

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**YOUTH COUNCIL MEETING**

**Thursday, December 20, 2012  
8:00 A.M.**

Doubletree Miami Hotel – Convention Center  
711 NW 72nd Avenue, 2nd floor  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Youth Council Meeting Minutes
  - A. October 18, 2012
3. Information – Department of Economic Opportunity WIA Programmatic Monitoring Review
4. Information – Youth Re-entry Initiative
5. Recommendation as to Approval of an Allocation for the National Flight Academy – The Explore AMBITION Program
6. Recommendation as to Approval of an Allocation of Youth Program Funds for Miami-Dade College's Future Bankers Training Program
7. Recommendation as to Approval of an Allocation of Funds to Miami Dade College for the Purchase of Take Stock in Children Scholarships



**COMMITTEE: YOUTH COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**AGENDA ITEM SUBJECT: MEETING MINUTES**

**DATE: OCTOBER 18, 2012, 8:00AM**

Doubletree by Hilton Miami Airport  
 Convention Center  
 711 NW 72nd Avenue  
 Miami, Florida 33126

<b>YOUTH COUNCIL MEMBERS IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>	
1. Brown, Clarence, <i>Chairman</i> 2. Brown, Willie J. 3. West, Alvin	Adrian, Raymond – <i>UNIDAD of Miami Beach</i>	Melody, Arnold – <i>UNIDAD of Miami Beach</i>
<b>YOUTH COUNCIL MEMBERS NOT IN ATTENDANCE</b>	Alvarez, Alex – <i>Miami Dade College, Take Stock in Children</i>	Menendez, M. – <i>UNIDAD of Miami Beach</i>
4. Ferradaz, Gilda 5. Jennings, Donna 6. Rodriguez-Roig, Alex 7. Scott, Kenneth 8. Talbert, Gregg 9. Walker, Wanda	Barroso, Lupe – <i>Cuban National Council, Inc.</i>	Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>
<b>SFWIB STAFF</b> Morgan, Myria	Castillo, Alicia – <i>Adult Mankind Organization, Inc.(AMO)</i>	Ramirez, Michelle – <i>Youth Co-Op, Inc.</i>
	Cela, Jose – <i>SER Jobs Inc.</i>	Rodriguez, Maria – <i>Youth Co-Op, Inc.</i>
	Farinas, Irene - <i>Adult Mankind Organization, Inc. (AMO)</i>	Someillan, Ana – <i>Adult Mankind Organization, Inc. (AMO)</i>
	Hernandez, Ana – <i>Adult Mankind Organization, Inc. (AMO)</i>	Tharpe, Towanda – <i>Greater Miami Service Corp. (GMSC)</i>
	Kos, Claudia – <i>Youth Co-op, Inc.</i>	Velez, Paula – <i>Youth Co-Op, Inc.</i>
	Marti – Sergio – <i>Miami-Dade County Public Schools – (M-DCPS)</i>	Zeno, Miriam - <i>SER Jobs, Inc. (North Miami Beach)</i>
	Martin, Marisol – <i>Youth Co-op, Inc.</i>	

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

**1. Call to Order and Introductions**

Council Chairman, Clarence Brown called the meeting to order at 8:05am, asked all those present to introduce themselves, and noted that a quorum of members had not been achieved.

The Council began with presentations from participants of the Crime Scene Investigation (CSI) summer youth program.

[Mr. Alvin West arrived]

**2. Approval of Youth Council Minutes of August 16, 2012.**

Deferred due to lack of Quorum

**3. Information – 2012 Young Adult Summer Career Pathway Compact Update**

Mr. Clarence Brown introduced the item. Youth Programs Manager, Myria Morgan further presented and read the following 2012 Career Pathway Compact performance summary into record:

- ✓ Two of the eleven Workforce Services Career Centers exceeded their individual placement goals by two to four placements
- ✓ Two Workforce Services Career Centers met 100% of their individual program's placements
- ✓ Three Workforce Services Career Centers missed their individual placement goals by one to three customers.
- ✓ One Workforces Services Career Center attained 70% of their individual placement goals
- ✓ Three Workforce Services Career Centers attained 35 to 59% of their individual placement goals

Mr. Willie Brown inquired about the workforce career centers that fell short meeting the 100% goal. A representative from SER Jobs, Inc. North Miami Beach Career Center appeared before the Council and provided an explanation.

