



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, September 28, 2010  
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. August 3, 2010
3. Information – Development of Operational Plan for SFWIB Strategic Goals
4. Information – Draft ITA Policy
5. Information – Upgraded Balanced Scorecard
6. Recommendation as to Approval to Accept the OJT Services National Emergency Grant
7. Recommendation as to Approval to Extend the Workforce Services Provider Contracts
8. Recommendation as to Approval to Renew the Current Refugee Services Contractors and Funding Allocations for PY 2010-2011

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2.

**SFWIB - Executive Committee**

**September 28, 2010**

**MINUTES OF SFWIB EXECUTIVE COMMITTEE August 3, 2010**

South Florida Workforce Investment Board  
 Executive Committee Meeting  
 August 3, 2010, at 8:15 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 NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
1. Adrover, Bernardo, <i>Chair</i> 2. West, Alvin, <i>Vice Chair</i> 3. Ferradaz, Gilda 4. Fils-Aime, Sr., Daniel 5. Gaber, Cynthia 6. Harder, Jackie 7. Marinelli, Frederick 8. Piedra, Obdulio	9. Gibson, Charles A. 10. Perez, Andy  <b>SFWIB STAFF</b> Beasley, Rick Almagro, Olivia Edwards, Phillip Jean-Baptiste, Antoinette Hernandez, Juan Kavehersi, Cheri Morgan, Myria Smith, Marian	1. Girnun, Arnie – <i>New Horizons</i> 2. Perez, Julio – <i>Transition, Inc.</i> 3. Rodriguez, Maria - <i>Youth Co-op, Inc.</i>  <b>TELECONFERENCE ATTENDEE(S)</b>  Donald Upton– <i>Fairfield Index, Inc.</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 8:17 A.M and asked those present to introduce themselves.

**2. Approval of Executive Committee Meeting Minutes of February 3, 2010**

Mr. Marinelli moved the approval of May 6, 2010, meeting minutes and motion was seconded by Ms. Gaber; Minutes Passed.

**3. Information – SFWIB Strategic Planning Meeting Recap**

Mr. Adrover introduced Donald Upton, President of Fairfield Index, Inc. who joined the meeting via teleconference and gave a recap on the SFWIB Strategic Planning Session held on May 21, 2010. “Strategic Goals for A Changing Economy” handout was provided to the Board members.

[Piedra arrived]  
 [Al West arrived]

Mr. Adrover thanked Mr. Upton for providing the Committee with a summary and mentioned he will also present to the full Board at the next scheduled meeting on August 19<sup>th</sup>.

Mr. Piedra asked if the strategic goals will be presented to the full Board for recommendation and Mr. Adrover responded, yes.

Ms. Harder inquired about the timeframe to achieve the seven goals as she's concerned there are too many. Mr. Adrover reiterated Mr. Upton's recommendation which is to set-up a milestone calendar with action items. He wants to keep it simple and short term.

Mr. Marinelli commented that long term goals would not be feasible in this community as things constantly change yearly. Therefore, he also agreed to having short term goals and a milestone calendar along with action items.

Ms. Ferradaz asked if a plan will be developed to achieve the listed goals. Mr. Beasley responded yes and he suggested that the Board continue to work with Mr. Upton and staff to develop the operational items and setting targets for them.

Mr. West suggested that SFWIB partners with organizations within the community that share the same digital literacy goals. He also suggested SFWIB be a supporting character instead of taking the lead.

Mr. Piedra recommended that SFWIB's benchmarks align with Miami-Dade and Monroe Counties as well as the State's mission.

Ms. Harder inquired about the draft strategic goals listed in appendix A on page 6. Mr. Upton explained to her that the list provided on the mentioned page was a draft.

Mr. Adrover thanked Mr. Upton again for his presentation and asked Mr. Beasley to work with him to begin preparing a milestone calendar.

#### **4. Information – EDIS Subcommittee Update**

Mr. Beasley presented the item and provided the following updates:

- The EDIS Subcommittee had its first meeting on May 24, 2010 and the Standardized Refund Policy was approved for recommendation to the EDIS Committee. The policy was approved by the Board on June 17, 2010.
- The Chargeback Policy will be revised based on the Training Vendors' feedback.
- The Subcommittee will hold a follow-up meeting to discuss the Training Vendor Performance Reporting Policy.

Mr. Adrover inquired about the next meeting date and Mr. Beasley responded that a follow-up meeting with the training vendors will be held prior to the next subcommittee meeting.

#### **5. Information – Miami-Dade County Public Schools' ARRA Funding Request Update**

Mr. Beasley presented the item and mentioned that the Youth Council has approved to pay M-DCPS up to \$527,021 for staff cost; however, the disallowance cost was not approved.

#### **6. Discussion – SFWIB Occupational Supply/Demand Matrix Update**

Mr. Beasley presented the item and gave the following updates:

- 22 Occupational titles are subject to the one-year moratorium
- 29 occupations are subject to the six-month watch list
- 74 occupational titles are classified as low growth/high wage
- 34 as low growth/low wage
- 27 as high growth/high wage
- 7 as high growth/low wage

Mr. Marinelli inquired about the above numbers and how they were generated. Mr. Beasley said they were generated from SFWIB's system. Mr. Marinelli went on to say that there are several people he knows that are not in the system.

