



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 22, 2009  
8:15 A.M.**

South Florida Workforce Investment Board Headquarters  
7300 Corporate Center Drive  
5th Floor - Conference Room 3  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
  - A. November 9, 2009
3. SFWIB Strategic Retreat Discussion
4. Reallocation of ARRA Funding Discussion
5. Accelerate South Florida Update

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2.

**SFWIB - Executive Committee**

*December 22, 2009*

**MINUTES OF SFWIB EXECUTIVE  
COMMITTEE MEETING NOVEMBER 9, 2009**

South Florida Workforce Investment Board  
 Executive Committee Meeting  
 November 9, 2009, at 8:30 A.M.  
 South Florida Workforce Investment Board Headquarters  
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

<b>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>EXECUTIVE COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
1. Adrover, Bernardo, <i>Chair</i> 2. Ferradaz, Gilda 3. Fils-Aime, Daniel 4. Gaber, Cynthia 5. Giles, Regina 6. Harder, Jacklyn 7. Marinelli, Frederick 8. Perez, Andy 9. Piedra, Obdulio	10. Gibson, Charles A. 11. West, Alvin, <i>Vice Chair</i>  <b>SFWIB STAFF</b> Beasley, Rick Edwards, Phillip Gomez, Maria Hernandez, Juan Kistner, Ken Morgan, Myria Smith, Marian	Cushon, Norman - <i>Arbor</i> Gavia-Lopez, Beatrice – <i>SER Jobs for Progress (NMB One-Stop)</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order**

Mr. Bernardo Adrover, SFWIB Chair, called the meeting to order at 8:32 A.M. and noted that a quorum had been achieved. He asked those present to introduce themselves.

**2. Approval of Executive Committee Meeting Minutes of September 15, 2009**

Mr. Obdulio Piedra moved to approve the minutes of the September 15, 2009 Executive Committee meeting. The motion was seconded by Mr. Andy Perez and approved.

**3. SFWIB 2010 Schedule of Meetings**

Mr. Rick Beasley, Executive Director, described the proposed SFWIB 2010 meetings schedule.

After some discussion on the proposed dates for the Executive Committee Meetings, the members requested that the meeting dates be changed to Monday's instead of Tuesdays. In addition, since some members had conflicts on their calendars for the January 26, 2010 meeting, it was decided the meeting will be held on Tuesday, February 1, 2010 instead.

Staff stated the 2010 Schedule will be revised to reflect the Committee's wishes.

Ms. Gilda Ferradaz moved approval of the revised SFWIB 2010 Schedule Calendar of Meetings. The motion was seconded by Mr. Andy Perez and approved.

[Ms. Regina Giles arrived.]

**4. SFWIB Board Retreat**

Mr. Beasley reminded the Committee that the last Board Retreat was held in November of 2008. The Committee needs to confer on planning the next Board Retreat.

The Committee discussed the possibility of having a working retreat, preferably a one day retreat and the best time to have it. After some discussion the members agreed that the best time would be to combine it with the February 18, 2010 Board meeting.

Mr. Beasley suggested that we plan to have the retreat starting at 8:00 am with the Board meeting later in the day, so that action items discussed at the retreat can be approved.

Mr. Adrover stated that recommendation would be made to the Full Board for approval.

Mr. Piedra asked for an update on the Standardization Program. Mr. Beasley responded that everything should be finalized by December 31, 2009.

[Ms. Jacklyn Harder arrived.]

**5. Accelerate South Florida: 2009 American Recovery and Reinvestment Act (ARRA) Action Plan Update**

Mr. Beasley reminded the Committee that at its April 16, 2009 meeting, the Board approved SFWIB's Accelerate South Florida: ARRA Action Plan. The Action Plan, which outlines workforce initiatives for jobseekers and businesses, is SFWIB's strategic response to the ARRA.

An update was provided to be Members in "Draft form" on the actual expenditures which as of September, 2009 was \$5.4 million. This figure will change by the next report due to the Training Expo taking place on October 29, 2009.

Staff also described for the Committee an analysis prepared on "draft form" of the economic impact of the \$7.2 million worth of Youth funds from ARRA:

Number of Youth placed into employment = 2,872  
Average Hourly Wage = \$9.00  
Average number of hours worked per youth = 150

Staff was also working on an analysis of how much of these funds were spend locally by youth. A breakdown could be provided to the members.

Mr. Beasley informed the Committee that more specific data can be provided once SFWIB staff meets with representatives of Miami-Dade County Public Schools to hold discussions on the Summer Youth Program contract and other issues.