Mr. Clarence Brown requested clarification regarding those choosing to work summer verses permanent jobs.

**4. Information – Youth Programs Performance Update**

Mr. Clarence Brown introduced the item and Ms. Morgan further discussed, providing the Council with a brief overview of the Youth Services Providers for Program Year 2011-12 and announced that all of the Service Providers met their performance for the first quarter of the reporting period (July 1, 2012 through September 30, 2012).

Mr. Brown thanked them for meeting their goals.

No further questions or discussion.

**5. Information – EDIS Committee & Youth Council Joint Meeting Update**

Mr. Clarence Brown introduced the item and Ms. Morgan further discussed, providing a recap on the joint meeting with the EDIS Committee.

There were several questions raised from the audience and Ms. Morgan responded to all of them.

Mr. Clarence Brown briefly explained the purpose of having the strategic planning goal.

No further questions or discussions.

**6. Information – Work Activities Program Year – 2011-2012 Update**

Mr. Clarence Brown introduced the item. Ms. Morgan further discussed and reviewed with the Council the Workforce Investment Act (WIA) Youth Programs – Paid Work Activities for Program Year July 1, 2011 - June 30, 2012.

No further questions or discussions.

**7. Information – Take Stock in Children Program Update**

Mr. Clarence Brown introduced the item. Ms. Myria Morgan further discussed and introduced Mr. Alex Alvarez of Miami Dade College Take Stock in Children who appeared before the Council and presented the Graduation year 2002-2011 report.

Mr. West inquired about the number of students that graduated and total amount funded by South Florida Workforce. Mr. Alvarez provided further details. Mr. West requested additional information regarding disbursements and reallocation of funds.

Mr. Clarence Brown requested detailed information regarding the different majors and associate degrees. Mr. Alvarez further explained.

No further questions or discussions.

**8. Recommendation as to Approval of a Workforce Investment Act Monroe County Youth Programs Waiver Request.**

Mr. Clarence Brown introduced the item and Ms. Morgan further discussed.

Mr. West inquired about the income threshold and Ms. Morgan provided further details.

Mr. Clarence Brown asked whether SFW has made any outreach efforts to target the youth population in Monroe County. Someone from the audience responded.

**This item was recommended to the Board by consensus of the Committee members present.**

There being no further discussion to come before the Council, the meeting was adjourned at 9:05am.



**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 3

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** DEPARTMENT OF ECONOMIC OPPORTUNITY WIA PROGRAMMATIC MONITORING REVIEW

**AGENDA ITEM TYPE:** INFORMATION

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** Strong, Timely Reporting Standards for End User Customers, Providers of Services

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:** The Workforce Investment Act (WIA) requires a statewide monitoring system, overseeing the activities of WIA recipients. The State of Florida's monitoring system provides annual on-site monitoring of local workforce boards to ensure compliance with WIA administrative requirements and established policies and procedures.

From December 3-7, 2012, the Department of Economic Opportunity (DEO) conducted an on-site monitoring review of South Florida Workforce Investment Board's Youth Programs. DEO reviewed 23 participant case files, verifying that all required programmatic components were in place. A Preliminary Exit Report communicated one finding, a noncompliance issue and an observation.

The exit report was shared with Youth Services Providers at the December 12, 2012 Youth Services Provider Meeting. The providers identified in the report were instructed to prepare responses to the issues expressed and submit the responses to SFWIB by December 17, 2012. The providers' responses will be included in the Youth Programs Corrective Action Plan that SFWIB will submit to DEO.

