



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR (EDIS) COMMITTEE MEETING

**Thursday, June 18, 2009
8:00 A.M.**

Doubletree Miami Mart/Airport Hotel and Exhibition Center
711 NW 72nd Avenue
Salon B
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of EDIS Committee Meeting Minutes
 - A. December 6, 2007
 - B. February 7, 2008
 - C. June 5, 2008
 - D. October 2, 2008
 - E. December 11, 2009
 - F. February 26, 2009
 - G. April 16, 2009
3. Informational – Training Fair
4. Presentation on Digital Skills Literacy
5. Recommendation of an Allocation of Funds to the Knight Center of Digital Excellence for a Digital Literacy Survey
6. Recommendation of an Allocation of Funds to the Greater Miami Chamber of Commerce
7. Recommendation as to Technology Upgrade Action
8. Recommendation as to the Approval of New Training Agents and New Programs for Approved Training Agents
9. Employed Worker Training Update



2.A

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting
December 6, 2007**

South Florida Workforce Investment Board
Economic Development and Industry
Sector Committee Meeting
December 6, 2007, at 8:00 A.M.
South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Andre (Andy) Perez 2. Bill Diggs 3. Thomas Roth 4. Monica Russo 5. Holly Wiedman OTHER SFWIB MEMBERS IN ATTENDANCE	6. Joe Chi 7. Maria Cristina Regueiro 8. Gregg Talbert SFW STAFF Beasley, Rick Glancy, Anne Hernandez, Juan Kistner, Ken Pierre, Linda	Cartwright, Jerry, <i>Small Business Development Center</i> Costas, Jorge, <i>Youth Co-Op, Inc.</i> Sanchez, Ofelia, <i>Management Resources, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez called the meeting to order at 8:25 A.M. and introductions were made. Mr. Perez noted that a quorum was present.

2. Approval of EDIS Committee Meeting Minutes October 4, 2007

Bill Diggs moved approval of the minutes of October 4, 2007. The motion was seconded by Thomas Roth and approved.

10. Recommendation as to an Allocation of Funds to the University of West Florida for a Region 23 Small business Needs Assessment

Monica Russo moved approval of an allocation of funds to the University of West Florida for a Region 23 small business needs assessment. The motion was seconded by Thomas Roth and approved.

3. Recommendation as to an Approval of New Programs for Approved Training Agents

[Holly Wiedman left the room.]

Bill Diggs moved approval of New Programs for Approved Training Agents Technical Career Institute, and Sullivan & Cogliano Training Centers, Inc. The motion was seconded by Holly Wiedman and approved.

[Holly Wiedman returned.]

4. Recommendations as to an Approval of Employed Worker Training Program Applications

Thomas Roth moved approval of Employed Worker Training Program applications from Baptist Health South Florida, Inc. and Tim-Bar Corporation dba Tim-Bar Packaging and Display. The motion was seconded by Holly Wiedman and approved.

5. Employed Worker Training Program (EWTP) Update

Mr. Beasley noted that there were no new trainings since the last report.

Mr. Perez urged Members to notify Mr. Beasley if they are aware of training needs.

6. Florida Career and Professional Education (CAPE) Act Discussion

Mr. Beasley reported that the Florida Career and Professional Education (CAPE) Act, Chapter 2007-216, passed during the 2007 legislative session which ensures career and technical education programs are academically rigorous and relevant to the work place, and it provides a statutory bond between career and technical education and the workforce development system.

He noted that on December 7, 2007, from 9:00 a.m. to 1:00 p.m., SFW is hosting a meeting at the Robert Morgan Educational Center on the Florida Career and Professional Education Act.

Mr. Beasley also noted that the act requires that a strategic 5-year plan be jointly developed between school districts, regional workforce boards and postsecondary institutions and that plan would be reviewed by this Committee.

7. Annual Recognition Event Discussion

There was much discussion as to the merits of various recognition events, as well as the need to have the events.

Discussion included: the criteria to select those to be recognized; success stories; showcasing of employees; business leaders bring their leaders; and elevating the SFW brand.

Ms. Russo noted that SFW is a secret, and having participants tell their success stories are the most moving.

Mr. Beasley commented that publicity be arranged when funds are awarded by SFW to an organization. Ms. Wiedman suggested that Mr. Beasley meet with the editorial Board of the Miami Herald.

8. Workforce Estimating Conference Discussion

Mr. Beasley reported that as soon as he has a date when the information is due to the State, he would inform the Committee.

9. Training Reconciliation Discussion

Mr. Beasley noted that this would be a sub-group to review data to determine if our programs are effective, and to make recommendations to improve where necessary. The group should include one SFW staff person, service providers, training partners, and a Member of this Committee.

Mr. Perez noted that the time commitment would be two to three meetings of an hour each.

Mr. Beasley noted that this would not be a staff driven group. He added that an email message would be sent to request input.

The meeting adjourned at 9:32 A.M.



2.B

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting February 7, 2008

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Estimating Conference Meeting
 February 7, 2008, at 8:00 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE	OTHER ATTENDEES
1. Andre (Andy) Perez 2. Thomas Roth 3. Monica Russo OTHER SFWIB MEMBERS IN ATTENDANCE Margolis, Edward Manrique, Carlos	4. Joe Chi 5. Bill Diggs 6. Maria Cristina Regueiro 7. Gregg Talbert 8. Holly Wiedman SFW STAFF Beasley, Rick Glancy, Anne Kistner, Ken Pierre, Linda	Costas, Jose, <i>Youth Co-Op, Inc.</i> Faughaner, Maria, <i>New Professions Technical Institute.</i> Gordon, Barry, <i>Miami Dade College</i> Heit, David, <i>Youth Co-Op, Inc.</i> Mitchell, Carlana, <i>Miami-Dade County Public Schools</i> Ortiz, Ofelia, <i>Total International Career Institute</i> Ramallal, Jose, <i>Compu-Med</i> Sanchez, Ophelia, <i>Management Resources, Inc.</i> Sokolowitz, Vicky <i>Avborne</i> Suarez, Sofia, <i>ATC</i> Zuniga, Veronica, <i>Management Resources, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chair, called the meeting to order at 8:21 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007

The minutes were not approved due to the lack of a quorum.

3. Recommendation as to the Approval of New Programs for Approved Training Agents

Mr. Beasley introduced the item, and noted that Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to determine their approved Training

Agents based upon their Region's criteria. The local procedure currently in place, permits training institutions to request approval to become training agents for Educational Scholarships (ITAs) and for current training agents to request the addition of new training programs or facilities. He then directed attention to the attachment which included information regarding the institutions and programs proposed.

Mr. Perez requested, as a Partner of The Academy of South Florida, Inc. that the school's request to add a new program be removed from the list of institutions and programs reflected on the attachment. He noted that a correction must be made to the State by the Academy.

Mr. Margolis asked if the occupations were in demand and Mr. Beasley responded in the affirmative.

Ms. Russo asked why the Nurses Aides and Patient Care Technicians are Temporary Assistance for Needy Families (TANF) only. Mr. Kistner responded that the wage rate under TANF would not be an issue, but under WIA it would become an issue.

Ms. Russo asked why the wage rates are different for the Radiology Technician occupation on the attachment to this item compared to the wage rate on the attachment to the Workforce Estimating Conference item which is next on the agenda. Mr. Kistner responded that the information on the attachment to the Workforce Estimating Conference item is preliminary information for 2008-2009.

Mr. Roth asked why the Dental Lab Technician occupation is to be dropped from the 2008-2009 Targeted Occupations List (TOL). Mr. Kistner explained the reason for the proposed removal. And as of yet no justification information to keep the occupation on the list has been received from the school. Mr. Perez asked that staff contact the school.

Mr. Roth suggested that if an occupation currently on the 2007-2008 TOL, not identified for removal on the 2008-2009 TOL, then SFW should consider it off the list now, as a lame duck.

Mr. Beasley noted that change information to the TOL is due to the State by the 15th.

Mr. Margolis asked what would happen if the occupation was not on the list, and Mr. Beasley responded that the person could be enrolled, but SFW would not pay for the training. The participant could find other funds to pay for the training, such as a loan, or a Pell Grant.

Mr. Beasley added that as long as the training began while the occupation was on the TOL, and if later the occupation is no longer on the TOL, the student would be able to continue with SFW.

Mr. Perez noted that information could be received from employers to show that the occupation should remain on the TOL, and the full Board could then request that the occupation remain on the TOL.

Mr. Margolis noted that Career Center providers must meet the wage rate of \$12 per hour and is it viable to have lower paying occupations on the TOL.

Mr. Carlos Manrique noted that the return on our investment must be reviewed in light of a provider requirement of \$12 per hour average wage rate. He suggests that SFW should probably not include any occupations at less than \$11-\$12 per hour.

Mr. Manrique asked if the investment in training is working, and what are the completion rates and job placement rates after training.

Mr. Beasley commented that providers must not "cherry pick" and all customers must be served. The goal is to strive towards occupations that pay \$12 or more per hour. SFW must get jobs for TANF recipients and wages below the \$12 wage-rate must still be included.

Mr. Beasley added that when the final TOL is received, it would be brought back to the Committee.

He added that the completed program review checklists are is included in the agenda as an attachment.

4. Workforce Estimating Conference

Ken Kistner reported that this second annual Region 23 Workforce Estimating Conference is in response to the release by the State of the Region 23 Preliminary 2008-2009 Targeted Occupations List. The Conference affords the Region the opportunity to request the addition of high-skill/high-wage occupations or other occupations that are important to the Region's or State economy. In addition, it also allows the Region to request the deletion of occupations from the list.

He noted that an occupation must have at least 25 openings a year, a positive growth rate, an entry level wage of \$9.96, and a mean wage of \$12:25. In order to be a high skills/high wages occupation the entry level wage must be \$12.25 and the mean wage \$19.20.

Mr. Kistner reported that eight requests were received to add occupations to the TOL:

- Customer Service Representative
- Major Appliance Technician
- Avionics Technician
- Aircraft Mechanic
- Electrical Powerline Installer
- Producer/Director Program
- Automotive Technicians and Mechanics

Mr. Beasley explained that SFW last year worked very hard to get the Major Appliance Technician occupation back on the TOL, and again it was recommended for deletion.