Mr. Piedra requested that staff prepare up to date reports to present at the meeting with M-DCPS.

**6. SFWIB Training Expo Update**

Mr. Adrover wanted to thank Mr. Beasley and SFWIB staff for all the hard work, dedication and long hours that had gone into the preparation and execution of the Training Expo. Mr. Adrover also thanked Andy Perez for his vision and assistance throughout the event.

Mr. Beasley stated that members of staff where the ones deserving of the Committee's accolades. Mr. Beasley wanted to acknowledge the work of Juan Hernandez and his staff, of Marian Smith and her staff, Maria Gomez and staff and many other members of staff that committed many working hours to this endeavor.

Mr. Perez stated he could not take any of the credit, that the credit was for everyone involved inclusive of the Training Providers and Service Providers. Perez added that the amount of work put forth by SFWIB staff was huge. It was a great undertaking and the amount of clients that attended, shows the great need there is for training and jobs in the communities. Mr. Perez added that it had been a great learning opportunity.

Mr. Beasley provided an update on the SFWIB’s Training Expo that was held on Thursday, October 29, 2009 from 9AM to 4PM at the Miami-Dade County Fair Exposition Center. During the course of the day, 1,720 attendees were served. Of that sum, 327 were from designated target areas (DTA), low-income, economically depressed neighborhoods receiving heightened career services. Moreover, SFWIB staff administered 520 scholarships vouchers to eligible attendees and conducted 2,500 job referrals on Employ Florida Marketplace (EFM), Florida’s state-run online job-matching service.

Staff noted that SFWIB Program staff is currently verifying all figures mentioned above.

**411** Regular (Non-DTA) Vouchers ..... \$2,307,645  
**109** (DTA) Vouchers for a total of ..... \$ 578,297  
**520** Total Vouchers for a total \$ of ..... \$2,885,942

Mr. Marinelli also wanted to thank staff and Mr. Perez for the event. Mr. Marinelli mentioned that there is the possibility of having around 3,000 jobs in the near future. Mr. Marinelli wanted to know if SFWIB has the ability to duplicate this event as a prototype for “job placement/Job fair” type event to help the City of Hialeah identify process and place individuals in jobs.

Mr. Beasley responded that the event provided a major experience for staff. Staff now needs to re-cap all the steps taken before, during and after trying to eliminate errors in order to have the process clearly detailed for future events.

Mr. Piedra commended Providers, Staff and Sponsors for a job well done. He was impressed by the flow, the logistics, and the organizational aspects of the event. Mr. Piedra would like to see a report that details the amount of clients registered, served, job leads, placements, etc. Mr. Piedra suggests that future events target certain fields, such as the medical field. Like that it would be at a smaller more manageable scale.

Mr. Fils-Aime stated that he was also impressed by all the hard work and the turn-out at the event. Mr. Fils-Aime stated that next time it would be easier. Mr. Fils-Aime stated that Mr. Perez and SFWIB staff did “Good”.

Jacklyn Harder apologized for arriving late to the meeting. Ms. Harder requested staff to think on what can be done so that the process be streamlined/made simpler. Ms. Harder was hoping the same event take place in the Keys.

Mr. Perez wanted to make very clear to the Committee members the magnitude of the planning process for the event as well as the magnitude of the work during the event, for most staff it was non-stop to after 8pm at night. Mr. Perez stated that so much was requested from employees that their day to day responsibilities were affected. In the future, we need to allocate additional funds to hire staff to help out with this type of event. In addition, we need to do more outreach, due to the great need out there in the community. Mr. Perez had many conversations with many Expo attendees that had dire needs. In addition, Mr. Perez requested that detailed auditing takes place to ensure we are in compliance with every line item.

Ms. Ferradaz congratulated all involved. Ms. Ferradaz asked on the pre-registering for the event. Could clients submit paperwork ahead of time to cut the process shorter? Mr. Beasley responded that some documents needed to be originals, presented to the staff involved in the eligibility area. Staff would look at ways it could improve on this aspect for future events.

Mr. Perez suggested that an item on this issue be drafted to be discussed at the Retreat.

Ms. Ferradaz offered that the State is taking some steps to stream-line the pre-registration issue. She would provide SFW staff some of those suggestions.

**7. Recommendation as to Acceptance of Food Stamp Employment & Training (FSET) Program Allocation**

Mr. Beasley described the recommendation to authorize staff to accept an additional \$235,000 in Food Stamp Employment and Training (FSET) funds allocated by Workforce Florida, Inc. The FSET program strives to meet the needs of participants in gaining skills, training, work, and experience that will increase the program participants' ability to obtain total self-sufficiency.