The attached chart details the finding, noncompliance issue, and observation.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*Attachment*



**DEPARTMENT OF ECONOMIC OPPORTUNITY**  
**2012-2013 Workforce Programs Quality Assurance Review**  
**South Florida Workforce Investment Board – RWB 23**  
**December 3-7, 2012**

**WIA YOUTH PROGRAM**

**Management Review and Operational Process Review Tool**

It appears that administrative policies and procedures are in place to govern general program operations and practices. Regarding the Youth Advisory Council activities, region staff indicated that the local youth council is be involved in the identification and selection of eligible service providers of youth activities. The youth council assists the region in determining the services to be provided and ensures the region is providing services that will keep the youth engaged in the programs offered. Staff further stated that any changes and/or recommendations are approved by both the youth council and the local board. Staff provided documentation to support the Council’s involvement in youth activities discussed by the Board.

**Participant Case File Review**

A total of 19 Older Youth and Younger Youth participant case files were reviewed.

2012-2013 Monitoring Results							
Workforce Program	Issue	Applicable reference	Current Year Finding	Other Noncompliance Issue	Observation	Recommendation	Service Provider(s) Responsible
WIA Older Youth and Younger Youth Program	1. One case file was missing the "EEO Is The Law" form	<u>AWIFG 00-004, rev. 06/08/07</u>	Y	N/A	N/A	The RWB is required to ensure participants are informed of their rights and a copy of the signed and dated Grievance/EEO forms are to be maintained in the participant's case files. The RWB must provide in its response to DEO a copy of the missing form to resolve this issue.	Youth Co-Op-Homestead

	2. Initially, nine participant case files were missing the current "EEO is the Law" form. Staff obtained six of the missing forms during the review.	AWI FG 00-004, rev. 06/08/07	N/A	Y	N/A	The RWB should ensure that service providers contact their participant to obtain signed and dated "EEO is the Law" forms. A copy of the completed forms should be maintained in participants' case files.	Adults Mankind Organization Community Coalition
	3. A youth attained his 18th birthday while in WIA. A few months later, a Selective Service Registration form was postal mailed to the Selective Service System on 11/15/12.	WIA Sec 101(25), 20CFR 664.220, TEGL 14-08, Special Project Contract, and Local Workforce Services Plan	N/A	N/A	Y	Staff should track the birth date male youth who may attained their 18th birthday while enrolled in the WIA program. Staff should assist them with registering with the Selective Service. When the registration becomes available in the national database, a verification of that registration should be added to his case file.	Community Coalition
<b>Totals</b>	<b>3</b>		<b>1</b>	<b>1</b>	<b>1</b>		



**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 4

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** YOUTH RE-ENTRY INITIATIVE

**AGENDA ITEMS TYPE:** INFORMATION

**RECOMMENDATION:** N/A

**STRATEGIC GOALS:** Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy; Celebrated Benchmark Leader in Best Practices; and State Leader in Collaborative Partnerships

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:** On November 15, 2012, SFWIB staff attended a meeting with Chief Judge Orlando A. Prescott of the Eleventh Circuit Juvenile Division, Ms. Terria Flakes, Chief Probation Officer for the Circuit 11 Juvenile Justice Department (DJJ), Mr. Morris Copeland, Director of Miami-Dade County Juvenile Services Department, and Ms. Catherimarty Burgos, Clinical Director of Miami-Dade County Juvenile Services Department, to discuss partnering to spearhead a Youth re-entry initiative. In addition to the above parties, Ms. Frances P. Allegra, Chief Executive Officer of Our Kids of Miami-Dade and Monroe, Inc. has agreed to participate in the initiative. The Youth Re-entry Initiative encompasses several components:

1. The launch of the new SFWIB Youth Mobile Outreach Unit;
2. Policy switch in the sentencing guidelines of juveniles in the Miami-Dade community; and
3. Enhanced service delivery coordination to serve the juvenile and foster care population.

The meeting provided a forum for the parties to address the challenges and needs of the juvenile population and culminated in a shared understanding and vision of the proposed re-entry initiative.