Mr. Kistner commented that the definition of an opening is very broad.

He also brought to the Committee's attention that some occupations that meet the State criteria but not the Region's criteria may be added to the TOL.

Mr. Beasley noted that the surveys of employers are very important, and the State surveys them as well.

Mr. Roth commented that the data shows the gap between supply and demand for jobs in an area.

Mr. Kistner noted that if the survey is not completed by an employer, then the data is not necessarily complete.

Mr. Manrique added that a past SFW Board Member, Dr. Nora Hernandez-Hendrix considered this process her pet peeve. She and Mr. Beasley worked very hard to try to improve this process.

There was discussion as to the occupational titles and the number of career areas that might be included an occupational title.

Mr. Margolis was of the opinion that airport/transportation jobs were increasing.

Mr. Perez noted that there was consensus of the Committee to submit the information to the State to add the occupations as presented to the TOL.

Mr. Beasley announced that if any information changes the item would be brought to the Board.

[Mr. Manrique left.]

Mr. Kistner presented the request to remove Self Enrichment Teachers that includes such occupations as: Dance Teacher, Tae Kwon Do Instructor, Dive Instructor, etc. from ~~on~~ the TOL.

Mr. Beasley noted that the requested occupations would be submitted for inclusion on the TOL.

5. Employed Worker Training Program (EWTP) Update

This item was not discussed, as it was an informational item.

Mr. Perez noted that the agenda had been completed, and asked for questions ore comments.

Mr. Beasley briefed the Committee on the *Region 23 State of the Workforce Report* that staff has spent much time preparing. The report includes information on the status of workforce in Miami-Dade and Monroe counties. He added that there is a considerable problem with under education of the population compared to the occupations to be filled.

He added that the un-employment numbers are increasing.

Mr. Perez asked that Ms. Russo and Mr. Roth to put together a breakfast meeting focused on economic development and to include unions, legislators, chambers, and construction.

Mr. Margolis noted that having a breakfast meeting is fine, but the organizations that participate with SFW must be accountable. In addition, realistic goals must be developed for one, two, and three years from now.

The meeting adjourned at 9:55 A.M.



2.C

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting June 5, 2008

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Estimating Conference Meeting
 June 5, 2008, at 8:00 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE	OTHER ATTENDEES
1. Andre "Andy" Perez 2. Thomas Roth 3. Maria Cristina Regueiro 4. Holly Wiedman OTHER SFWIB MEMBERS IN ATTENDANCE Margolis, Edward Manrique, Carlos	5. Joe Chi 6. Bill Diggs 7. Monica Russo 8. Gregg Talbert SFW STAFF Beasley, Rick Glancy, Anne Kistner, Ken Pierre, Linda	Rodriguez, Maria- <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, EDIS Committee Chair, called the meeting to order at 8:20 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007, and February 7, 2008

The minutes were not approved due to the lack of a quorum.

3. Employed Worker Training Program (EWTP) Update

3A. 2007/2008 Update

Executive Director, Rick Beasley, updated the members on the Employed Worker Training Program. He noted that approximately \$300,000 was spent of the \$800,000 that was budgeted. He explained that the funds were held in anticipation of a funding rescission, and to prevent affecting provider contracts. Even with that, more people at a lower cost per rate were trained compared to last year.

The State has since absorbed the full amount of the rescission, which allows us to carry forward funds. It is anticipated that SFW new funding would be reduced by \$4Million.

3B. 2009/2009 Allocation Discussion

Mr. Beasley noted the importance of allocating-funds for the EWT program since it helps to raise the region's wage rates.

Mr. Perez noted that 2,000 employees were trained during a six month period.

Mr. Beasley indicated that if the Beacon Council could decide that certain skill sets are necessary for SFW participants to become job-ready, SFW could then use EWT funds to upgrade those skill sets.

He added that SFW may not use EWT funds for “soft” skills training, but a certification program could be devised at the recommendation of an organization such as the Beacon Council to include necessary skills. This requires written policies by SFW so that providers may be reimbursed for their expenditures.

Ms. Wiedman noted that the Beacon Council was ready to talk about aviation.

Mr. Beasley noted that the service strategy for Monroe County must be revised since EWT is the most beneficial program given their population, and there is a need for training in the “soft” skills.

Ms. Maria Rodriguez noted that there are not many training agents in Monroe County.

Mr. Perez noted that the EWT program has had another benefit because it opened the door for our providers to work with local businesses and corporations and to develop a continuing relationship.

Mr. Roth asked what the guidelines are or should be. Mr. Beasley suggested that the Committee could recommend that a certain percentage of funding could be put into EWT. Mr. Perez asked for a recommendation to take to the Finance Committee.

Mr. Perez noted that EWT is currently funded at 10 percent and asked whether that amount should be maintained, or increased? The Committee could recommend that the policy be for an example, a 10%-15% range of funding, for EWT. Mr. Roth offered that a range of 10%-15% would be a good start.

Mr. Beasley reported that the health, construction, and retail areas are using primarily ITAs. He added that SFW must work with the large local hospitals such as Mercy, and Ms. Regueiro could assist in that effort.

Mr. Perez explained the process for Individual Training Accounts (ITA) and that the applications are reviewed by SFW staff.

Mr. Beasley explained that industry specific certifications could be given for skills determined to be necessary by an association, such as the Beacon Council. Ms. Weidman suggested that a meeting be scheduled on this issue with SFW staff and the 12 staff persons who work with companies for the Beacon Council.

Mr. Beasley noted that SFW would focus on certain industries using the strategic plan as a guideline.

4. Small Business Development Center (SBDC) Update

Mr. Beasley reviewed the highlights of the DRAFT *Business Needs Assessment of Miami-Dade and Monroe Counties, April 2008* prepared for SFW by Florida’s SBDC Network, State Director’s Office, May 6, 2008.

He added that CAMACOL receives a direct allocation from the state, and is able to fund only half of the cost of providing a home for the SBDC. CAMACOL has asked if SFW could fund the balance. The survey of local small businesses was requested in order to determine the role that SFW might fulfill-

5. State of the Workforce Event Follow-up – Action Plan

Mr. Beasley thanked board members, Tom Roth, and Andy Perez, for their sponsorship of the event in partnership with Mayor Alvarez. He noted that Holly Wiedman was unable to attend as a panelist due to travel problems.

Mr. Beasley noted that a plan of action must be prepared for ways to enhance workforce services within the county. One suggestion from the event was to identify permanent funding streams to prevent a dependency on only state and federal funds. There was also a discussion of ways to generate funding to retain companies in the region.

Mr. Beasley suggested that businesses be assessed 0.5%, and then receive a 0.5% reduction in their tax payment.

Mr. Perez commented that the committee and SFW would begin the process and that it would take some time to get Commission approval. He added that suggestions are requested from this Committee.

Mr. Perez asked whether meetings should be scheduled with industry, Miami-Dade County and the chambers to identify the barriers, and the solutions.

Mr. Perez requested a report on the use of the mobile units including where they have been used and for what events. Mr. Roth asked what services are provided by the mobile units, and Mr. Beasley responded that the mobile units are able to provide full services. Mr. Perez noted that in the event of a company closing and having to lay off staff, the mobile units can go to the company to assist the employees.

Mr. Beasley reported that the meeting of the US Conference of Mayors was to meet in Miami, June 20th-24th, and asked members for their support.

The meeting adjourned at 9:41 A.M



2.D

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting
October 2, 2008**

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Estimating Conference Meeting
 October 2, 2008, at 8:00 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE	OTHER ATTENDEES
1. Andre “Andy” Perez 2. Thomas Roth 3. Maria Cristina Regueiro 4. Monica Russo OTHER SFWIB MEMBERS IN ATTENDANCE Margolis, Edward	5. Joe Chi 6. Bill Diggs 7. Gregg Talbert 8. Holly Wiedman	None SFW STAFF Garcia, Karla Glancy, Anne Hernandez, Juan Kistner, Ken Parodi, Silvio Pierre, Linda Smith, Marian

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 8:20 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007, and February 7, 2008

The minutes were not approved due to the lack of a quorum.

3. SDBC Small Business Assessment Report

Mr. Perez commented that Mr. Jerry Cartwright was not able to present, and added that he requested that Mr. Cartwright, of the Florida Small Business Development Center (SBDC) be invited to attend the meetings of CAMACOL and the Beacon Council.

Mr. Perez added that the item should be forwarded to the full Board.

4. Employed Worker Training Program (EWTP)

Mr. Perez reported that the EWT program had been on hold pending the expected funding rescission, but there has been some success. Ms. Maria Cristina Regueiro had some questions, such as:

Did the average wage for the trainee increase after completing the training?
Was the trainee promoted to a higher paying job after completing the training?
Is EWT to increase wages of employees, or to subsidize the employers

Mr. Perez noted that the EWT program is to enable employees to move up in their organization/company. Mr. Perez also added that the original wage rate as well as the final wage rate be included on the report. Mr. Roth noted that the EWT program is a subsidy for targeted industries to raise the skill levels of their employees. Mr. Margolis commented that the program is important for career laddering. Ms. Monica Russo asked if more value could be attained. Mr. Perez asked that a column be added to the report of the results/benefit to SFWIB. Mr. Margolis added that the benefits outweigh the concerns.

Mr. Perez commented that how we do business is being revamped to stop wasteful spending regarding the TOL.

Mr. Perez noted that as there is no quorum, the consensus is to move the item to the full Board.

5. Recommendation as to the Approval of New Programs for Approved Training Agents

There was conversation regarding the TOL. It was noted that the TOL is expected to be received from the State in February, at which time the Estimating Conference could be scheduled. The discussion continued as to the fastest growing occupations, and new legislation regarding paralegals and a new certification requirement.

7. Individual Training Accounts (ITAs) Report

Mr. Perez noted that the training providers had many questions, such as the steps taken due to the downturn in the economy; requests for a handout to of the past three (3) years; possibility of setting a cap on funds to be approved for certain occupations; a report of the cost per program.

