Regina Giles arrived at the meeting]

[Mr. Willie Brown arrived at the Meeting]

Ms. Ferradaz announced that a quorum had been achieved.

#### **4. Information – ARRA MDCPS Summer Program Update**

On November 18, 2009, SFWIB staff met with Miami-Dade County Public Schools (MDCPS) staff to discuss a report pertinent to the 2009 ARRA Summer Youth Employment Program. The report outlined invoicing, quality assurance and programmatic issues. As a result of the meeting, MDCPS received a no-cost extension to their summer contract. SFWIB staff is working with MDCPS staff to resolve outstanding issues.

On December 8, 2009, MDCPS submitted a response letter to SFWIB proposing steps to address the issues and deficiencies reported during the quality assurance monitoring review and prior SFWIB management staff discussions. The attached letter details MDCPS response, including proposed steps.

On December 31, 2009, SFWIB sent a letter to MDCPS responding to their proposed requests. The attached letter details SFWIB's agreement to four of the proposals.

SFWIB staff continues to work with MDCPS to resolve outstanding issues pertaining to programmatic file documentation and fiscal issues.

SFWIB assigned six staff-members to conduct the pre-assessment file review of the over 2,700 youth case files and provided copies of the monitoring review tool to MDCPS for each youth file reviewed. To date, approximately 90% of the youth case files have been reviewed by SFWIB staff.

At the next Youth Council meeting, staff will present a follow-up report to the resolution of the individual issues.

#### **2. Approval of Youth Council Meeting Minutes of December 17, 2009**

Mr. Clarence Brown moved approval of the Youth Council Meeting Minutes of December 17, 2009. The motion was seconded by Ms. Regina Giles and the motion carried.

## **5. Recommendation as to the Approval of a 2010 ARRA Summer Program**

Ms. Morgan described SFWIB staff recommendation that the Youth Council recommend to the Board the approval of the 2010 ARRA Youth Summer Employment Program detailed below.

On February 17, 2009, President Barack Obama signed an economic stimulus package in the amount of \$787 billion, titled the American Recovery and Reinvestment Act (ARRA). The package included \$1.2 billion to create up to one million summer jobs for youth nationwide. Region 23 received approximately \$7.7 million dollars to operate a summer youth employment program for youth between the ages of 14 to 24. The expenditure of the youth dollars was mandated to be utilized from February 17, 2009 through June 30, 2011.

During the summer of 2009, 2,846 youth participated in the summer youth program in Miami-Dade and Monroe counties. As a result of not enrolling the projected maximum number of youth, summer dollars remain from summer program year 2009, which resulted in SFWIB being able to sponsor a 2010 Summer Youth Employment Program.

To enable SFWIB to effectively and efficiently utilize stimulus funding to put youth not being served by SFWIB into summer employment in 2010, the Youth Council may consider operational parameters for the 2010 Summer Youth Employment Program.

In planning the 2010 summer youth employment program activities, staff offers the following options for the Youth Council's consideration:

- Option 1: Consider the youth providers currently funded by SFWIB to provide 2010 summer employment activities;
- Option 2: Consider SFWIB to operate the 2010 summer employment activities.

SFWIB staff recommends the approval of Option 1, that current youth providers operating the Workforce

Investment Act funded youth programs provide 2010 summer youth employment activities.

SFWIB staff has requested guidance from the Agency for Workforce Innovation in reference to run a Summer Program without having to release a Request for Proposal (RFP). Staff is still waiting for a final decision. If in fact, an RFP is mandated, staff will need to get approval from the Council on an emergency basis. Staff will keep the Council informed as developments take place.

Maria Rodriguez, President/CEO of Youth Co-Op, Inc. addressed the Council. Ms. Rodriguez expressed her concern in reference to the payroll aspect of the program. Ms. Rodriguez stated that due to issues encountered with the Summer Program, it would be their preference that SFWIB takes care of the payroll processing aspect of the program, with the provisions of cash advances if possible. Ms. Morgan stated that SFWIB did not have the staff or capability to handle the payroll aspect of the program.

Ms. Regina Giles stated that the issue needs to be discussed further. The County needs to be approached to see if they would be willing and able to conduct the payroll aspect of the program.

Ms. Morgan stated that if currently funded SFWIB youth providers were approved to provide 2010 summer employment activities; SFWIB staff was hoping to implement the program by mid March. In the other hand, if an RFP needed to be developed for the program than it would not be able to be implemented until mid April.

