



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

### **YOUTH COUNCIL MEETING**

**Thursday, February 24, 2011  
8:00 A.M.**

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

### **AGENDA**

1. Call to Order and Introductions
2. Approval of Youth Council Meeting Minutes
  - A. December 16, 2010
- 50""Information – Transferred Youth Files Follow-up Update
- 40""Information – Education Secretary Launches US Education Dashboard
5. Information – WIA Youth Program Audit Review Results
6. Information – 2011 Summer Youth Employment Initiative
7. Information – Finance Committee Recommendation to the Board to Accept & Allocate an additional \$1,198,792.00 in WIA Dislocated Worker Program Funds
8. Recommendation as to Approval of a Juvenile Justice Involved Youth Services Contractor
9. Recommendation as to Approval to Transfer Administrative Costs to the City of Miami Gardens' Internship Project
10. Recommendation as to Approval to Authorize staff to Draft and Release a RFP for WIA Youth Employment & Training Services



2.A.

**SFWIB - Youth Council**

**February 24, 2011**

**Minutes of SFWIB Youth Council Meeting,  
December 16, 2010**

South Florida Workforce Investment Board  
Youth Council Meeting  
December 16, 2010 at 8:00 A.M.  
Miami Dade College West Campus  
3800 NW 115<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Doral, Florida 33178

<p><b>YOUTH COUNCIL MEMBERS IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Ferradaz, Gilda (Vice-Chair)</li> <li>2. Brown, Clarence</li> <li>3. Jennings, Donna</li> <li>4. Scott, Kenneth</li> <li>5. Talbert, Gregg</li> <li>6. Walker, Wanda</li> </ol> <p><i>Youth Council Members Not in Attendance</i></p> <ol style="list-style-type: none"> <li>7. Brown, Willie J.</li> <li>8. Rodriguez-Roig, Alex</li> <li>9. West, Alvin</li> </ol>	<p><b>SFWIB STAFF</b></p> <p>Morgan, Myria</p> <p><b>OTHER ATTENDEES</b></p> <p>Castillo, Alicia - AMO Clark, Robert - <i>Greater Miami Service Corps (GMSC)</i> Dorsette, Deborah - <i>Greater Miami Service Corps (GMSC)</i> Farinas, Irene - AMO Heit, David - <i>Youth Co-Op</i> Kos, Claudia - <i>Youth Co-Op</i> Mardy, Angela – <i>Youth Co-Op</i></p>	<p>Marti, Sergio – <i>Miami-Dade County Public Schools (M-DCPS)</i></p> <p>Martinez, Ronald - <i>Youth Co-Op</i> Ramirez, Michelle - <i>Youth Co-Op</i> Rosario, Ed – <i>Job Corps</i> Someillan, Ana – <i>AMO</i> Varela, Vivian - <i>Youth Co-Op</i></p>
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Note: Agenda items are listed in the order in which they were discussed.

**1. Call to Order and Introductions**

Ms. Clarence Brown called the meeting to order and asked the members present to introduce themselves.

**3. Information –Workforce Professional Champion Award Nomination**

Ms. Myria Morgan, SFWIB Youth Programs Manager announced the name of SFWIB’s nominee for the Workforce Professional Champion Award. Her name is Paulina Velaz with Youth Co-Op. Ms. Morgan also mentioned this is the first time Region 23 has selected a nominee.

Someone from the audience asked when the selection will be held by the State. Ms. Morgan responded tomorrow, December 17, 2010.

[Gilda Ferradaz arrived; **Quorum Achieved**]

**2. Approval of Youth Council Meeting Minutes for October 21, 2010**

Mr. Clarence Brown moved the approval of the minutes for October 21, 2010. It was seconded by Dr. Jennings; **Minutes Passed.**

#### **4. Information – 2010 ARRA Summer Youth Employment Program Presentation**

Ms. Morgan presented the item and showed a video presentation hosted by Youth Co-Op regarding the 2010 ARRA Summer Youth Employment Program.

#### **5. Information – Update on Request for Proposals for Juvenile Justice Involved Youth**

Ms. Morgan presented the item and mentioned that on October 21, 2010 the Board approved the release of a Request for Proposals (RFP) to provide youth services to the juvenile justice system population. The RFP was released on Monday, December 13, 2010 via SFWIB's website. She also mentioned that the Offerors' Conference date has changed to December 23<sup>rd</sup>.

Dr. Jennings inquired about the next Committee meeting date and Ms. Morgan responded that it will be sometime in February.