The training providers will meet again and will consider shorter trainings; not paying for the entire training; and ways to fund the balance of the training.

It was also noted that SFWIB must ensure that the training provided actually benefits, not just that the provider receives payment; and work to reduce the TOL to focus spending wisely; require more accountability by the schools.

It was noted that becoming successful in a few industries could be used as a model to build from and SFWIB must listen to business rather than education.

Concern was expressed that the data in SAMS was not reliable and it was recommended that a monthly reconciliation of trainee status be received from the provider by the 30th of each month.

6. Digital Skills Workgroup

Mr. Perez noted that this item would be moved to the next meeting.

The meeting adjourned at 9:48 A.M



2.E

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting
December 11, 2008**

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Estimating Conference Meeting
 December 11, 2008, at 8:00 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE	OTHER ATTENDEES
1. Andre “Andy” Perez 2. Joe Chi 3. Maria Cristina Regueiro 4. Thomas Roth	5. Bill Diggs 6. Monica Russo 7. Gregg Talbert 8. Holly Wiedman	Batista, Mercedes - ARBOR Machado, Fernando – Management Resources Marino, Nayrbe – AATI Marti, Sergio – Miami-Dade County Public Schools Puente, Pablo – Per Scholas SFW STAFF Beasley, Rick Glancy, Anne Hernandez, Juan Kistner, Ken

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 8:35 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved and added that items on this agenda would be forwarded to the full board.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007, February 7, 2008, June 5, 2008, and October 2, 2008

The minutes were not approved due to the lack of a quorum.

Mr. Beasley presented a report on data which is a subcomponent of the workforce report. It graphically illustrates where a sample of the occupations in Region 23 fall within the four quadrants, low pay- low growth; low pay-high growth; high pay-low growth; and high pay-high growth. -

3. Recommendation as to the Approval of Revised ITA Policy

Mr. Beasley presented the item. Ken Kistner continued the presentation. A lengthy discussion was held by the Committee members.

There was consensus to forward this item to the full Board.

4. Recommendation as to the Approval of New Training Agents and New Programs for Approved Training Agents

Mr. Beasley presented the item. Ken Kistner provided additional information. Ms. Regueiro recommended that staff contact the Department of Education for the status of each training institution, and are placements being made.

The item would be moved to the full Board following staff review. Those institutions with questionable comments would not be included in the item which would go to the full Board.

5. Discussion - Employed Worker Training Program (EWTP)

Mr. Beasley presented the item.

6. Informational - National Emergency Grant

Mr. Beasley informed the committee on the status of the application for an NEG grant.

The meeting adjourned at 10:15 A.M.



2.F

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting February 26, 2009

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Committee
 February 26, 2009, at 8:00 A.M.
 Doubletree Miami Mart/Airport Hotel and Exhibition Center
 711 N.W. 72nd Ave., Miami

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE	OTHER ATTENDEES
9. Andre “Andy” Perez 10. Joe Chi 11. Gregg Talbert 12. Holly Wiedman	13. Bill Diggs 14. Maria Cristina Regueiro 15. Monica Russo 16. Thomas Roth	Cartwright, Jerry – <i>Small Business Development Center (SBDC) Network</i> Costas, George – <i>Youth Co-op, Inc.</i> Lindauer, Bruce - <i>Everest</i> Valenti, Ramon – <i>Florida Education Institute</i> SFW STAFF Kistner, Ken

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 8:20 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved and added that items on this agenda would be forwarded to the full board.

Mr. Perez noted that he and Mr. Chi and Mr. Costas were present when Governor Charlie Christ visited to the West Dade Career Center. With the number of persons at the center at the time of the visit it is apparent that the number of persons in need of assistance is very large.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007, February 7, 2008, June 5, 2008, October 2, 2008, and December 11, 2009

Ms. Wiedman noted that the spelling of her name was misspelled.

The minutes were not approved due to the lack of a quorum.

3.SFWIB Strategic Planning Discussion

Mr. Perez asked that if someone other than SFWIB members would like to become involved in this committee please let Mr. Ken Kistner know.

Mr. Perez noted that Board Chair would like each Committee to review and take action on the following items and to report back to the Executive Committee:

- SFWIB success definition,

- Develop recommendations for areas to target and recommendations for the first three actions to be taken, and
- Inclusion of non-SFWIB members to work with the committee

The focus of SFWIB has been missing, and most members want to focus on differing areas.

Mr. Greg Talbert commented that Monroe County wants to attract more business outside of hospitality in order to stabilize the economy.

He added that some businesses have taken advantage of the EWT program; however, the employers need more education on the services provided by SFWIB.

Mr. George Costas commented that last week there was a meeting at Florida Keys Community College re: training. We're limited on number of training programs for employed workers. Florida Keys Community College only has about 10 options for young un-employed people. The good news is that businesses are using on-the-job training.

He added that there will be forum with the college and businesses/industries to see how they can be assisted more effectively. Soft skills training is needed and SFWIB cannot pay for soft skills training.

Mr. Perez suggested that the chambers of commerce in Monroe County be contacted to help get the information to the businesses. He asked that Mr. Costas provide a report.

Mr. Chi inquired whether there were any pending infrastructure projects in the offering in Monroe County. Mr. Talbert responded that there was nothing in the offering.

Ms. Wiedman commented on projects in Miami-Dade County involving the Beacon Council.

- Miami-Dade County is updating their strategic plan
- The Beacon Council is updating their strategic plan
- The State is redoing their 5-year update of the strategic plan called the Road Map
- The Beacon will host the South Florida Region from Indian River south in July probably at St. Thomas University on the regional plan to update the strategic plan

Retention of jobs is more a priority with the Beacon Council now rather than new jobs. One Community One Goal is focusing on the following industries: Healthcare/Life Sciences and Aviation/Aerospace. She added that the seven industries in One Community One Goal still are included.

Mr. Perez stressed the importance of working as a unit in the community to focus on industries in which to invest.

Mr. Perez asked that each member decide on the top five priorities.

Mr. Talbert commented that marine biology and environmental research are important to Monroe County.

Mr. Perez noted that employers need to be identified, and members of this committee need to be involved.

He added that the stimulus funds must be spent by June 30, 2010, which is not a long time. There may be only approximately 14 months to spend the funds.

Mr. Perez would like to meet again in order to continue the discussion started today.

4. Recommendation as to the Approval of New Training Agents and New Programs for Approved Training Agents

Mr. Kistner noted that Everest Institute and Florida Education Institute were the only vendors for which the letters from CIE had been received.

Mr. Talbert asked why Florida Education Institute, (FEI) Inc. has a zero default rate on loans and Everest Institute has a history of default. Mr. Kistner reported that FEI is a smaller group than Everest.

Mr. Perez noted that the consensus of the members present was to move the item to the full Board.

5. SBDC Small Business Assessment Report

Mr. Jerry Cartwright, SBDC State Director, provided a report, and noted that the new hosts for SBDC are in a perfect position to be plugged into local and regional economic development activities. Mr. Cartwright noted the following:

- One SBDC has a curriculum for health care professionals in the Tampa Bay area, which could be replicated in this region.
- Access to capital is a need. SBA loans are down over 57% and default rates are rising. Some of those businesses may be saved.
- In Monroe county more coordination is needed, although information on infrastructure is available.
- Small businesses began to decline a year before the economic crisis was identified. Small businesses of 1-3 employees had more often reported that they expect to increase their businesses.
- Licensing and permitting is still a problem reported by the small businesses, and technical assistance, and assistance with government contracting is also a concern.

Mr. Cartwright added that the local SBDC representative is Carlos Cardenas, and the local office is in the Festival Plaza on SW 8th St.

6. Employed Worker Training Program (EWTP) Update

For PY 2008-2009, SFWIB allocated \$500,000 for the EWTP training pool.

Mr. Perez commented that last year at this time the same amount of funds were spent, and the funds must be spent by the end of June. He added that we need to do better outreach with employers and can we streamline the process?

Concern for small businesses is strong, and Mr. Costas can coordinate the process.

7. SFWIB Workforce Estimating Conference

Workforce Florida, Inc/Targeted Occupations Committee met on January 29, 2009 and approved the State's 2009-2010 Targeted Occupations List (TOL) and the occupational wage criteria for each Regional TOL.

The preliminary Regional TOL will be released shortly and the Region is provided an opportunity to review and submit any modifications to the draft preliminary Region TOL to more appropriately reflect the current demands within their respective regions which may not be reflected in the initial state-demand list.

This Conference provides the Region the opportunity to request the addition of high-skill/high-wage occupations or other occupations that are important to the Region's or State economy. In addition, it also allows the Region to request the deletion of occupations from the list.

Mr. Perez reported that the workforce estimating conference has been done for the past 2 year, and the next workforce estimating conference was scheduled on March 18, 200, at 9:00am.

8. Scheduling ITA Meeting

Mr. Perez offered that an additional meeting be held in April 2, 2009, at 9:00AM to discuss the ITA policy.

The meeting adjourned at 9:23A.M



2.G

SFWIB - Economic Development and Industry Sector Committee

June 18, 2009

Minutes of SFWIB Economic Development and Industry Sector Committee Meeting April 16, 2009

South Florida Workforce Investment Board
 Economic Development and Industry
 Sector Committee and Workforce Committee
 April 16, 2009, at 8:00 A.M.
 Doubletree Miami Mart/Airport Hotel and Exhibition Center
 711 N.W. 72nd Ave., Miami

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Andre “Andy” Perez 2. Thomas Roth 3. Gregg Talbert 4. Holly Wiedman	5. Joe Chi 6. Bill Diggs 7. Maria Cristina Regueiro 8. Monica Russo	Perez-Borroto, Connie – <i>Youth Co-op, Inc.</i> Cela, Jose e – <i>SER Jobs for Progress, Inc.</i> Sanchez, Ophelia – <i>Management Resources, Inc. (MRI)</i> SFW STAFF Johnson, Johnnie Kistner, Ken

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Andy Perez, Committee Chairperson, called the meeting to order at 8:11 A.M. and introductions were made.

