



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

### **YOUTH COUNCIL MEETING**

**Thursday, October 20, 2011  
8:00 A.M.**

Double Tree by Hilton Miami Airport Hotel  
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. August 18, 2011
3. Information – Youth Providers’ Performance Update
4. Recommendation as to Approval to Allocate Youth Program Funds to Support a Fire Academy Training Program Initiative
5. Recommendation as to Approval of the Results of the SFWIB-Transition, Inc. Informal Resolution Conference
6. Recommendation as to Approval to Allocate Additional Youth Program Funds
7. Recommendation as to Approval of an Allocation of Additional TANF Surplus Funds



2.A

**SFWIB - Youth Council**

*October 20, 2011*

**Minutes of SFWIB Youth Council Meeting**

*August 18, 2011*

South Florida Workforce Investment Board  
 Youth Council Meeting  
 August 18, 2011, 8:00 A.M.  
 Doubletree Airport Hotel – Convention Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, Florida 33126

YOUTH COUNCIL MEMBERS IN ATTENDANCE	OTHER ATTENDEES	
1. Ferradaz, Gilda (Vice-Chair) 2. Brown, Clarence 3. Brown, Willie J. 4. Jennings, Donna 5. Walker, Wanda 6. West, Alvin	Banks, Theron – <i>Greater Miami Service Corps (GMSC)</i> Barroso, Lupe- <i>CNC</i> Butler, Soarlet – <i>Miami-Dade County Fire Rescue (MDFR)</i> Castillo, Alicia - <i>Adult Mankind Organization, Inc. (AMO)</i> Dorsette, Deborah - <i>Greater Miami Service Corps (GMSC)</i> Guadalupe, Amy - <i>Cuban American National Council (CNC)</i> Hernandez, Ana - <i>Adult Mankind Organization, Inc. (AMO)</i> Kos, Claudia – <i>Youth Co-Op, Inc.</i>	St. Fleur, Shirley - <i>Greater Miami Service Corps (GMSC)</i> Thorpe, Twanda - <i>Greater Miami Service Corps (GMSC)</i> Velez, Pauline - <i>Youth Co-Op, Inc.</i>
<b>YOUTH COUNCIL MEMBERS NOT IN ATTENDANCE</b>	Lit, Sharon – <i>Transition, Inc.</i>	
7. Rodriguez-Roig, Alex 8. Scott, Kenneth 9. Talbert, Gregg		
<b>SFWIB STAFF</b> Morgan, Myria		

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

**1. Call to Order and Introductions**

Ms. Gilda Ferradaz called the meeting to order at 8:25am and asked all those present to introduce themselves.

**3. Information – Youth Employment Skills Expo**

Ms. Myria Morgan, SFWIB Youth Programs Manager presented the item and noted that the Expo was a huge success as there were a total of 135 youths that participated and some were given community service hours certificates. She also noted that they were very attentive and cooperative. Mr. Barrington Irving, who was sponsored by Mitsubishi was this year’s guest speaker.

**6. Recommendation as to the Approval of WIA Waiver Requests**

Ms. Morgan read the item and covered pages 7, 8, 9 & 12 of the Summary of Waiver Requests. She noted the requests were researched and developed by staff in response to the Federal Stimulus package which will promote initiatives that include, but are not limited to an expansion of On-the-Job training assistance, provide

for limited financial assistance to small business enterprises, allow for public service employment, and expand availability of services for the region's youth. The following waiver requests are being proposed:

- Waiver to increase the exception of youth who may not meet the low income criteria
- Waiver to include youth receiving free school lunches under the National School Lunch Program as a substitute for the WIA Title 1 income eligibility criteria
- Waiver of the requirement that local programs provide each of the ten (10) youth program elements at WIA Section 129(c)(2) as options available to youth participants
- Waiver of the requirements of summer youth employment element as a stand-alone program and twelve (12) month follow-up services element
- Waiver of language that limits the authority to provide the activities identified in WIA Section 134 to the State. Waiver will permit local areas to request the use of up to 100 percent of local area formula allocation funds to provide statewide employment and training activities

[Dr. Jennings arrived; **Quorum Achieved**]

Ms. Walker requested clarification regarding the percentages and Ms. Morgan further explained.