Mr. Clarence Brown inquired about the year-round internship program that was discussed at the prior Youth Council meeting held in October. Ms. Morgan responded that a waiver was submitted but staff has not heard back from the State as of yet.

#### **Other Topic(s):**

Someone from the audience made the Council aware of a potential problem with future performance reporting. He mentioned that old cases transferred to their agency may bring their performance rating down, due to their inability to locate the youths and close these cases. He is concerned the agency may potentially lose its contract due to this problem.

Ms. Morgan explained to the Council the current issue and Dr. Jennings responded that she recalls this topic being discussed at a prior meeting in which the Council had decided to have staff make recommendations to the State.

Mr. Clarence Brown inquired about the fiscal impact. Ms. Morgan said she's not too sure; however, she'll research it.

Mr. Beasley explained that he met with the providers on Tuesday, December 14, 2010 and asked that they provide a timetable on a monthly basis showing both negative and positive exits.

Ms. Ferradaz suggested that the pending letter to the State be disregarded and instead, develop a plan internally.

Ms. Ferradaz asked if there were any questions or concerns then adjourned the meeting.



3.

**SFWIB - Youth Council**

**February 24, 2011**

**Transferred Youth Files Follow-up Update**

**Information Item**

**BACKGROUND**

At the December 16, 2010 Youth Council meeting, the youth providers presented their concerns about youth files transferred to their respective agencies from providers who no longer deliver youth services. The current providers are concerned about the transfer's impact to performance reporting; more specifically, that the transferred files will plummet their performance ratings resulting in an agency potentially losing its contract.

SFWIB staff and providers developed an internal plan to exit the transferred youth. On February 17, 2011, staff and providers met to discuss the utility of the plan for exiting transferred youth. Both providers and staff agreed to work collectively resolve the transfer issue. The suggestions voiced by the providers are listed below:

1. Establish a Youth Performance Improvement Team to review these cases, outcomes and goal attainments on a monthly basis at the regional level. The review will determine the number of remaining cases which could be terminated negatively without affecting the percentage negotiated by SFWIB with the State (lower than 90%) for positive outcomes and goal attainments;
2. Available funding should be applied to provide incentives to re-engage youth who are eligible and have dropped out of the program;
3. Assign a designated point person with the capability to research each youth through the UI system, statewide and nationwide, for those service partners without such a point person;
4. Current service partners should be granted access to Facebook and MySpace to support their search for youth participants for the purpose of re-engaging them using social networking sites frequented by youth. The access should be limited to specific youth provider staff assigned to this task;
5. Contact past providers to ascertain if they have any contact with the youth at the present time; and
6. Contact MDCPS representative to check on youth's school status.

The next SFWIB staff-Youth Providers meeting is scheduled for March 1, 2011. Providers will collect youth data for the following categories and bring that data to the next meeting:

1. # of youth transferred;
2. # of youth terminated since transfer;
3. # of youth active as of February 10, 2011 of those transferred (that your agency requested be transferred to your regular unit);
4. # of youth transferred to be closed with a negative outcome;
5. # of youth outcome and those with case closure pending outcome from 7/1/2010 to 2/10/2011; and
6. # of youth expected to close between now and 6/30/2011 with a positive outcome.

After the data is gathered, strategies will be developed in order to exit the youth without affecting the region's performance. Monthly meetings will be conducted to track exits and performance. A report detailing the findings of the March 1, 2011 meeting and a schedule to exit youth will be prepared monthly per provider until all youth are exited from the system. The report and schedule will be presented at the April 2011 Youth Council meeting.



4.

**SFWIB - Youth Council**

***February 24, 2011***

**Education Secretary Launches US Education Dashboard**

**Information Item**

**BACKGROUND**

On January 24, 2011, the U.S. Department of Education launched the Education Dashboard (<http://dashboard.ed.gov>), a new website that provides convenient access to key national and state education data, highlighting the progress being made across the country in every level of the education system. The Dashboard is intended to spur and inform conversations about how to improve educational results and is part of President Obama's goal for the U.S. by 2020 to have the highest proportion of college graduates in the world.

The Education Dashboard site offers data on all 50 states' pre-kindergarten through 12th grade student performance. Data is broken in to racial/ethnic categories and includes data on state comparisons. Additionally, the website permits downloading customized reports and presents important indicators focused on measuring progress toward realizing the President's goal.



5.