Mr. Perez noted that a quorum had not been achieved and added that items on this agenda would be forwarded to the full board.

2. Approval of EDIS Committee Meeting Minutes of December 6, 2007, February 7, 2008, June 5, 2008, October 2, 2008, and December 11, 2009, and February 26, 2009

Ms. Holly Wiedman made a note that her name was misspelled on the minutes. Mr. Perez asked staff to make the correction.

The minutes were not approved due to the lack of a quorum.

3. SFWIB Strategic Planning Discussion

Mr. Perez recapped from the previous meeting and noted that he and requested that a representative of the Small Business Development Counsel (SBDA) be invited to attend EDIS meetings. Staff did notify Mr. Cartwright who was not able to attend this meeting.

Mr. Perez asked the members to define SFWIB success. He noted that it should begin with the mission statement and must meet performance measures and outcomes: ensuring that individuals in our system are finding jobs and maintaining self sufficiency.

Mr. Perez questioned how to develop current and future workforces for industries in our region now and in the future.

Holly Wiedman noted that the One Community/One Goal for the Greater Miami Chamber of Commerce is no longer in effect.

Focus on:

- Information Technology
- Waste water management
- Health care
- Green jobs
- Aviation
- Life Sciences, Bio-technology

SFWIB must be engaged more with employers.

A discussion was held concerning engaging in a survey of Human Resource departments within this region to see what skill sets they are looking for.

Ms. Nancy Sullivan, of Sullivan & Cogliano Training Centers commented from the floor that there are various ways to create a survey quickly.

Rick Beasley commented that the survey must focus on skill sets that can realize a high enough salary. Mr. Perez commented that the Youth Council must be included if youth in the region will be aligned to the results of the survey.

Mr. Perez mentioned that he would like to include non-SFW members. He indicated that he would like to see the SBDA and will seek more employers to be involved. He would like to see ~~Get~~ another rep from the Chambers, as well.

Mr. Perez commented that Microsoft (MS) released a plan called “Elevate America” that is focused on decreasing the digital divide He added that there will be funds from MS for free training and test vouchers to be used for e-learning. It was noted that this program is directly focused at the hardest to serve populations. It was suggested that possibly the Career Centers could be used for the testing, that would be a good thing.

Mr. Perez mentioned a possible tie into the Knight Foundation.

4. Recommendation as to the Approval of New Training Agents and New Programs for Approved Training Agents

Mr. Perez note that this item was brought up in a previous meeting and a request was made to staff to do more due diligence, as there may have been issues with the state.

Mr. Kistner reported that the responses on all inquiries sent concerning ATI, Professional Training Centers, South Florida Career Institute, were returned without any negative information.

In addition, to the above schools, requests to add programs were reviewed from Miami-Dade County Public Schools (MDCPS) for its Tile Setting program and from Miami Dade College for its Biotechnology program.

Mr. Roth requested a clarification on the issues brought up at the previous meeting.

Mr. Perez noted that this was prompted due to the credit crisis, and Sallie Mae has reduced funding, there was information that some accrediting bodies were having problems with the Department of Education.

A question was raised concerning the MDCPS Tile Setting program. It was noted that this occupation was still on the Region’s Targeted Occupations List (TOL). The training is only offered by MDCPS

at Lindsey Hopkins. The instructor to student ration is 1 to 8 and the instructor provides very hands on training.

It was the consensus of the committee to forward this item to the full Board.

5. SFWIB Workforce Estimating Conference

Mr. Perez noted that the Region's Workforce Estimating Conference was held on March 18, 2009. He reviewed the criteria that an occupation must meet to be included on the Region's TOL. He added that at the Workforce estimating Conference staff was asked to verify information for the following requests: Travel Agent; Security Guard; and Pharmacy Technician.

Staff was unable to verify the information submitted for Travel Argent and Pharmacy Technician.

Mr. Perez asked for comment from the floor.

Nancy Sullivan noted that the issue she had is now a non-issue.

Jose Cela raised a concern about the Travel Agent training being removed, since the visitor industry is a major factor in this region and that hotel training may be needed in the future. A discussion was held concerning this issue.

Mr. Ken Kistner explained the Standard Occupational Code (SOC) and noted that the occupation being removed from the TOL was "Travel Agent" There are visitor industry programs that do link to occupations on the TOL. Training Providers must look at the Standard Occupational Code (SOC) codes for each occupation and the Classification of Instructional Programs (CIP) linkage.

Mr. Perez asked what staff could do to include occupations to the list. Mr. Kistner recommended that a survey be completed with the hotels that will be hiring to define the occupations to be filled.

Ms. Weidman spoke about of doing OJT and customized training to help meet the needs.

Mr. Perez offered that he would bring the issue up at the Board meeting to follow.

Mr. Roth asked if some of the occupations could be couched under Customer Service Representative. Mr. Kistner noted that customer service is utilized in many occupations that have differing Standard Occupational Codes (SOCs).

It was the consensus of the committee to forward this item to the full Board.

5. Revised Individual Training Account (ITA) Policy Meeting

Mr. Perez noted that a lengthy discussion is necessary, and that a date be scheduled for a meeting on this topic. He requested that staff send out three (3) possible dates for the meeting.

Mr. Perez noted that the agenda was completed and asked for any comments or concerns.

Ms. Wiedman advised the Committee that on July 23, 2009, at the West Palm Beach Marriott, the State is hosting its Strategic Plan forum to get Regional input into the plan. Economic Development agencies and governmental agencies in the five county area are invited.

Meeting adjourned at 9:23A.M.



3.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Training Fair

Discussion

BACKGROUND

In order to enhance opportunities for individuals to access training using stimulus and formula allocated funds, it has been suggested that SFWIB host a major training fair.

The Committee members may wish to discuss this item.



4.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Presentation – Digital Skills Literacy

BACKGROUND

At the September 18, 2008, Board meeting, the Board implemented a Digital Skills Working Group with the objective to convey the range of digital skill levels required for today's workforce.

Economic growth and competitiveness in the United States and Florida depends on the effective application of digital technologies in all sectors of the economy. Businesses, now more than ever, has an urgent need to develop a comprehensive agenda for digital skills development. All workers must be prepared with the necessary skills - particularly digital skills, to compete in the 21st century

A growing proportion of Florida and U.S. jobs require at least a basic level of digital literacy, with many of the best jobs demanding increasing levels of digital fluency.

A presentation on Digital Skills literacy will be provided to the Committee's members.



5.

SFWIB – Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Recommendation of an Allocation of Funds to the Knight Center of Digital Excellence for a Digital Skills Literacy Survey

RECOMMENDATION

SFWIB staff recommends the approval of an allocation not to exceed \$60,000.00 to the Knight Center of Digital Excellence for a Digital Skills Literacy Survey, as set forth below.

BACKGROUND

The Knight Center of Digital Excellence, SFWIB, business and community partners are trying to determine the level of digital literacy of Miami-Dade's workforce and among seekers of jobs at small, medium and large businesses. The goal is to establish a digital literacy baseline that all Miami-Dade County citizens should be helped to meet. In addition, this partnership would like to establish digital literacy requirements for intermediary and advanced level positions. As part of the process, the partnership would like to gather stories and comments from employers, community leaders and citizens that will help to bring the survey to life. The intent of the survey is not to test individuals for digital literacy, but instead try to understand the challenges faced by the business community, employees and job seekers due to the lack of such literacy.

As a result of this survey, a clear value proposition would be developed for the business community that explains the organizational and economic development benefits that will accrue by meeting that minimum digital literacy/competency baseline. The outcome of providing such a value proposition is to more fully engage the business community in partnering with the South Florida Workforce Investment Board and the Miami-Dade Broadband Coalition to seek training for their employees, as well as support efforts in the community.

The partnership would like to engage a third party to develop, target, deliver, and analyze the results of the survey, with the main output being the results of the survey itself in a form that can be sorted by: organization size, job level, zip code, etc, so that it can offer specific value propositions by company size, job level, geographic area, etc.

SFWIB staff is recommending an amount not to exceed \$60,000.00 be allocated to the Knight Center of Digital Excellence for a Digital Skills Literacy Survey.



6.

SFWIB – Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Recommendation of an Allocation of Funds to the Greater Miami Chamber of Commerce

RECOMMENDATION

SFWIB staff recommends the approval for an allocation not to exceed \$50,000.00 to the Greater Miami Chamber of Commerce for a study on educational/workforce challenges in Miami-Dade County.

BACKGROUND

The Greater Miami Chamber of Commerce (GMCC) Education Committee established a Task Force to create, publish and advocate a living strategic plan that will unify the key stakeholders in our community's education programs. The strategic plan will address funding resources, Legislature and other key issues, in order to provide the best education for all in South Florida, resulting in successful careers and stronger, globally competent and competitive workforce.

The GMCC's Education Committee is working with the Pappas Consulting Group to do a study of the education/workforce challenges facing the community. The scope of the study will include: initial data collection efforts; interviewing and focus groups with leaders from education, businesses, government, etc; identifying P-20+ baseline and strategic initiatives and development of a Strategic Plan.

SFWIB staff recommends the approval for an allocation not to exceed \$50,000.00 to the Greater Miami Chamber of Commerce for a study on educational/workforce challenges in Miami-Dade County.,



7.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Recommendation as to Technology Upgrade Action

RECOMMENDATION

SFWIB staff recommends the approval of an allocation of Reed Act Funds not to exceed \$356,000.00 for the purchase of 405 computers, to replace outdated computers in the Region's Career Centers and Administrative Office, as set forth below and in the attached Table.

BACKGROUND

At the May 5, 2009, Executive Committee, it was requested that a technology upgrade assessment be conducted, including the upgrading of the current SFWIB telephone system to a Voice over Internet Protocol (VoIP). SFWIB staff contacted three vendors to provide a cost estimate to upgrade to VoIP. The estimated costs are shown below:

Vendor	Estimated Cost
AT&T	\$700,000.00
Softchoice/Cisco	\$683,384.00
Milner Voice and Data	\$569,638.00

SFWIB staff, based on the quotes provided, and the timeframe has determined that upgrading the current telephone system to a VoIP at this time is not feasible. However, SFWIB staff is bringing in a consultant to review and assess the phasing in of technology upgrade. At the completion of the assessment SFWIB staff will come back to the Board to determine how to proceed.