Mr. Piedra inquired about the workforce openings. He wanted to know if SFWIB uses another system to identify other openings. Mr. Beasley responded that there are a number of ways the providers create job orders.

[Mr. West left the room]

Mr. Piedra asked if it's possible to change the review process from 6 months to monthly. Mr. Beasley responded that the current policy is written to review it every 6 months.

Mr. Adrover inquired about positions requiring training that SFWIB training vendors aren't able to train. Mr. Beasley responded that he will have staff verify. Mr. Adrover further recommended looking into partnering with other agencies/universities that can provide training for those particular positions.

Ms. Harder commented that SFWIB seems to have a "closed" system. Mr. Beasley responded that SFWIB is being very cautious on what's being spent for training. He wants to make sure that funding is spent on positions that are currently in demand.

Mr. Adrover gave a compliment on the report; he said it looks really good and heading off to a great start. He recommended this report to the full Board. In addition, if the report can be amended to add the suggestions that were brought up, he said it should cover five of SFWIB's strategic objectives.

Mr. Adrover concluded by thanking everyone for coming and adjourned the meeting at 9:29am.



3.

**SFWIB – Executive Committee**

***September 28, 2010***

**Development of Operational Plan for  
SFWIB Strategic Goals**

**Information Item**

**BACKGROUND**

On May 21, 2010, the SFWIB held its annual Strategic Planning Session at Miami Dade College's InterAmerican campus. Twenty Board members attended the one-day, six-hour Session hosted by Don Upton, President of Fairfield Index, Inc. During the Session, the Board members, in collaboration with staff, formed seven strategic goals for Region 23:

- Premier Florida Provider of Employment and Career Training;
- Strong, Timely Reporting Standards for End User Customers and Providers of Services;
- Improved Digital Literacy;
- Celebrated, Benchmark Leader in Best Practices;
- Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy;
- Effective Demand Driven Management; and
- State leader in Collaborative Partnerships.

The Board approved the above goals at its August 19, 2010, meeting. Staff is currently working with Mr. Upton to establish an agreement between SFWIB and Fairfield Index, Inc. to develop an Operational Plan to implement the strategic goals. To date, the following sections of the agreement have been completed:

- Scope of Services;
- Project Timeline;
- Professional Services Agreement; and
- Payment Schedule.

Upon completion of the agreement, it will be presented to the Executive Director for review.

**STATEMENT OF WORK  
FAIRFIELD INDEX, INC.**

**I. Introduction**

- A. The Contractor** shall develop, coordinate and execute the overall strategy with SFWIB staff to take strategic planning to operational planning. The overall objective shall be to design an operational plan that outlines how the SFWIB will carry out the delivery of services for Region 23 (Miami-Dade and Monroe Counties). The Operational Plan will characterize the present, establish achievable goals, and define processes and expected outcomes.
- B.** The Contractor shall develop an operational plan based on the document titled “Strategic Goals for a Changing Economy” as approved by the SFWIB on August 19, 2010, incorporated by reference herein as if fully set forth in its entirety. The seven approved strategic goals for Region 23 include:
- Premier Florida Provider of Employment and Career Training;
  - Strong, Timely Reporting Standards for End User Customers and Providers of Services;
  - Improved Digital Literacy;
  - Celebrated, Benchmark Leader in Best Practices;
  - Dedicated Commitment to Youth Participation in the 21<sup>st</sup> Century Economy;
  - Effective Demand Driven Management; and
  - State leader in Collaborative Partnerships.

**II. Deliverables**

**The Contractor shall:**

- A.** Work closely with the SFWIB staff team through a series of in person meetings, conferences calls and through electronic communications in the overall development of the Operational Plan which includes the following:
- Establish timeline calendar
  - Planning sessions with individual or small groups
- B.** Insure the focus of the Operational Plan includes the following:
- Key tasks or steps for implementing the strategy
  - Identifying the person or group for achievement of the strategy
  - Identifying resources
  - Begin and end dates
  - Measures
  - Outcomes
- C.** Provide graphic and content alignment to strategy throughout the process of development of the Operational Plan.
- D.** Adhere to the step by step process specified in **Attachment 1, Exhibit A 2010 Project Timeline for SFWIB Operational Plan.**
- E.** Prepare and deliver Board Briefing Materials to SFWIB Executive Director on or before **January 14, 2010.**



**4.**

**SFWIB – Executive Committee**

***September 28, 2010***

**Draft ITA Policy**

**Information Item**

**BACKGROUND**

SFWIB staff in partnership with the Training Vendors is in the process of finalizing an Individual Training Account (ITA) Policy. Staff met with the Training Vendors on September 2, 2010, and September 23, 2010, to gain input from them on the draft ITA Policy. Thereafter, staff weaved the Vendors’ suggestions into the draft ITA Policy.