A lengthy discussion ensued in reference to Providers concerns of not having the funds to run the payroll aspect of the program.

Ms. Giles asked for Executive Director, Rick Beasley to come to the meeting to address the concern of SFWIB providing cash advances to Providers for the Summer Program.

Mr. Beasley arrived at the meeting and stated that SFWIB has a policy of not providing cash advances. But Providers could submit invoices every two weeks versus monthly. Mr. Beasley did not want for SFWIB staff to run the Summer Program. It was his preference for Providers to do it.

Mr. Alvin West asked if cost of capital is an allowed cost. In other words looking for the possibility of Providers getting a loan from a bank, would SFW reimburse them for interest payments on that loan? Mr. Beasley deferred the response to the Finance Unit. The Council asked if Providers in the audience had any ideas they would like to share with the Council.

Ms. Maria Rodriguez of Youth Co-op, Inc. addressed the Council and stated that they would accept the two week option, but Providers are required by SFWIB to provide proof of payment to clients as back-up documentation in order to receive a reimbursement. Would SFWIB accept paperwork stating a participant will get paid as backup? Mr. West stated that Providers will need to make adjustments to the Summer Youth Payroll by computing actual hours until Wednesday or Thursday of the 2<sup>nd</sup> week and make adjustments to Friday's payroll on the following week, like that they can submit their payroll to SFWIB faster.

Ms. Ferradaz stated that a motion needed to be made and staff would need to address the details outlined in today's discussion.

A lady in the audience asked what about if an outside agency such as ADP was contracted to handle the payroll, bookkeeping and accounting; would SFWIB pay for that outside entities fees? Ms. Morgan stated that SFWIB has worked with entities such as ADP in the past.

Ms. Regina Giles moved approval of recommendation to approve Option1: that youth providers currently funded by SFWIB, provide 2010 summer employment activities, if it is allowed by the State. If not allowed, staff has the authority to implement whatever procurement method is required. The motion as presented was seconded by Mr. Alvin West and the motion carried.

Ms. Giles added that the concerns and ideas provided by the Providers in attendance will be taken into consideration for the development of the program.

## **6. Information – Workforce Investment Act Youth Program Audit Review**

Ms. Morgan informed the Council that the Agency for Workforce Innovation (AWI) conducted an on-site monitoring review of SFWIB Youth Program during the week of January 11-15, 2010. The monitoring consisted of an on-site programmatic quality assurance review detailing information contained in the youth participant files. A total of 23 youth files were reviewed. Staff was proud to report there were no findings, thus it was a very good audit report.

The AWI auditors allowed SFWIB youth staff to provide any missing information from the participant files, update and correct the State's reporting system with the appropriate documentation as proof of the update and collect any hard copy documentation missing from the youth files that was discovered during the audit review. The auditing process made it easier for the SFWIB Youth Program to reach its goal of no findings. There were five systemic issues which are detailed in the report presented to the Council Members.

The Council members congratulated staff on a job well done.

## **7. Information – Incentive Award for Serving Youth in Foster Care & Youth In the Juvenile Justice System**

Ms. Morgan informed the Council that as stated in the Employment and Training Administration's (ETA) 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.

In 2007, the Workforce Florida, Inc.’s Youth Development Council oversaw the development of a statewide pilot project for a shared services model between participating local regions for juvenile justice and foster care youth. Beginning in July 2007, the two-year pilot project was initiated to encourage regions to “connect” with each other just as local agencies have connected to provide a better network of services to juvenile offenders and youth in foster care, as they are moved from time to time to other regions due to their legal status. The anticipated outcomes include increased levels of service and performance to these populations as well as the development of a transfer and shared services model that could be used with other at-risk populations.

The Council also recommended and WFI Board approved the appropriation of \$250,000 from funds under the discretion of the Youth Development Council for performance incentives for the pilot regions involved in the statewide shared case management pilot and directed Workforce Florida, Inc. staff to work with the Agency of Workforce Innovation and the regions to compose recommended criteria for awarding the incentive funds. The committee recommendations were subsequently approved by the Youth Council and presented to the WFI Board at its May 2008 meeting.

The incentive payment consisted of positive outcomes and increased foster care youth serviced:

• Foster Care Positive Outcomes.....	\$2,783.33
• Percentage of Increased Youth Served in Foster Care .....	\$5,550.00
TOTAL	\$8,333.33

I reference to the Youth in the Juvenile Justice System, Staff reported that unfortunately, SFWIB has not been successful in serving Youth in the Juvenile Justice System and as such SFWIB did not receive any incentives for serving that population.