SFWIB staff has conducted an analysis of the computers that need to be upgraded in the Region's Career Centers and the Administrative Office. The analysis indicates that 1,038 computers located in the Career Centers and Administrative Office will need to be replaced. Staff has developed the attached Four Year Computer Replacement Plan.

At this time, based on the cost analysis to upgrade the telephone system to a VoIP, SFWIB staff is recommending to continue with the assessment of the technology upgrade, and to bring back to the Board the results of this assessment to determine how to proceed.

In addition, SFWIB staff is recommending an allocation not to exceed \$356,000.00 in Reed Act funds be used to replace 405 outdated computers in the Region's Career Centers and Administrative Office as set forth in the attached Four-Year Computer Replacement Plan. The 405 replacement computers cover nearly 40 percent of the 1,038 PCs needing replacement.

All Reed Act funds must be expended by June 30, 2009.

Attachment

SFWIB Computer Replacement Plan 2009-2012

	>2005	2005	2006	2007	2008	Total	2009	2010	2011	2012	% of ownership for Region	Replacement cost per year (includes software)
Location												
Carol City Career Center		2	51		10	63	16	16	16	16	6%	13,813
Hialeah Downtown Career Center	3	7	35	7	3	55	14	14	14	14	5%	12,059
Hialeah Gardens Career Center		11	43		5	59	15	15	15	15	6%	12,936
Homestead Career Center		8	47	38	9	102	26	26	26	26	10%	22,364
Key Largo Career Center	3	1	10	2	4	20	5	5	5	5	2%	4,385
Key West Career Center	4		18		4	26	7	7	7	7	3%	5,701
Little Havana Career Center	2	16	97		9	124	31	31	31	31	12%	27,187
Miami Beach Career Center	10		13		13	36	9	9	9	9	3%	7,893
N. Miami Beach Career Center		3	52		26	81	20	20	20	20	8%	17,759
Northside Career Center			101		25	126	32	32	32	32	12%	27,626
Perrine Career Center	5	14	33	48	9	109	27	27	27	27	11%	23,898
SFW Main office	10	11	58	5	19	103	26	26	26	26	10%	22,583
Transition - ex offender hub			24		6	30	8	8	8	8	3%	6,578
West Dade Career Center	13	15	70		6	104	26	26	26	26	10%	22,802
	50	88	652	100	148	1038	260	260	260	260	100%	227,582



8.

SFWIB - Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Recommendation as to the Approval of New Training Agents and New Programs for Approved Training Agents

RECOMMENDATION

SFWIB staff recommends the approval for the new training vendor and related programs, and locations and new training programs for approved Region 23's Training Agents, as set forth below and in the attached table.

BACKGROUND

Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to determine their approved Training Agents based upon their Region's criteria. The local procedure currently in place, permits training institutions to request approval to become training agents for Educational Scholarships (ITAs) and for current training agents to request the addition of new training programs or facilities.

For request to become an approved SFWIB Training Vendor, this process requires SFWIB staff to review programmatic and fiscal capabilities for agencies that are not currently approved by SFWIB. For those existing approved Training Agents requesting new training programs, this process requires staff to review programmatic capabilities. Upon approval by SFWIB, the recommendations are entered into the State of Florida Eligible Training Provider List (ETPL).

Bar Education, Inc dba Keiser Career College submitted a request to become an approved SFWIB Training Vendor. In addition, the College of Business and Technology, Dade Medical College, and South Florida Institute of Technology submitted a request to add new locations and new programs to their list of approved offerings.

To date CIE has advised in writing that the Keiser Career College, the College of Business and Technology, Dade Medical College, and South Florida Institute of Technology are current with all requirements of Rule 6E, Florida Administrative Code.

The attached Table sets forth the reviewed requests and SFWIB staff recommendation.

Attachment

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

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ROBERTO MARTÍNEZ

PHOEBE RAULERSON

KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith
Commissioner of Education

May 11, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th Floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated May 7, 2009 regarding Keiser Career College – Miami Lakes.

Keiser Career College – Miami Lakes (License # 2068) has been licensed by the Commission for Independent Education since July of 1998. Keiser Career College – Miami Lakes is current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

A handwritten signature in cursive script that reads "Samuel L. Ferguson".

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

7777 Leesburg Pike Suite 314 N · Falls Church, Virginia 22043

Tel. 703/917.9503 · Fax 703/917.4109 · E-Mail info@abhес.org

May 12, 2009

VIA ELECTRONIC TRANSMISSION
CONFIDENTIAL

Mr. Ken Kistner, Policy Coordinator
South Florida Workforce Investment Board
7300 NW Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

Reference: Keiser Career College, Miami Lakes, ABHES ID#: MA/ST-136
Medical Assisting and Surgical Technology programs

Dear Mr. Kistner:

The purpose of this letter is to confirm that the programs listed above offered at Keiser Career College are accredited by the Accrediting Bureau of Health Education Schools (ABHES). The grant of accreditation for the Surgical Technology program expires December 31, 2010, and the grant of accreditation for the Medical Assisting program expires December 31, 2011.

ABHES is recognized by the U.S. Secretary of Education to accredit private, postsecondary institutions in the United States offering predominantly allied health education programs and to programmatically accredit Medical Assistant, Medical Laboratory Technician, and Surgical Technology programs, which may be offered within its accredited institutions or by institutions otherwise accredited by other recognized accrediting agencies. The programs accredited by ABHES lead to a certificate, diploma, an Associate of Applied Science degree, an Associate of Occupational Science degree or an Academic Associate degree. ABHES' recognition also includes the accreditation of programs offered by distance education. For more information pertaining to our accreditation processes, please visit our website at www.abhes.org.

If you have any questions please contact me at 703-917-9503 or via email at ebrennan@abhес.org should you require further assistance.

Sincerely

Eileen M. Brennan

Eileen M. Brennan
Director of Accreditation Development

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

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KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith
Commissioner of Education

May 11, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th Floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated May 7, 2009 regarding College of Business & Technology – Miami (107th Avenue), (W. Flagler Street) and College of Business & Technology – Cutler Bay.

College of Business & Technology (107th Avenue) (License #989) has been licensed by the Commission for Independent Education since March of 1989, (W. Flagler Street)(License #3311) has been licensed by the Commission since August of 2005 and College of Business & Technology – Cutler Bay (License #3803) has been licensed by the Commission for Independent Education since September of 2008. College of Business & Technology License #989, #3311 and #3803 are current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

Handwritten signature of Samuel L. Ferguson in black ink.
Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education



May 12, 2009

VIA ELECTRONIC TRANSMISSION
CONFIDENTIAL

Mr. Ken Kistner, Policy Coordinator
South Florida Workforce Investment Board
7300 NW Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

Reference: College of Business & Technology, Cutler Bay Campus (B01531)
College of Business & Technology, Flagler Campus (B01397)

Dear Mr. Kistner:

The purpose of this letter is to confirm that the institution listed above is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and is currently accredited in good standing.

ACICS is an independent, national, institutional accrediting agency and provides accreditation of private postsecondary institutions offering certificates or diplomas, and postsecondary institutions offering associate, bachelor's or master degrees in programs designed to educate students for professional, technical, or occupational careers. ACICS is recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). For more information pertaining to our accreditation processes, please visit our website at www.acics.org.

If you have any questions please contact me at (202) 336-6780 or via email at efain@acics.org should you require further assistance.

Sincerely,

Elizabeth Fain

Elizabeth Fain
Communications Assistant

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

PETER BOULWARE

DR. AKSHAY DESAI

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KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith
Commissioner of Education

May 11, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th Floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated May 7, 2009 regarding Dade Medical College – Miami and Dade Medical College – Hialeah.

Dade Medical College – Miami (License #2262) has been licensed by the Commission for Independent Education since March of 2000 and Dade Medical College – Hialeah (License #3442) has been licensed by the Commission for Independent Education since May of 2007. Dade Medical College Miami and Hialeah are current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike Suite 314 N ' Falls Church, Virginia 22043
Tel. 703/917.9503 ' Fax 703/917.4109 ' E-Mail info@abhес.org

May 12, 2009

VIA ELECTRONIC TRANSMISSION
CONFIDENTIAL

Mr. Ken Kistner, Policy Coordinator
South Florida Workforce Investment Board
7300 NW Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

Reference: Dade Medical College, Miami, ABHES ID#: I-042
Dade Medical College, Hialeah, ABHES ID#: I-042-01

Dear Mr. Kistner:

The purpose of this letter is to confirm that the institution's listed above are accredited by the Accrediting Bureau of Health Education Schools (ABHES). The grant of accreditation expires December 31, 2014.

ABHES is recognized by the U.S. Secretary of Education to accredit private, postsecondary institutions in the United States offering predominantly allied health education programs and to programmatically accredit Medical Assistant, Medical Laboratory Technician, and Surgical Technology programs, which may be offered within its accredited institutions or by institutions otherwise accredited by other recognized accrediting agencies. The programs accredited by ABHES lead to a certificate, diploma, an Associate of Applied Science degree, an Associate of Occupational Science degree or an Academic Associate degree. ABHES' recognition also includes the accreditation of programs offered by distance education. For more information pertaining to our accreditation processes, please visit our website at www.abhes.org.

If you have any questions please contact me at 703-917-9503 or via email at ebrennan@abhес.org should you require further assistance.

Sincerely

Eileen M. Brennan

Eileen M. Brennan
Director of Accreditation Development

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

Members

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KATHLEEN SHANAHAN

LINDA K. TAYLOR

Dr. Eric J. Smith
Commissioner of Education

May 11, 2009

Mr. Kenneth Kistner
Policy Coordinator
South Florida Workforce
7300 Corporate Center Drive, 5th Floor
Miami, Florida 33126

Dear Mr. Kistner:

This letter is in response to your inquiry dated May 7, 2009 regarding South Florida Institute of Technology, Inc.