**SFWIB - Youth Council**

***February 24, 2011***

**WIA Youth Program Audit Review Results**

**Information Item**

**BACKGROUND**

From January 10 to 14, 2011, the Agency for Workforce Innovation (AWI) conducted an on-site Quality Assurance Review, examining youth participant files for active information. In addition, on January 24 and 25, 2011, AWI conducted an on-site Data Validation Monitoring Review of the WIA Youth Program, reviewing records of youth who exited the program. During the monitoring process, a total of 149 youth files were reviewed. The purpose of the reviews was to ensure that all of the required components were in place to operate a successful WIA Youth Program.

During the review process, the AWI auditors allowed SFWIB Youth Staff to do the following: provide any missing information, update and correct the reporting system with appropriate documentation as proof of the update, and collect any hard copy documentation missing from the youth file. The reviews revealed no findings for SFWIB's Youth Program.



6.

**SFWIB - Youth Council**

***February 24, 2011***

**2011 Summer Youth Employment Initiative**

**Information Item**

**BACKGROUND**

SFWIB successfully administered the 2009 and 2010 American Recovery and Reinvestment Act (ARRA) Summer Youth Employment Programs, assisting in placing into employment over 4,000 youth at regional worksites.

With the expiration of ARRA's sponsorship of a summer youth program, it is expected that there will be significantly reduced funding available for a 2011 Summer Youth Employment Program. In order to administer a 2011 Summer Youth Employment Program, SFWIB staff is partnering with the Chamber of Commerce, Community Action Agency (CAA), the Department of Human Services and local businesses. The 2011 Summer Program will be marketed as the 2011 Hire-A-Youth Summer Employment Program Initiative.

Under the initiative, CAA proposes to focus its attention on the 14-17 year-old age group and SFWIB will target placing young adults ages 18-24. The initiative calls on local businesses to participate by providing entry level summer employment opportunities to youth ages 16-17. If a participating business hires a youth, SFWIB will sponsor an additional youth at the worksite. Businesses that hire a youth may also be eligible for the Work Opportunity Tax Credit Program. Each youth hired will cost approximately \$1,600, including wages and fringe costs, for an eight-week (maximum of 140 hours) period. All SFWIB-sponsored youth will be screened, assessed and receive work readiness training.





7.

**SFWIB - Youth Council**

***February 24, 2011***

**Finance Committee Recommendation to the Board to Accept & Allocate an additional \$1,198,792.00 in WIA Dislocated Worker Program Funds**

### **Information Item**

#### **BACKGROUND**

On January 19, 2011, Workforce Florida Inc. (WFI) awarded SFWIB an additional \$1,198,792.00 in funds for the WIA Dislocated Worker Program for the period of July 1, 2010 to June 30, 2012. The grant provides funding to support the Workforce Investment Act Dislocated Worker Program, which is designed to assist unemployed workers find jobs through early intervention and personalized assistance with work search plans, vocational training and other services offered at the Career Centers.

At the February 24, 2011 Finance Committee meeting, SFWIB staff will recommend to the Finance Committee to recommend to the Board the approval to accept and allocate the additional WIA Dislocated Worker funds.

Staff will present the Finance Committee with two options for the allocation of the available funds:

**Option 1:** Allocate funds to the providers in the same proportions as in the approved budget and use the funds to assist dislocated workers with traditional employment and vocational training activities.

**Option 2:** Transfer the funds to the WIA Adult program and use the funds to provide summer employment and training opportunities to young adults ages 18 to 24.



8.

**SFWIB - Youth Council**

**February 24, 2011**

**Approval of a Juvenile Justice Involved Youth Services Contractor**

## **RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to authorize staff to negotiate Juvenile Justice Involved Youth Program contracts with RFP Respondents as set forth below.

## **BACKGROUND**

On December 13, 2010, a Request for Proposals (RFP) was released to the community, soliciting proposals from organizations capable of providing services involving juvenile justice youth in Region 23. A total of seven agencies responded to the RFP by the prescribed January 7, 2011 submission deadline.

SFWIB staff along with two DJJ staff members and two Children Trust staff members were assigned as raters and scored the proposals based on the criteria detailed in the RFP. A Proposal Review Public Forum was conducted on February 8, 2011, wherein the raters declared their scores for individual respondents. No respondent met the standard 80 point threshold for award consideration.

The 2011 Juvenile Justice Involved Youth Program RFP failed the procurement process as no respondent met the standard threshold. Attached is a chart detailing the results of the Review Forum.