SFWIB staff reviewed the chart attached to the agenda item, which detailed information regarding the July 2007 – June 2008 Incentives for the Statewide Youth Shared Case Management Pilot Project targeting WIA services to youth in the department of juvenile justice and foster care systems.

Ms. Giles asked why SFWIB has not been successful in serving youth in the Juvenile Justice System. Ms. Morgan responded that mostly it has been miscommunication with JJS. Staff has tried making contact, but has not been successful thus far. Ms. Ferradaz stated that she could help facilitate a better communication since the Department of Children and Families has a good rapport with JJS and she was a member of their Board.

A gentleman from the Audience announced that Youth Co-Op, Inc. was having a Financial Literacy session presented by State Farm at the Opa-Locka Office on Monday and everyone was welcome to attend.

Ms. Ferradaz thanked members of the Council and the audience for their attendance. There being no other matters to be discussed the meeting was adjourned.



3.

**SFWIB - Youth Council**

*April 15, 2010*

**Recommendation as to Approval of a 2010  
Summer Youth Employment Program RFP**

**RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to authorize staff to negotiate contracts, if funding availability permits, for a 2010 Summer Youth Employment Program Request for Proposal (RFP) with successful Respondent-Service Providers who earned scores of 80 points and higher.

**BACKGROUND**

On March 25, 2010, a 2010 Summer Youth Employment Program RFP was released to the community, soliciting proposals from organizations capable of providing summer youth employment services within Miami-Dade and Monroe Counties. A total of seven agencies responded to the RFP by the prescribed April 5, 2010, deadline.

SFWIB Staff members were assigned as raters and scored the proposals based on criteria detailed in the RFP. A Proposal Review Public Forum Session was conducted on April 12, 2010, wherein the raters declared their scores for individual Respondents. A forthcoming table will display the results of the public review session.

SFWIB staff recommends that the Youth Council recommend to the Board the approval to authorize staff to negotiate Summer Youth Employment Services contracts with successful Respondents.



4.

**SFWIB – Youth Council**

***April 15, 2010***

**Performance Update**

**Discussion Item**

**BACKGROUND**

At the June 18, 2009 Youth Council Meeting, the Council members approved placing Transition, Inc. on a watch list for the first quarter of the new program year, July 1, 2009 through September 30, 2009, for failing to achieve state and local required performance standards. Similarly, Council members recommended that Adult Mankind Organization be put on the performance watch list for six months of the new program year, July 1, 2009 through December 31, 2009.

At the October 15, 2009, Youth Council Meeting, SFWIB staff was unable to report the performance of both Transition, Inc. and Adult Mankind Organization because the Agency for Workforce Innovation's Monthly Management Report only reported performance for July and August 2009. The attached table provides performance information on Transition, Inc. and Adult Mankind Organization for the period of July 1, 2009 to September 30, 2009 as well as performance information covering the start of the program year to present, July 1, 2009 to November 30, 2009 for each of the Youth Service Providers.

At the December 17, 2009, Youth Council Meeting, Council members agreed to allow Transition, Inc. to continue working and remain on the performance watch list for an additional three months (January, February and March).

At the February 18, 2010, Youth Council Meeting, Council members discussed the program performance of all youth service providers. Transition, Inc. was performing above standards in three areas and was 4% below performance in the younger youth goal attainment category. Adult Mankind was performing above standard in all four performance categories.

The Youth Council at its April 15, 2010, meeting shall review the performance of Transition, Inc and Adult Mankind Organization and confer on whether both providers should remain youth services if they continue to fail performance standards.





5.

**SFWIB – Youth Council**

***April 15, 2010***

**ARRA Summer Program Update  
Miami-Dade County Public Schools**

**Informational Item**

**BACKGROUND**

On November 18, 2009, SFWIB staff met with Miami-Dade County Public Schools (MDCPS) staff to discuss a report pertinent to the 2009 ARRA Summer Youth Employment Program. The report outlined invoicing, quality assurance and programmatic issues. As a result of the meeting, MDCPS received a no-cost extension to their summer contract. SFWIB staff is working with MDCPS staff to resolve outstanding issues.

On December 8, 2009, MDCPS submitted a response letter to SFWIB proposing steps to address the issues and deficiencies reported during the quality assurance monitoring review and prior SFWIB management staff discussions. The attached letter details MDCPS response, including proposed steps.