South Florida Institute of Technology, Inc. (License #2003) has been licensed by the Commission for Independent Education since May of 1998. South Florida Institute of Technology, Inc. is current with the requirements of Rule 6E, Florida Administrative Code.

I hope this information is helpful and if this office may be of further assistance, please feel free to contact Mr. Talman Sisk, Executive Manager by e-mail at Talman.Sisk@fldoe.org or by calling (850) 245-3214.

Sincerely,

A handwritten signature in cursive script that reads "Samuel L. Ferguson".

Samuel L. Ferguson

SAMUEL L. FERGUSON
Executive Director
Commission for Independent Education

Summary of Training Institutions Reviews

Training Institution	Proposed Training Program(s)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2008-2009 TOL)	Wage Rate (2008-2009 TOL)		Related Occupations (2008-2009 TOL)	Wage Rate (Preliminary 2009-2010 TOL)		Comments
							Entry	Mean		Entry	Mean	
							New School and Programs					
Keiser Career College - Miami Lakes	A.S Degree Program:											
	Computer Networking with Emerging Technologies (CIP 0507030401)	72 Credits 20 months	\$ 37,265.00	\$ 9,358.00	Yes	Computer & Information Sysytem Manager (SOC 113021)	\$ 33.04	\$ 48.21	Computer & Information Sysytem Manager (SOC 113021)	\$ 36.63	\$ 54.86	Programmatic and Due Diligence reviews were conducted. Keiser Career College met all requirements. SFWIB staff recommends approval
						Computer Support Specilaist Sysytem Manager (SOC 151041)	\$ 13.34	\$ 19.50	Computer Support Specilaist Sysytem Manager (SOC 151041)	\$ 13.79	\$ 20.16	
						Networking & Computer Systems Administrator (SOC 151041)	\$ 22.52	\$ 33.13	Networking & Computer Systems Administrator (SOC 151041)	\$ 22.74	\$ 36.04	
	Medical Assisting (CIP 0317050301)	60.5 Credits 16 months	\$ 29,096.00	\$ 8,630.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43	\$ 13.35	
	Emergency Medial Services (CIP 0317020601)	65 Credits 16 months	\$ 35,076.00	\$ 10,250.00	Yes	Emergency Medical Technicians & Paramedics (SOC 292041)	\$ 10.41	\$ 14.62	Emergency Medical Technicians & Paramedics (SOC 292041)	\$ 11.07	\$ 15.68	
	Surgical Technology (CIP 0317021101)	73 Credits 20 months	\$ 35,833.00	\$ 4,621.00	Yes	Surgical Technologist (SOC 292055)	\$ 12.79	\$ 17.61	Surgical Technologist (SOC 292055)	\$ 13.26	\$ 18.16	
	Diploma Programs:											
	Computer Networking with Emerging Technologies (CIP 0507030401)	48 Credits 12 months	\$ 22,982.00	\$ 9,271.00	Yes	Computer & Information Sysytem Manager (SOC 113021)	\$ 33.04	\$ 48.21	Computer & Information Sysytem Manager (SOC 113021)	\$ 36.63	\$ 54.86	
						Computer & Sippot Specilaist Sysytem Manager (SOC 151041)	\$ 13.34	\$ 19.50	Computer & Sippot Specilaist Sysytem Manager (SOC 151041)	\$ 13.79	\$ 20.16	
						Networking & Computer Systems Administrator (SOC 151041)	\$ 22.52	\$ 33.13	Networking & Computer Systems Administrator (SOC 151041)	\$ 22.74	\$ 36.04	
	Medical Assisting (CIP 0317050300)	36.5 Credits 8 months	\$ 14,812.00	\$ 5,622.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43	\$ 13.35	
	Medical Billing & Coding (CIP 0317050602)	32.5 Credits 8 months	\$ 14,894.00	\$ 4,789.00	Yes	Medical Records & Health Information Technicians (SOC 292071)	\$ 10.00	\$ 14.71	Medical Records & Health Information Technicians (SOC 292071)	\$ 10.29	\$ 15.16	
	Practical Nursing (CIP 0317060500)	50 Credits 1,350 hours 12 months	\$ 23,175.00	\$ 6,619.00	Yes	Licensed Practical & Licensed Vocational Nurses (SOC 292061)	\$ 14.67	\$ 18.84	Licensed Practical & Licensed Vocational Nurses (SOC 292061)	\$ 16.32	\$ 19.68	
	(EMT-B)- Paramedic (CIP 0317020602)	53 Credits 16 months	\$ 27,863.00	\$ 5,122.00	Yes	Emergency Medical Technicians & Paramedics (SOC 292041)	\$ 10.41	\$ 14.62	Emergency Medical Technicians & Paramedics (SOC 292041)	\$ 11.07	\$ 15.68	
Emergency Medical Technician - Basic (CIP 0317020602)	12 Credits 4 months	\$ 6,770.00	\$ 1,762.00	No	Emergency Medical Technicians & Paramedics (SOC 292041)	\$ 10.41	\$ 14.62	Emergency Medical Technicians & Paramedics (SOC 292041)	\$ 11.07	\$ 15.68		

Summary of Training Institutions Reviews

Training Institution	Current Approved Campus	Proposed New Campus/Branch/Location	Proposed Training Programs)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2008-2009 TOL)	Wage Rate (2008-2009 TOL)		Related Occupations (2008-2009 TOL)	Wage Rate (Preliminary 2009-2010 TOL)		Comments
									Entry	Mean		Entry	Mean	
New Programs and New Campus/Branch														
College of Business & Technology			A.S Degree Program:											Programmatic review was conducted. The College of Business & Technology met all requirements. SFWIB staff recommends approval
	Miami - Flagler Street		Electrical Technology (CIP 0646030208)	60 /Semester Hours - 24 months	\$ 23,275.00	\$ 8,469.00	Yes	Electricians (SOC 47211)	\$ 12.81	\$ 17.70	Electricians (SOC 47211)	\$ 13.68	\$ 18.88	
			Medical Assistant (CIP 0317050301)	72 Quarter/Semester Hours - 24 months	\$ 32,146.00	\$ 8,636.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43	\$ 13.35	
		Cutler Bay	Business Administration (CIP 0506040102)	72 Quarter/Semester Hours - 24 months	\$ 26,632.00	\$ 8,670.00	Yes	Administrative Service Managers (SOC 113011)	\$ 22.58	\$ 42.50	Administrative Service Managers (SOC 113011)	\$ 23.69	\$ 43.04	
	Compensation, Benefits & Jobs Analysis Specialist (SOC 131072)							\$ 16.26	\$ 24.02	Compensation, Benefits & Jobs Analysis Specialist (SOC 131072)	\$ 16.50	\$ 24.33		
	Computer &7 Information Systems Manager (SOC 13021)							\$ 33.04	\$ 48.21	Computer &7 Information Systems Manager (SOC 13021)	\$ 37.18	\$ 55.14		
	Employment ,Recruitment & Placement (SOC 131071)							\$ 14.31	\$ 22.26	Employment ,Recruitment & Placement (SOC 131071)	\$ 14.31	\$ 22.85		
	General & Operations Manager (SOC 111021)							\$ 28.63	\$ 54.42	General & Operations Manager (SOC 111021)	\$ 25.16	\$ 49.30		
	Marketing Manager (SOC 112021)							\$ 30.75	\$ 53.97	Marketing Manager (SOC 112021)	\$ 28.55	\$ 53.11		
	Property Real Estate and Community Association Manager (SOC 119141)							\$ 15.22	\$ 29.82	Property Real Estate and Community Association Manager (SOC 119141)	\$ 15.82	\$ 30.46		
	Public Relations Specialist (SOC 273031)							\$ 15.50	\$ 23.73	Public Relations Specialist (SOC 273031)	\$ 16.15	\$ 26.13		
	Real Estate Sales Agent (SOC 419022)							\$ 10.13	\$ 24.20	Real Estate Sales Agent (SOC 419022)	\$ 10.58	\$ 23.74		
			Diploma Programs:											
	Miami - Flagler Street		Electricity Technician (CIP 0646030208)	400 Clock Hours - 8 Months	\$ 8,740.00	\$ 4,598.00	Yes	Electricians (SOC 47211)	\$ 12.81	\$ 17.70	Electricians (SOC 47211)	\$ 13.68	\$ 18.88	
		Cutler Bay	Medical Assistant (CIP 0317050300)	605 Clock Hours - 12 Months	\$ 16,776.00	\$ 5,622.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43	\$ 13.35	
	Medical Coding and Billing (CIP 0317050602)		410 Clock Hours - 8 Months	\$ 11,144.00	\$ 4,789.00	Yes	MedicalRecords & Health Information Technicians (SOC 292071)	\$ 10.00	\$ 14.71	MedicalRecords & Health Information Technicians (SOC 292071)	\$ 10.29	\$ 15.16		