Mr. Clarence Brown moved the approval of the WIA Waiver Requests and motion was seconded by Mr. Willie Brown; **Motion Passed**

All in favor with no opposition

**2. Approval of Youth Council Minutes of June 23, 2011.**

Mr. Clarence Brown moved the approval of June 23, 2011 meeting minutes and motion was seconded by Ms. Wanda Walker; **Motion Passed**

All in favor with no opposition

**4. Recommendation as to Approval to Allocate Youth Program Funds for the Inspector Service Academy Training Program Initiative**

Ms. Morgan presented the item and noted that SFWIB in partnership with Miami-Dade County Fire Department and Greater Miami Service Corp (GMSC) developed an Inspector Safety Service Academy Training program to prepare youth for the position of Inspector Service Aide. GMSC will operate and manage the program and Miami-Dade County Fire Department will contribute an estimated \$201,750 in in-kind services to include, administering the training, providing the training materials, covering a portion of the instructors' salary costs and the facility. Staff recommended SFWIB allocate \$168,000 in Youth Program funds for the period of October 1, 2011 to June 30, 2012 to Greater Miami Service Corps in support of the Inspector Safety Service Academy Training Program.

Mr. West requested the number of positions that are currently available. Representatives from Miami-Dade County Fire Department appeared before the Council and responded between 200 -300 positions throughout the state; however, the amount within Miami-Dade County is currently unknown.

Ms. Ferradaz asked will positions be available in fire departments within other municipalities throughout Miami-Dade. The representative responded that the program will provide a state-wide certification that will also offer opportunities within insurance and construction industries. Mr. West asked whether the particular industries were surveyed to identify the current need for inspector positions. Their response was that two popularly known insurance agencies were contacted regarding the need for inspectors; however the amount of positions that will be available is currently unknown.

Dr. Jennings inquired about the qualifications for the proposed program and a response was provided by staff.

Mr. Willie Brown inquired about the number of participants anticipated and they responded a minimum of 40. They additionally stated the new program will create opportunities for internships and jobs. It will be a 10-month program (200 hour curriculum) consisting of 7-10 trainers.

Mr. West commented that he felt there was insufficient information given to support this item. Therefore, he requested that letters of commitment/support be provided prior to the Council's approval from organizations and municipalities throughout Miami-Dade County that are planning on participating in this new initiative. In addition, the Council recommended that the letters include the following information:

- Anticipation to hire inspector positions within the organization
- Priority given to those who complete the program with Miami-Dade Fire Rescue/Greater Miami Service Corp.

Mr. West also recommended questionnaires be conducted that will identify whether participants are willing to work outside of Miami-Dade County after completing the program.

Mr. Willie Brown inquired about the starting pay for the inspector positions and their response was a minimum of \$40,000 to a maximum of \$58,000 a year.

Ms. Ferradaz asked whether there will be background screenings conducted prior to being accepted into the program and their response was yes.

Mr. West moved the approval to defer this item until the next scheduled Council meeting in October. It was seconded by Dr. Jennings: **Motion Passed**

All in favor with no opposition

**5. Recommendation as to Approval to Authorize Staff to Release a RFP for WIA Youth Employment & Training Services**

Ms. Morgan read the item and noted that staff recommended to the Council for approval by the Board for staff to release a Request for Proposal (RFP) for Workforce Investment Act Youth Employment and Training Services as a need was determined for additional youth service providers.

Mr. Clarence Brown moved the approval to authorize staff to release a RFP for WIA Youth Employment & Training Services. It was seconded by Mr. Willie Brown; **Further Discussions:**

Mr. West requested further clarification as to why there is a need for additional agencies. Ms. Morgan further explained that first it is due to a lack of agencies that initially applied meeting the 80% threshold. Second, is to ensure SFW target the areas that are in need of youth services.

Mr. West and Dr. Jennings asked whether a contractual amendment can be done to increase the current agencies' capacity. Mr. West also requested feedback from representatives of those agencies seated in the audience. Ms. Morgan added that staff will seek advice from SFW's legal advisor and contracts division.

Mr. Brown inquired about the agencies currently contracted on a month-to-month basis. Ms. Morgan provided further explanation. He also requested a turnaround time for the RFP process and she responded a total of six (6) weeks.

One (1) in favor; **Motion Failed**

**New Motion:** Mr. West moved the approval to expand the existing contract with the nine (9) agencies to absorb the additional youths should the two (2) agencies that are currently contracted on a month-to-month basis be discontinued. It was seconded by Dr. Jennings; **Motion Passed**

All in favor with one (1) opposition

Ms. Ferradaz asked if there were any questions or concerns then adjourned the meeting at 9:33am.



3.

**SFWIB - Youth Council**

*October 20, 2011*

**Youth Providers' Performance Update**

**Information Item**

**BACKGROUND**

Staff will provide a report showing youth providers' performance for the period of July 1, 2011 through September 30, 2011.