Specifically, the partners agreed to the following:

1. Youth will be referred from the courts to the SFWIB Youth Mobile Workforce Assistance Center and will be mandated to participate in youth workforce activities;
2. The court system will close the juvenile record of youth participants who successfully complete all program requirements;
3. The program will create a policy shift in the juvenile court system necessitating system changes;
4. To reduce youth recidivism through interventions designed to facilitate the successful re-entry of young offenders into their communities;
5. To enhance current partnerships with DJJ and foster care providers;
6. Chief Judge Orlando A. Prescott will recruit other juvenile judges to participate; and
7. The courts will refer parents/guardians of the youth to SFWIB for workforce services.



**FUNDING:**N/A

**PERFORMANCE:**

Bulleted below is a breakdown of the expected outcomes:

- Decrease in re-offending youth
- Full time and part time employment opportunities
- Enrollment in secondary education
- Attainment of a GED
- Enrollment in a post-secondary institution or a vocational training program
- Enter the military



**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 5

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION FOR THE NATIONAL FLIGHT ACADEMY – THE EXPLORE AMBITION PROGRAM

**AGENDA ITEMS TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB staff recommends that the Youth Council recommend to the Board the approval to allocate funding in an amount not to exceed \$100,000.00 in Temporary Assistance to Needy Families (TANF) funds to support the National Flight Academy – The Explore AMBITION Program.

**STRATEGIC GOAL:** Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy; Celebrated Benchmark Leader in Best Practices; State Leader in Collaborative Partnerships

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:** To build the capacity to align career technical education with existing and developing career pathways in Science, Technology, Engineering and Mathematics (STEM) disciplines, SFWIB in partnership with Miami-Dade County (MDC), Miami-Dade County Public Schools (MDCPS) and Monroe County School District (MCSD) will spearhead a STEM-related career learning experience for up to 100 students to attend the Explore Ambition Program located in Pensacola Florida. Together SFWIB, MDC, MDCPS and MCSD will assist in making available funds for the program, including transportation costs. SFWIB proposes to make the program an annual practice and to solicit donations from local businesses throughout Miami-Dade and Monroe Counties to assist in covering program expenses.

The National Flight Academy Program connects high school textbook material in Science, Technology, Engineering and Mathematics (STEM) to aviation careers. Program participants receive immersion training, using various technologies such as simulators and virtual reality games that have proven to inspire students to high levels of academic achievement particularly within STEM disciplines.

The National Flight Academy has agreed to charge a group discount rate (from \$1,250 to a discounted rate of \$1,000 per student). The cost of the one-week program includes tuition, materials, room and board on the naval base, meals, 24 hour security, field trips and academics. Also, the National Flight Academy has agreed for chaperons to reside on the naval base at a discounted rate.

**FUNDING:** Temporary Assistance to Needy Families (TANF)

**PERFORMANCE:**

- One Hundred high school students introduced and exposed to STEM disciplines



**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 6

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION OF YOUTH PROGRAM FUNDS FOR MIAMI-DADE COLLEGE'S FUTURE BANKERS TRAINING PROGRAM

**AGENDA ITEMS TYPE:** APPROVAL

**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 in an amount not to exceed \$25,000.00 in Workforce Investment Act (WIA) Youth funds for the period of January 1, 2013 to June 30, 2013, to support the Future Bankers Training Program.

**STRATEGIC GOAL:** Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy; Celebrated Benchmark Leader in Best Practices; State Leader in Collaborative Partnerships.

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:** The Miami-Dade College (MDC) School of Business and the Center for Financial Training (CFT) operates a Future Bankers Training Program. The Future Bankers Program is designed to motivate and tap into the talent of minority students from low-income areas, providing them a clear and promising career path in the financial services industry. The program is a collaboration with MDC School of Business, Center for Financial Training (CFT), Miami-Dade County Public Schools, and local financial services institutions. The program aligns with the industry priorities of the local and state plan as well as the One Community One Goal Targeted Industries Report (i.e. International Banking & Finance).