Summary of Training Institutions Reviews

Training Institution	Current Approved Campus	Proposed New Campus/Branch/Location	Proposed Training Programs)	Program Length	Total Program Cost	Maximum ITA Amount	Pell Eligible	Related Occupations (2008-2009 TOL)	Wage Rate (2008-2009 TOL)		Related Occupations (2008-2009 TOL)	Wage Rate (Preliminary 2009-2010 TOL)		Comments
									Entry	Mean		Entry	Mean	
New Programs and New Campus/Branch														
Dade Medical College	Miami	Hialeah	A.S Degree Program:											Programmatic review was conducted. Dade Medical College met all requirements. SFWIB staff recommends approval
			Diagnostic Cardiac Sonography (CIP 0317021200)	120 Quarter Credits 23 months	\$ 40,050.00	\$ 10,500.00	Yes	Diagnostic Medical Sonographers (SOC292032)	\$ 21.25	\$ 27.37	Diagnostic Medical Sonographers (SOC292032)	\$ 20.90	\$ 27.47	
			Diagnostic Medical Ultrasound (CIP 0317021200)	126 Quarter Credits 24 months	\$ 40,050.00	\$ 10,500.00	Yes	Diagnostic Medical Sonographers (SOC292032)	\$ 21.25	\$ 27.37	Diagnostic Medical Sonographers (SOC292032)	\$ 20.90	\$ 27.47	
			Medical Assistant (CIP 0317050301)	99 Quarter Credits 20 months	\$ 22,050.00	\$ 8,630.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43	\$ 13.35	
			Diploma Programs:											
	Miami	Hialeah	Diagnostic Cardiac Sonography (CIP 0317021200)	96 Quarter Credits 20 months	\$ 34,050.00	\$ 7,264.00	Yes	Diagnostic Medical Sonographers (SOC292032)	\$ 21.25	\$ 27.37	Diagnostic Medical Sonographers (SOC292032)	\$ 20.90	\$ 27.47	
			Diagnostic Medical Ultrasound (CIP 0317021200)	102 Quarter Credits 21 months	\$ 34,050.00	\$ 7,264.00	Yes	Diagnostic Medical Sonographers (SOC292032)	\$ 21.25	\$ 27.37	Diagnostic Medical Sonographers (SOC292032)	\$ 20.90	\$ 27.47	
			Medical Assistant (CIP 0317050300)	72 Quarter Credits 12 months	\$ 18,050.00	\$ 8,630.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43	\$ 13.35	
	General Radiologic Technologist (CIP 0317020904)		142 Quarter Credits 26.5 months	\$ 34,100.00	\$ 9,719.00	Yes	Radiologic Technologist and Technicians (SOC 292034)	\$ 17.70	\$ 24.77	Radiologic Technologist and Technicians (SOC 292034)	\$ 18.19	\$ 25.73		
South Florida Institute of Technology			Diploma Programs:										Programmatic review was conducted. The South Florida Institute of Technology met all requirements. SFWIB staff recommends approval	
	Miami	Hialeah	Plumbing Technology (CIP 0646050304)	1080 Clock Hours - 13 months	\$ 9,116.00	\$ 4,874.00	Yes	Plumbers, Pipefitters, and Steamfitters (SOC 472152)	\$ 12.40	\$ 17.32	Plumbers, Pipefitters, and Steamfitters (SOC 472152)	\$ 12.79		\$ 17.94
			Electrical Construction Technician (CIP 0646030208)	720 Clock Hours - 9 months	\$ 6,163.00	\$ 4,598.00	Yes	Electricians (SOC 472111)	\$ 12.81	\$ 17.70	Electricians (SOC 472111)	\$ 13.68		\$ 18.88
			Refrigeration & A/C Repair Technician (CIP 0647020203)	720 Clock Hours - 9 months	\$ 6,341.00	\$ 4,506.00		Heating, A.C. & Refrigeration Mechanics and Installers (SOC 499021)	\$ 12.20	\$ 17.18	Heating, A.C. & Refrigeration Mechanics and Installers (SOC 499021)	\$ 12.93		\$ 18.13
			Medical Assistant (CIP 0317050300)	1050 Clock Hours - 11.5 months	\$ 8,113.00	\$ 5,622.00	Yes	Medical Assistants (SOC 319092)	\$ 10.02	\$ 13.21	Medical Assistants (SOC 319092)	\$ 10.43		\$ 13.35

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Keiser Career College – Miami Lakes **New School:** X **New Program(s)** _____
Date: 03/25/09 **Updated:**

	PROGRAMMATIC REVIEW AREAS	(Yes/No /N/A)	COMMENTS
1.	School's Licensing Information.	YES	Keiser Career College is licensed by the FLDOE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	Yes	Kaiser Career College - Miami Lakes is institutionally accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) to offer Diploma and Associate Degree programs. In addition the Accrediting Bureau of Health Education Schools (ABHES) has accredited the Medical Assistant and Surgical Technology programs. The Florida Board of Nursing has granted provisional approval of Keiser Career College's Practical nursing Diploma program.
2.	School's enrollment information.	YES	Kaiser Career College - Miami Lakes' enrollment as of 03/25/09 was 460 students (day and evening).
3.	Training Program/Design – Per training program.	Yes	<p><u>A.S. Degree Programs</u> Computer Networking with Emerging Technologies (CIP 0507030401) – 20 months Emergency Medical Services (CIP 0317020601) – 16 months Medical Assisting (CIP 0317050301) – 16 months Surgical Technology (CIP 0317021101) – 20 months</p> <p><u>Diploma Programs</u> Computer Networking with Emerging Technologies (CIP 0507030401) – 12 months Medical Assisting (CIP 0317050300) – 8 months Emergency Medical Technician – Basic (0317020602) – 4 months (EMT-B) – Paramedic (CIP 0317020602) – 16 months Medical Billing & Coding (CIP 0317050602) – 8 months Practical Nurse (CIP 0317060500)</p>
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated. Affiliation Agreements in place for required programs.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	Keiser Career College, Miami Lakes occupies approximately 16,000 square feet of space and the satellite site contains approximately 10,000 sq feet of space. the school has 11 classrooms, 9 labs. Classroom and labs were well equipped. Each computer lab have computer that are fully operational and internet connected.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	FLDOE/Commission for Independent Education (CIE) Data collection report for the period July 1, 2007 – June 30, 2008. Performance varies from program. The placement rate for all programs: reported was 88.15%.
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	<p>Keiser's program cost:</p> <p>A.S. Degree Program:</p> <ol style="list-style-type: none"> 1. Computer Networking with Emerging Technologies: \$37,265.00 2. Emergency Medical Services: \$35,076.00 3. Medical Assisting: \$29,096.00 4. Surgical Technology: \$35,833.00 <p><u>Diploma Programs:</u></p> <ol style="list-style-type: none"> 1. Computer Networking with Emerging Technologies: \$22,982.00 2. (EMT-B) Paramedic: \$27,863.00 3. Emergency Medical Technician – Basic: \$6,770.00 4. Medical assisting: \$14,812.00 5. Medical Coding & Billing: \$14,894.00 6. Practical Nursing: \$23,175.00
12.	Financial Aid Information.	Yes	<p>Keiser Career College is a Title IV eligible school. The School participates in the Florida Student Assistance Grant (FSAG); Federal Supplemental Educational Opportunity Grant (FSEOG); Florida Access to Better Learning & Education (ABLE) Grant; Federal Work-Study (FWS). In addition Keiser Career College participates in the following loan programs: Federal Direct Stafford Loans; Federal Family Education Loan (Stafford Student Loan); Unsubsidized Stafford Loans; Federal Direct and FFEL Plus Loans and Federal Perkins Loan.</p> <p>Keiser Career College default rate was: 2007 (11.1%), 2006 (9.5%) and 2005 (5.5%) The default rate is within the standards.</p>

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: College of Business & Technology (Miami Flagler Street) and Cutler Bay

New School: _____ **New Program(s)** **New Campus/Branch/Location:** **Date:** 05/12/09 and 05/20/09 **Updated:**

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
1.	School's Licensing Information.	YES	College of Business & Technology (CBT) is licensed by the FLDPE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	Yes	Accredited by the by the Accredited Council for Independent Colleges and Schools (ACICS)
2.	School's enrollment information.	YES	CBT current enrollment as of 5/13/09 per location requested is as follows: Miami (Flagler Street): 195 students (day & evening) as of 05/13/09 Cutler Bay: 53 students (day & evening) as of 5/13/09.
3.	Training Program/Design – Per training program.	Yes	<u>Miami Campus:</u> <u>A.S. Degree Program:</u> 1. Electrical Technology (CIP 0646030208) – 24 months <u>Diploma Program:</u> 1. Electricity Technician (CIP0646030208) – 8 months <u>Cutler Bay Campus:</u> <u>A.S. Degree Program:</u> 1. Business Administration (CIP 0506040102) – 24 months 2. Medical Assisting (CIP 0317050301) – 24 months <u>Diploma Program:</u> 1. Electricity Technician (CIP 0646030208) – 13 months 2. Medical Assistant (CIP 0317050300) – 12 months 3.. Medical Coding & Billing ((CIP 0317050602) –8 months
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility.	Yes	CBT's Flagler Street campus is along major transit routes. The school facility is approximately 11,200 sq ft of space and includes 7 classrooms, 6 labs and 6 labs/classroom combinations, a resource center, student lounge and administrative offices. Cutler Bay campus is along major transit routes. The school facility is approximately 10,000 sq ft of space and includes 9 classrooms, 2 labs and 2 labs/classroom combinations, a resource center, student lounge and administrative offices.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	FLDOE/Commission for Independent Education (CIE) Data collection report for the period July 1, 2007 – June 30, 2008. Performance varies from program. The placement rate for all programs: reported was 73.04%
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	<p><u>A.S. Degree Program:</u> 1. Electrical Technology = \$23,275.00</p> <p><u>Diploma Program:</u> 1. Electricity Technician = \$9,740.00</p> <p><u>Cutler Bay Campus:</u> <u>A.S. Degree Program:</u> 1. Business Administration = \$26,632.00 2. Medical Assisting = \$32,146.00 <u>Diploma Program:</u> 1. Medical Assistant = \$16,776.00 2.. Medical Coding & Billing = \$11,144.00</p>
12.	Financial Aid Information.	Yes	<p>CBT is a Title IV eligible school. The School participates in the Federal Pell Grant Program, Supplemental Education Opportunity Grant (SEOG) and the Ford Direct Loan (formerly GSL) Federal Direct/FFEL Subsidized Loans</p> <p>Reported Default rate: 2007 - 14.9% (Draft) 2006 – 15.5%</p> <p>The reported rates are within standards..</p>

SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: Dade Medical College – Miami and Hialeah **New School:** _____ **New Program(s)** _____
New Campus/Branch/Location: _____ **Date:** 03/26/09 and 05/07/09 **Updated:** _____

	PROGRAMMATIC REVIEW AREAS	(Yes/No /N/A)	COMMENTS
1.	School's Licensing Information.	YES	Dade Medical College Miami and Hialeah are licensed by the FLDOE/Commission for Independent Education by "Means of Accreditation"
	Accreditation Information, if applicable.	Yes	Dade Medical College, Miami and Hialeah are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).
2.	School's enrollment information.	YES	Dade Medical College's enrollment per location is as follows: Miami: 264 students (day & evening) as of 03/25/09 Hialeah: 431 students (day & evening) as of 5/7/09.
3.	Training Program/Design – Per training program.	Yes	<p><u>Miami Campus;</u> <u>A.S. Degree Programs</u> 1. Diagnostic Cardiac Sonography (CIP 0317021200) – 23 months 2. Diagnostic Medical Ultrasound (CIP 0317021200) – 24 months 3. Medical Assisting (CIP 0317050301) – 15 months <u>Diploma Programs</u> 1. Diagnostic Cardiac Sonography (CIP 0317021200) – 20 months <u>Hialeah Branch/Campus;</u> <u>A.S. Degree Programs</u> 1. Diagnostic Cardiac Sonography (CIP 0317021200) – 23 months 2. Diagnostic Medical Ultrasound (CIP 0317021200) – 24 months 3. Medical Assisting (CIP 0317050301) – 15 months <u>Diploma Programs</u> 1. Diagnostic Cardiac Sonography (CIP 0317021200) – 20 months 2. Diagnostic Medical Ultrasound (CIP 0317021200) – 21 months 3. General Radiologic Technologist; (CIP 0317020904) – 26.5 months 4. Medical Assisting (CIP 0317050300) – 12 months</p>
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated. Affiliation Agreements in place for required programs.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.