*Attachments*

## WIA YOUTH SERVICE PROVIDERS PERFORMANCE - JULY 1, 2011 - SEPTEMBER 30, 2011

(DRAFT Preliminary Report )

Youth Service Providers	Younger Youth Outcome Performance Measure (90%)			Youth Skill Attainment Performance Measure (85%)			In School Youth Outcome Performance Measure (90%)			Out of School Youth Outcome Performance Measure (90%)		
	# to be Met	# Met	% of Standard Met	# to be Met	# Met	% of Standard Met	# to be Met	# Met	% of Standard Met	# to be Met	# Met	% of Standard Met

### IN SCHOOL YOUTH PROGRAM

Adult Mankind Organization	4	4	100%	68	62	91%	4	4	100%			
Community Coalition				2	2	100%						
Cuban American National Council	1	1	100%	12	12	100%	1	1	100%			
Youth Coop - Monroe	1	1	100%	12	11	92%	1	1	100%			
UNIDAD of Miami Beach	27	27	100%	59	57	97%	27	27	100%			
Youth Coop Miami-Dade	28	28	100%	79	78	99%	28	28	100%			

### OUT OF SCHOOL YOUTH

Adult Mankind Organization	1	1	100%	43	36	84%				2	2	100%
Cuban American National Council												
Youth Coop - Monroe	1	1	100%	4	4	100%				1	1	100%
Greater Miami Service Corps	1	1	100%	18	14	78%	1	1	100%			
Youth Coop Miami-Dade	12	12	100%	127	123	97%	2	2	100%	11	11	100%

### FORMER YOUTH CONTRACTORS

City of Hialeah ISY	4	3	75%	14	12	86%	4	3	75%			
City of Hialeah OSY	13	10	77%	33	28	85%	5	4	80%	11	8	73%
Transition ISY	4	4	100%	34	15	44%	2	2	100%	4	4	100%
Transition OSY	3	2	67%	12	6	50%						

<b>REGIONAL PERFORMANCE</b>	<b>100</b>	<b>95</b>	<b>95%</b>	<b>517</b>	<b>460</b>	<b>89%</b>	<b>75</b>	<b>73</b>	<b>97%</b>	<b>30</b>	<b>27</b>	<b>90%</b>
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4.

**SFWIB - Youth Council**

**October 20, 2011**

**Approval to Allocate Youth Program Funds to Support a Fire Academy Training Program Initiative**

## **RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to allocate youth funding in an amount not to exceed \$35,000.00 for the period of November 1, 2011 to June 30, 2012 to support the City of Key West Fire Academy Training Program.

## **BACKGROUND**

The Key West Fire Department in coordination with Key West High School developed a Fire Academy Program to provide instructions to junior and senior students attending Key West High School with the goal of facilitating the students to become Fire Fighter One Level in the Florida State Fire College System. After graduation the students will continue to acquire Firefighter Two Level and the Florida State Certification at the Monroe County Fire Academy, and the Emergency Medical Technician Basic to be eligible for employment (entry level) with several Fire Departments in Monroe County, including the Key West Fire Department.

The Fire Academy Program through coordination with Monroe County Fire Academy provides First Response Medical Instructions and the Basic Fire Fighting Curriculum. Also, the Monroe County Fire Academy uses their facility to provide live burn instructions. Key West High School provides services for learning materials to include books, transportation and software.

The requested \$35,000 will cover equipment for the students, physical examinations/drug screening, orientation, agility tests, CPR and EMT training, uniforms (shirts, pants, badges, shoes and etc.), and other intangible/incidentals. All funding received will be used to ensure that students receive adequate training, a high school diploma and a credential, and become employable. The program will target approximately 10 to 12 junior and senior students.

The Fire Academy has produced three trainees who are now active employees of the Key West Fire Department. The Key West Fire Department has hired four new employees within the last year with at least three more new positions expected due to retirement within the next six months. State certified former Fire Academy graduates will be considered first due to their relationship with the Key West Fire Department. Other former Academy graduates are working for the Monroe County Fire Department and the Naval Air Station Key West Fire Department. One former graduate is currently attending the Florida State Fire College in Ocala Florida to complete the Firefighter Two and State Certification, and expects to return to Key West to apply for employment with the City of Key West Fire Department.

The Key West Fire Department is committed to making sure that each student receives enough training to receive their Firefighter One Certificate from the State of Florida. The Fire Academy is preparing students to work in the public safety industry in Key West and Monroe County. The KWFD expects to develop employees who will spend their entire career with the Key West Fire Department as valuable hard working men and women.