Mr. Obdulio Piedra moved approval to accept Food Stamp Employment & Training (FSET) funds. The motion was seconded by Ms. Jacklyn Harder and approved.

Mr. Perez requested that a meeting be scheduled for November to discuss issues to be presented at the December EDIS Committee. Staff will work with Mr. Perez on the scheduling of the meeting.

Mr. Adrover thanked everyone for their participation and the meeting adjourned at 9:50am.



3.

**SFWIB – Executive Committee**

***December 22, 2009***

**SFWIB Retreat**

**Discussion Item**

**BACKGROUND**

The last SFWIB Retreat was held on November 7 and 8, 2008. During the Retreat, the SFWIB members discussed and updated its Strategic Plan. At its November 9, 2009 meeting, the Executive Committee conferred on planning a February 2010 SFWIB Retreat. Committee members conferred on scheduling a one-day no-frills Retreat on February 18, 2010, the same date as the SFWIB meeting. It has yet to be decided whether the Retreat will take place following the SFWIB 9:30 a.m. meeting or vice versa. It was suggested by SFWIB Executive Director Rick Beasley that the SFWIB meeting follow the Retreat so that action can be taken on issues brought forth during the Retreat.



4.

**SFWIB – Executive Committee**

***December 22, 2009***

**SFWIB Reallocation of ARRA Funding**

**Discussion Item**

**BACKGROUND**

During the Finance Committee Chairperson’s presentation of the Finance Report at the December 17, 2009 SFWIB meeting, an issue was raised by a Board member concerning unallocated ARRA dollars. Specifically, the Board member noted that certain training funds allocated to Career Centers have been exhausted, resulting in a waiting-list of certain customers desiring training. The discussion on this matter by various members of the Board, including members who represent training providers, concluded with the SFWIB’s approval of the reallocation of 1.1 million dollars in federal Work Readiness funds to provide additional funds for certain training. The Board member who proposed by motion this reallocation item represents a training provider as does the Board member who seconded this reallocation item. Moreover, other Board members who are training providers remained in the Board meeting room during the discussion of the reallocation item and subsequently voted to approve the reallocation item.

Article V-Procedure, (B) of the SFWIB By-Laws provides that: “Any member of the SFWIB or any member of any committee or task force of the SFWIB with a conflict of interest on a matter shall refrain from voting or otherwise participating in the proceedings related to that matter and shall leave the public meeting room or other place of the public meeting until the consideration of that matter is concluded. Any such person who does not leave the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose.” Additionally, the Workforce Investment Act, 28 United States Code Section 2832, provides: Conflict of Interest – A member of a local board may not (1) vote on a matter under consideration by the local board (A) regarding the provision of services by such member (**or by an entity that such member represents**); or (B) that would provide direct financial benefit to such member or the immediate family of such member or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan. Furthermore, Section 445.007, Florida Statutes, provides that regional workforce boards are subject to the conflict of interest provisions related to voting set forth in Chapter 286 and Chapter 112, Florida Statutes.

It is also important to note Paragraph 1.g. of the Interlocal Agreement Creating The South Florida Workforce Investment Board For Region 23 Of The State Of Florida provides: “The SFWIB and its members, the Executive Director of the SFWIB, the staff of the SFWIB and members of any and all committees of the SFWIB shall be subject to the jurisdiction of the Miami-Dade County Commission on Ethics and Public Trust and the Office of the Miami-Dade County Inspector General. SFWIB members, the Executive Director of the SFWIB and members of any and all committees of the SFWIB shall comply with the Miami-Dade County Code of Ethics Ordinance, Conflict of Interest Ordinances, Lobbyist Registration and Reporting Ordinances, and the Citizen Bill of Rights. The SFWIB and its members, the Executive Director of the SFWIB, the staff of the SFWIB and members of any and all committees of the SFWIB, shall be subject to and shall comply with Florida’s Public Records and Open Meetings Laws, Section 286.011 et seq., Fla. Stat., and Section 119.01 et seq., Fla. Stat.”



5.

**SFWIB – Executive Committee**

***December 22, 2009***

**Accelerate South Florida Update**

**Information Item**

**BACKGROUND**

At its April 16, 2009 meeting, the Board approved SFWIB’s Accelerate South Florida: ARRA Action Plan. The Action Plan, which outlines workforce initiatives for jobseekers and businesses, is SFWIB’s strategic response to the ARRA.

SFWIB staff will provide an update on the status of Action Plan.