	PROGRAMMATIC REVIEW AREAS	(Yes/No/ N/A)	COMMENTS
6.	Facility.	Yes	<p>Dade Medical College – Miami campuses is located at 3401 NW 7th Street, Miami occupies approximately 7,000 sq ft of space. This location houses administrative offices, 4 dedicated classrooms, 3 class/labs and 2 dedicated labs, resource room, etc. In addition, the Miami campus has an addition 3,000 sq feet of space at 3437 NW 37th Ave, which houses two additional classrooms/labs. Total square footage for the Miami Campus is approximately 10,000 sq ft. Classroom and labs were well equipped.</p> <p>Dade Medical College- Hialeah campus is located at 2750 W. 68th Street Hialeah, occupies approximately 22, 000 sq ft of space. The location includes administrative offices, 7 classrooms, 3 lass/lbs and 3 dedicated lab. T Classroom and labs were well equipped. .he space is well lighted, A/C and clean. The DMC Hialeah campus is along major transit routes for Miami-Dade County. The space also includes a resource center, a student lounge.</p>
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	<p>FLDOE/Commission for Independent Education (CIE) Data collection report for the period July 1, 2007 – June 30, 2008. Performance varies from program. The placement rate for all programs: reported was 81.49%.</p> <p>Accrediting Bureau of Health Education Schools (ABHES) Annual report provided for period 2006-2007 and 2007-2008. The two year combined the placement rate for all programs: reported was 78.20%.</p>
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	<p><u>A.S. Degree Programs</u></p> <p>1. Diagnostic Cardiac Sonography = \$40,050.00 2. Diagnostic Medical Ultrasound = \$40,050.00 3. Medical assisting = \$22,050.00</p> <p><u>Diploma Programs</u></p> <p>1. Diagnostic Cardiac Sonography = \$34,050.00 2. Diagnostic Medical Ultrasound = \$34,050.00 3. General Radiologic Technologist = \$34,100.00 4. Medical Assisting = \$18,050.00</p>
12.	Financial Aid Information.	Yes	Dade Medical College is a Title IV eligible school. The school participates in the Federal Pell Grant program. In addition, DMC participates in the following loan programs: Federal Perkins Loans, Federal Stafford Subsidized, Federal Stafford Unsubsidized Loans and Federal Parent Loan for

			<p>Undergraduate Students (PLUS).</p>
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			<p>Dade Medical College, Miami Campus default rate is as follows: Final FY 2007, 8.67%; Final FY 2006, 8.78%; and Final FY 2005, 0.0%. The default rates are within standards. There is no reported default rate for the Hialeah campus at this time.</p>
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SCHOOL PROGRAMMATIC REVIEW CHECKLIST

Institution Name: South Florida Institute of Technology (SFIT) – Miami and Hialeah **New School:** _____
New Program(s) X **New Campus/Branch/Location:** X **Date:** 05/12/09 and 05/20/09 **Updated:** _____

	PROGRAMMATIC REVIEW AREAS	(Yes/No /N/A)	COMMENTS
1.	School's Licensing Information.	YES	South Florida Institute of Technology Miami and Hialeah are licensed by the FLDOE/Commission for Independent Education
	Accreditation Information, if applicable.	Yes	South Florida Institute of Technology, Miami and Hialeah are institutionally accredited by the Accrediting commission of Career Schools and College of Technology (ACCSCT).
2.	School's enrollment information.	YES	South Florida Institute of Technology's enrollment per location is as follows: Miami: 250 students (day & evening) as of 05/12/09 Hialeah: 291 students (day & evening) as of 5/20/09.
3.	Training Program/Design – Per training program.	Yes	<u>Miami Campus;</u> <u>Diploma Program:</u> 1. Plumbing Technology (CIP 0646050304) – 13 months <u>Hialeah Location;</u> 1. Plumbing Technology (CIP 0646050304) – 13 months 2. Electrical Construction Technician (CIP 0646030208) – 9 months: 3. Refrigeration & AC Repair Technician (CIP 0647020203) – 9 months 4. Medical Assistant (CIP 0317050300) – 11 months
4.	Curriculum per training area requested. Affiliation Agreements, if applicable.	Yes	Full curricula were available and reviewed. Lesson plans developed and instructional objectives and strategies were incorporated. Affiliation Agreements in place for required programs.
5.	Instructional staffing.	Yes	Resumes, CIE Instructional and Administrative Personnel Forms were provided for instructional staff.
6.	Facility	Yes	South Florida Institute of Technology – Miami campuses is located at 720 NW 27 th Avenue, Miami occupies approximately 13,000 sq ft of space. This location houses administrative offices, 8 dedicated classrooms, 2 class/labs, 5 dedicated labs, resource room, etc. Classroom and labs were well equipped. The Miami location is along a major transit routes for Miami-Dade County.

	PROGRAMMATIC REVIEW AREAS	(Yes/No /N/A)	COMMENTS
			South Florida Institute of Technology - Hialeah campus is located at 12755 W. 47 th Place Hialeah, occupies approximately 13,000 sq ft of space. The location includes administrative offices, 7 classrooms, 1 lass/lab and 6 dedicated lab. Classroom and labs were well equipped. .The Hialeah location is near major transit routes for Miami-Dade County. The space also includes a resource center, a student lounge.
7.	Equipment, training aids, books and other instructional material.	Yes	Inventory provided. All equipment maintained and in good working order. Books and materials are on hand.
8.	Placement information. Licensing or Certification rate, if applicable.	Yes	FLDOE/Commission for Independent Education (CIE) Data collection report for the period July 1, 2007 – June 30, 2008. Performance varies from program. The placement rate for all programs: reported was 73.04% ACCST Annual report provided for period 2006-2007 and 2007-2008. were provided. The two year combined the placement rate for all programs: reported was 85.05%.
9.	Staff job development/placement information.	Yes	Resumes provided for the staff responsible for placement assistance.
10.	Additional staffing capabilities, i.e. counseling, case management, etc.	YES	Resumes of other staff provided.
11.	Cost data per training program.	Yes	<u>Miami Campus:</u> <u>Diploma Program:</u> 1. Plumbing Technology = \$9,115.00 <u>Hialeah Location:</u> 1. Plumbing Technology = \$9,115.00 2. Electrical Construction Technician = \$6,513.00 3. Refrigeration & AC Repair Technician = \$6,341.00 4. Medical Assistant = \$8,113.00
12.	Financial Aid Information.	Yes	South Florida Institute of Technology is a Title IV eligible school.



9.

SFWIB – Economic Development & Industry Sector (EDIS) Committee

June 18, 2009

Employed Worker Training Program (EWTP) Update

Informational Item

BACKGROUND

SFWIB's Employed Worker Training (EWTP) program created in January 2007 provides training services to the Region's employer community to enhance the skills of the employer's workforce in an effort to assist the employer in becoming more competitive in the global marketplace.

For PY 2008-2009, SFWIB allocated \$500,000 for the EWTP training pool.

The attached chart provides information on approved Employed Worker Training Programs (EWTP) allocated from the SFWIB EWTP pool.

Attachment

Summary of EWTP Projects

Company Name	Funds Awarded - Appropriated from SFW Pool (\$500,000.00)	Training Area(s) Provided	# of Employees to be trained	Average Wage	Total Number Trained	Service Partner Requesting Funds	Cost Per Trainee	Remaining Balance from the SFW EWTP Pool - (\$800,000.00)	Approved
Eagle Overhauling, Inc. The company is involved automotive air conditioning and heating repair, service, part sales and export.	\$ 17,000.00	Automotive Electronics, Electrical, Heating and A/C	17	\$ 14.06		Arbor E&T	\$ 1,000.00	\$ 483,000.00	Jan-09
Jet Aviation Specialist, Inc.- The company repairs and overhauls several aviation and industrial turbine engine components.	\$ 41,143.00	Aviation related training	45	\$ 18.50		Arbor E&T	\$ 914.29	\$ 441,857.00	Jan-09
Southern Gear and Machine, Inc. - The company manufactures gears for aerospace, defense, instrument, precision and commercial use.	\$ 17,000.00	Fundamentals of Geometric Dimensioning/Tolerance and Lean	19	\$ 22.25		Youth Co-Op, Inc.	\$ 894.74	\$ 424,857.00	Feb-09
Balado National Tire, Inc. . - The company works with used vehilkces focusing on the installation and repair of tires, suspension, steering and alignment of vehicles.	\$ 15,600.00	Brakes & Anti-Lock Brake Systems Suspension, Steering & Alignment	13	\$ 17.08		Arbor E&T	\$ 1,200.00	\$ 409,257.00	Apr-09

Funds Awarded - Appropriated from SFW Pool (\$500,000.00)	# of Employees to be trained	Average wage	Cost Per Trainee
\$ 90,743.00	94	\$ 17.97	\$ 965.35