On December 31, 2009, SFWIB sent a letter to MDCPS responding to their proposed requests. The attached letter details SFWIB's agreement to four of the proposals.

SFWIB staff continues to work with MDCPS to resolve outstanding issues pertaining to programmatic file documentation and fiscal issues.

SFW assigned a total of six staff to conduct the pre-assessment file review for the 2,700 plus youth case files and provided copies of the monitoring review tool to MDCPS for each youth file reviewed. Approximately 98% of the youth case files have been reviewed by SFWIB staff.

At the next Youth Council meeting, staff will present a follow-up report to the resolution(s) of the individual issues.

SFWIB staff will discuss the attached letter and reports.

*Attachment*

March 31, 2010

Mr. Alberto M. Carvalho  
Superintendent of Schools  
Miami-Dade County Public Schools  
School Board Administration Building  
1450 N.E. 2<sup>nd</sup> Avenue, Suite 912  
Miami, Florida 33132

Dear Mr. Carvalho:

This letter serves to verify the receipt of your letter dated March 3, 2010 regarding the 2009 American Recovery and Reinvestment Younger and Older Summer Youth Employment Program's progress update for the period covering December 2009-February 2010.

To assist Miami-Dade County Public Schools (M-DCPS) in resolving the issues of the 2009 ARRA Summer Youth Employment Program that were agreed upon as a result of the monitoring review process, South Florida Workforce Investment Board (SFWIB) completed the steps below:

- Extended the Contract date for an additional ninety (90) days at no-cost through March 31, 2010 for the purpose of allowing M-DCPS to complete a thorough review of the summer youth files.
- Assigned six staff to conduct the pre-assessment review of the summer youth files.
- Provided M-DCPS staff with copies of the pre-review Monitoring Review Form for each summer youth file reviewed.
- SFWIB staff is prepared to begin the post-assessment review process, which will comprise of a 10% assessment of the case files that have been reviewed and corrected by M-DCPS staff.

As a result of the SFWIB staff pre-assessment review of the summer youth files, the following findings were noted:

- The state management system details a total of 2,701 M-DCPS youth participants entered. SFWIB staff reviewed 2,595 youth files and 106 files were not located. Potential disallowances may apply if the files are not located and reviewed.
- SFWIB staff compared youth files reviewed to the state management system and M-DCPS payroll registers, disallowed deficiencies listed below:
  - **Forty-four** youth participants were enrolled with other SFWIB Service Providers;
  - **Forty-two** youth participants names/information were not found in the state management system;
  - **Twenty-six** youth participants did not have any activities recorded on the WIA application within the state system;
  - **Twenty-three** youth participants with partial activities entered in the state system, missing summer employment component;

Mr. Alberto M. Carvalho  
Miami-Dade County Public Schools  
March 31, 2010  
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- **Thirteen** youth participants had missing and/or incomplete WIA application data in the state system;
  - **Eight** youth participants resided in another county.
- The comparison of the information resulted in disallowed costs totaling \$143,784.80. The attached report will provide details for the disallowed cost.

Additionally, below please find responses to your requests as follows:

- We regret to inform you the request to approve a line item adjustment for additional cost incurred for full-time and part-time staff members required to meet program extension activities, is not approved. The decision is based on M-DCPS failing to satisfy contract requirements and numerous programmatic findings and disallowed costs.
- Approval of an additional line item in order to provide an alternative reimbursement process for eligible youth with clearance issues is approved. SFWIB staff reviewed 113 youth participants with clearance issues, however, 83 youth participants are eligible for payment. In order to pay for the hours the youth participants worked, please submit timesheets verifying time and attendance. The attached report will provide details of the review.

SFWIB is looking forward to a successful resolution of all 2009 summer program issues.

If you have any questions and/or need additional information, please contact Myria E. Morgan, Youth Program Manager at (305) 594-7615 ext. 292.

Sincerely,



Rick Beasley  
Executive Director  
South Florida Workforce Investment Board

*Attachments*

Pc: Ms. Milagros R. Fornell  
Dr. Magaly Abrahante  
Ms. Iraida R. Mendez-Cartaya  
Dr. Sharrie R. Dean  
Ms. Rhoda O. Shirley  
Ms. Melissa Latus  
Ms. Myria E. Morgan ✓  
Mr. Gustavo Alonso  
Ms. Madalyn Uptgrow