5.

**SFWIB - Youth Council**

***October 20, 2011***

**Approval of the Results of the SFWIB-Transition,  
Inc. Informal Resolution Conference**

## **RECOMMENDATION**

SFWIB recommends that the Youth Council recommend to the Board the approval of the results of the SFWIB-Transition, Inc. (Transition) Informal Resolution Conference.

## **BACKGROUND**

The SFWIB at its August 18, 2011 meeting approved awarding contracts to WIA Youth Employment and Training Services RFP Respondent-agencies that scored at least 80 points. Because both Transition's In-School and Out-of-School proposals scored below 80 points, it was not awarded a youth services contract.

Transition timely requested an appeal hearing, alleging that the Board's decision was based upon an error of material and relevant fact. Per the SFWIB Service Provider Appeal Rules, an Informal Resolution Conference, the first step in the appeal process, was held on August 9, 2011 and August 15, 2011. During the conference, Transition presented facts disputing the scoring of its Budget and Technical Narrative proposal components. The Informal Resolution Panel concluded that Transition failed to demonstrate an error of material and relevant fact; instead, Transition demonstrated a disagreement with its scores, an issue not subject to appeal.



6.

**SFWIB - Youth Council**

***October 20, 2011***

**Approval to Allocate Additional Youth Program Funds**

## **RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to authorize staff to allocate additional Youth Program funds as set forth below.

## **BACKGROUND**

On June 23, 2011, the Youth Council approved the Youth Employment and Training Services 2011-12 Contractors. Two existing Contractors, the City of Hialeah and Transition, Inc. did not pass the 80-point contract consideration threshold and were given an opportunity to continue to provide services until the RFP appeal process was completed.

Neither provider was successful in the appeal process. As a result, \$729,424 in unspent funds is available for re-allocation.

Staff recommends that the \$729,424 be allocated as set forth in the attached table.

*Attachment*

## YOUTH CASE FILE TRANSFERS TO CURRENT 2011-2012 YOUTH CONTRACTORS

		FILES TRANSFERRED		FUNDING ALLOCATION
		QTY	Per Cent	
<b>IN SCHOOL YOUTH PROGRAM</b>				
	Adult Manking Organization, Inc.	87	21%	\$ 47,024
	Community Coalition, Inc.	64	16%	\$ 34,593
	Cuban American Nationsl Council, Inc	68	17%	\$ 36,755
	Unidad of Miami Beach, Inc.	50	12%	\$ 27,026
	Youth Coop	137	34%	\$ 74,050
	<b>Total</b>	<b>406</b>	<b>100%</b>	<b>\$ 219,447</b>
<b>OUT OF SCHOOL YOUTH PROGRAM</b>				
	AMO	42	19%	\$ 99,162
	Cuban American Nationsl Council	82	38%	\$ 193,602
	Greater Miami Service Corp	37	17%	\$ 87,357
	Youth coop	55	25%	\$ 129,855
	<b>Total</b>	<b>216</b>	<b>100%</b>	<b>\$ 509,977</b>
<b>TOTALS</b>		<b>622</b>		<b>\$ 729,424</b>



7.

**SFWIB - Youth Council**

***October 20, 2011***

**Approval of an Allocation of TANF Surplus Funds**

## **RECOMMENDATION**

SFWIB staff recommends that the Youth Council recommend to the Board the approval to waive the competitive procurement process and award to Miami-Dade College an allocation of \$450,000 in TANF surplus funds as set forth below.

## **BACKGROUND**

Take Stock in Children (TSIC) and 5,000 Role Models of Excellence are programs that work with economically disadvantaged at-risk youth. The 5,000 Role Models of Excellence program in particular works with at-risk minority males. The programs work to keep youth in-school and offer scholarships to youth who successfully complete. SFWIB has provided scholarships to both TSIC and 5,000 Role Models of Excellence.

In the best interests of the SFWIB, an allocation of \$450,000 in TANF surplus funds is required to allow Miami-Dade College to purchase scholarships for Take Stock in Children and the 5,000 Role Models of Excellence.

The allocation to purchase scholarships for Take Stock in Children and the 5,000 Role Models of Excellence programs is as follows:

- Take Stock in Children \$200,000
- 5,000 Role Models of Excellence \$100,000
- Programmatic and Administrative costs \$150,000

In following the procurement process of Miami-Dade County, Administrative Order No.: 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this 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 to Miami-Dade College an allocation of \$450,000 in TANF surplus funds to purchase the scholarships for TSIC and 5,000 Role Models and administration of the program.