As this is a failed RFP, SFWIB staff is offering the following recommendations for the Youth Council's consideration:

1. Choose to award funding to the top two scoring Respondents;
2. Choose to award funding to the top three scoring Respondents; or
3. Declare RFP failed the procurement process.

*Attachment*

2011 Juvenile Justice Involved Youth RFP													
Requesting Organization	Requesting Organization ID Number	Organizational Experience/Capabilities and Staffing Qualifications (5 Points)	Proposed Service Strategies/Scope of Services ( 65 Points)						Proposed Performance/Cost Effectiveness( 10 Points)	Proposed Budget (10 Points)	Cost Allocation Plan (10 Points)	DueDiligence: Pass/Fail	Final Rating Score (Organizational Cap + AverageScore of Raters(Technical)+ Proposed Performance Budget & Cost Allocation Plan
		Rater	Raters						Rater				
		Phillip Edwards	Mary Davis	ArleneDiaz	Robert Feller	John Ise	BrendaWells-Williams	AverageScore AcrossRaters	Myria Morgan				
Hankels & McCoy	40URYOUTH	2.500	0.000	0.000	37.000	0.000	31.750	13.750	7.200	7.500	6.500	Fail	37.450
Greater Miami Service Corp	KARM923UNI	4.275	27.000	34.250	51.500	37.250	57.000	41.400	4.750	9.000	9.000	Pass	68.425
Community Coalition	LIAM030409	3.650	25.000	30.500	56.500	37.750	57.000	41.350	9.550	10.000	8.500	Pass	73.050
Adult Mankind	MKC1202DJJ	3.425	27.750	25.000	50.000	27.750	61.750	38.450	9.550	8.250	8.000	Pass	67.675
Adgam	1210199515	3.750	24.500	14.250	30.500	28.250	57.250	30.950	9.800	9.250	8.000	Pass	61.750
Inner City Youth	1PHIY1112	0.000	6.750	7.000	31.750	12.500	33.250	18.250	7.250	2.830	1.500	Fail	29.830
Transition	LoA400	4.525	17.250	15.250	42.750	26.500	43.000	28.950	7.200	8.830	7.500	Pass	57.005



9.

**SFWIB - Youth Council**

***February 24, 2011***

**Approval to Transfer Administrative Costs to the City of Miami Gardens' Internship Project**

## **RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to transfer ARRA WIA youth dollars in the amount not to exceed \$7,000.00 to the City of Miami Gardens to support administrative costs for the Internship Project.

## **BACKGROUND**

On October 21, 2010, the SFWIB approved to award the City of Miami Gardens \$100,000 to develop an Honors Internship Project to create employment opportunities for young adults residing in the City of Miami Gardens from January 1, 2011 through December 31, 2011.

At the October 21, 2010 Youth Council meeting, Mr. Oliver G. Gilbert III, City of Miami Gardens Councilman, spoke about the project. Council members inquired if the award included administrative costs to the City of Miami Gardens. Mr. Gilbert responded that there would be administrative costs, however, it would come from other sources.

The City of Miami Gardens began coordinating program activities as of January 1, 2011. On January 25, 2011, Daniel A. Rosemond, Assistant City Manager/Community Development Director, requested to have the contract amended to include administrative costs. Mr. Rosemond stated that the Councilman misspoke with respect to the administrative costs. The administrative costs requested by Mr. Rosemond represent 7% of the Contract. The allowable percentage for administrative cost is 10% of the award.

The administrative cost request would not increase the award amount. The administrative costs will be deducted from program costs and will not affect the participant's internship costs.

SFWIB staff recommends authorizing staff to include administrative costs in the City of Miami Gardens Contract not to exceed \$7,000.00 for a period of January 1, 2011 to December 31, 2011.



*10.*

**SFWIB - Youth Council**

***February 24, 2011***

**Approval to Authorize staff to Draft and Release a RFP for WIA Youth Employment & Training Services**

**RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to authorize staff to draft and release a Request for Proposals for Workforce Investment Act Youth Employment and Training Services as set forth below.

**BACKGROUND**

The current Youth Services Providers were competitively procured in August 2008 with contract terms that allowed for renewal for two additional one year periods contingent upon performance and funding availability. The current contracts have exhausted the renewal option and will expire on June 30, 2011.

In order to continue the delivery of youth services, SFWIB staff recommends that authorization be granted to draft and release a Request for Proposal (RFP) to provide WIA Youth Employment and Training services to Region 23.