The Future Bankers Training Program is geared toward rising high school juniors and seniors from high-risk neighborhoods. The program has been developed to enhance the student's math and communications skills. The Future Bankers Program will prepare 20 high school students to successfully complete additional educational classes and gain employment in financial services. The Future Bankers Program has two main components: (1) a course of classroom study and (2) on-site training and paid job shadowing/internship experiences.

After completing the program, students are eligible to receive the American Bankers Association (ABA) and American Institute of Banking (AIB) Bank Teller Certificates. The national industry-standard certificates also meet the educational requirements to sit for the certification exam offered by the Institute of Certified Bankers (ICB). Students who graduate high school are eligible for Miami-Dade College's Vocational Certificate, a stepping stone allowing them to work toward the AS Degree in Financial Services. Students will participate in industry internships with partner financial institutions with the possibility of entry-level employment.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive competitive procurement as it is recommended by the Executive Director that this is in the best interests 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 not to exceed \$25,000.00 in Workforce Investment Act (WIA) Youth funds for the Future Bankers Training Program.

**FUNDING:** Workforce Investment Act (WIA)

**PERFORMANCE:**

- Twenty students receive job shadowing/internship experiences with financial institutions
- Twenty students complete program and receive the AIB Bank Teller Certificate and the ABA Certificate

Youth participants who completed previous Future Bankers Training Programs will provide testimonies about their experiences.



**COMMITTEE:** YOUTH COUNCIL

**AGENDA ITEM NUMBER:** 7

**DATE:** DECEMBER 20, 2012

**AGENDA ITEM SUBJECT:** APPROVAL OF AN ALLOCATION OF FUNDS TO MIAMI-DADE COLLEGE FOR THE PURCHASE OF TAKE STOCK IN CHILDREN SCHOLARSHIPS

**AGENDA ITEMS TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB staff recommends that the Youth Council recommend to the Board the approval to waive the competitive procurement process and award Miami-Dade College an allocation not to exceed \$50,000.00 of Temporary Assistance to Needy Families (TANF) funds to purchase scholarships from the Take Stock in Children Scholarship Program on behalf of Big Brothers Big Sisters of Miami Foundation, Inc. (BBBS) to provide scholarships to eligible TANF youth.

**STRATEGIC GOAL:** Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy

**STRATEGIC PROJECT:** The Age 14 to 24 Agenda

**BACKGROUND:** Miami-Dade College, Take Stock in Children (TSIC) and Big Brothers Big Sisters (BBBS) of Greater Miami are programs that provide educational, social, and mentoring services to youth who are classified as at-risk and not likely to enroll in a post-secondary institution. These programs aim to keep youth in-school and offer scholarships to youth who successfully complete high school.

The TSIC and BBBS programs provide the following for participants: educational opportunities, academic support, mentoring activities, counseling services, a learning environment, and retention assistance to fulfill the goal of the scholarship program (i.e., to assist youth in completing high school and transitioning into post-secondary education).

Youth who are eligible for the scholarships will be required to participate in both TSIC and BBBS. This will allow each youth to receive multiple services from each program. TSIC will assist in college enrollment and retention with the ultimate goal of college completion and transition into the workforce. MDC and TSIC will act as the fiscal agent, and BBBS will be responsible for program implementation and case management.

Baptist Health South Florida, Inc. will provide funds for scholarships to assist youth in the BBBS School to Work Program. The BBBS School to Work Program is currently the fastest growing program directly addressing youth workforce development. This program engages 38 corporate partners and has received national recognition as well as the NOVO Award (Nonprofit Business Award) for innovation from the Greater Miami Chamber of Commerce, Inc. BBBS has a successful track record in program development, implementation and execution (e.g. allocation of scholarship funds).

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 interests of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$50,000 in TANF funding for Miami-Dade College to purchase scholarships for the Take Stock in Children Program.

**FUNDING:** Temporary Assistance to Needy Families (TANF)

**PERFORMANCE:**

- A fully paid college tuition scholarship (or vocational) for students who complete the program and graduate from high school