The purpose of the ITA Policy is to provide all SFWIB stakeholders with clear, uniform guidelines regarding the use of training funds to pay for approved training programs and to determine subsequent program eligibility. The following is a bulleted list of the critical sections of the Policy:

- Definitions;
- Assessment;
- ITA Fee Structure; and
- Performance Measures.

Once the ITA Policy has been finalized, it will be presented to the EDIS committee for review and recommended to the Board for approval.



5.

**SFWIB – Executive Committee**

***September 28, 2010***

**Upgraded Balanced Scorecard**

**Information**

**BACKGROUND**

The region's Balanced Scorecard, which measures the performance of Service Partners, is attached for the period of July 1, 2010, through August 31, 2010.

Note that staff has modified the Balanced Scorecard with the following upgrades:

- The View, Report, Print format was modified from five pages to one page for the Region and each of the Workforce Services Partners sites;
- Each performance measure for all the Workforce Services Partners sites is available on one page through the Region's actual performance;
- The details for each performance measure are available through the actual performance; and
- Indicators to show how each performance measure compares to the previous month.

*Attachment*

# SFWIB Balance Scorecard Report

Report Date: 7/1/2010 To 8/31/2010

## Regional

Regional			
	Measure	Standard	Region
1	Level of Services	84.941%	100.013%
2	Level of Services for Special Groups	79.944%	100.103%
3	Service Outcome Rate	15%	7.33%
3.A	Core	20%	5.731%
3.B	Staff Assisted	14%	8.207%
3.C	Intensive	11%	5.566%
3.D	Training	70%	94.04%
4	Training Completion Rate	85%	95.753%
5	Training Related Placements	60%	40.00%
6	Employment After Services	3,945	2,421
7	Employment WIA	428	352
8	Prof. Placement 3% of Employment	73	148
9	Self-Sufficiency 14% of Employment	335	665
10	Job Order Index	2,394	2,285
11	Job Order Index 28% of \$13 and above	628	972

Regional			
	Measure	Standard	Region
14	Jobs Openings Filled Rate	62%	46.245%
15	WP Entered Employment Rate	28%	14.702%
16	WIA Adult EER	97%	100.00%
17	WIA Dislocated Worker EER	94%	100.00%
18	WIA Emp Worker Outcome	95%	99.27%
19	CAP Entered Employment Rate	30%	23.762%
20	CAP Participation Rate	52%	55.018%
21	CAP Two-Family Participation Rate	90%	63.945%
22	Short-Term Veterans EER	30%	12.624%
23	FSET EER	20%	1.495%



6.

**SFWIB – Executive Committee**

**September 28, 2010**

**Approval to Accept and allocate the OJT Services National Emergency Grant**

**RECOMMENDATION**

SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to accept and allocate the National Emergency Grant On-the-Job-Training grant as set forth below.

**BACKGROUND**

The SFWIB submitted an On-the-Job Training National Emergency Grant (OJT NEG) Implementation Plan to the Agency for Workforce Innovation (AWI) on August 19, 2010, for Region 23. Soon thereafter, AWI approved the OJT NEG Implementation Plan. Under the plan, SFWIB will receive \$316,471.00 for Region 23 businesses to provide job opportunities for those with the greatest barriers to gainful employment.

Participants will be selected from eligible Unemployment Insurance (UI) claimants in high-unemployment areas such as Designated Targeted Areas (DTAs).

For businesses, the plan provides a means for them to ensure that new hires have the occupational skills required to perform the work by providing a subsidy to invest in employee training.

SFWIB staff estimates that the plan will allow an average of 42 workers who have lost their jobs over the past two years an opportunity to obtain employment. It is also estimated that the participants will receive an average hourly rate of \$13 per hour for 520 hours of training, and the businesses will be reimbursed from 50 to 90 percent of the wages paid during the training period.

The NEG OJT grant allocation will cover administrative and staff costs such as follow-up and monitoring as well as costs associated with funding potential OJT projects. As with Employed Worker Training projects, providers will have the opportunity to submit OJT project requests from the pool of funds tied to this grant allocation. The table below sets forth the NEG OJT grant allocation.

OJT Funds	\$255,510	42 participants x 520 hrs x \$13/hr x .90 percent
Adm. Cost	\$31,647	10 percent administrative cap
Salary	\$28,246	1 case manager
Travel	\$1,067	200 miles per month for 12 months @.445/mile

Total Budget \$316,471



7.

**SFWIB – Executive Committee**

***September 28, 2010***

**Approval to Extend the Workforce Services  
Provider Contracts**

## **RECOMMENDATION**

SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to extend the workforce services provider contracts until October 31, 2010.

## **BACKGROUND**

The current workforce services providers were competitively procured under RFP # WS2008-09-2 to provide workforce services in Region 23 for Program Year (PY) 2008 to 2009. Pursuant to certain contract language allowing renewal contingent on availability of funds for up to two program years, those providers also delivered workforce services for PY 2009 to 2010.

At the Board's June 28, 2010, meeting, the workforce services provider contracts were approved for renewal for one final PY, 2010-2011. However, the Board's approval to renew stipulated that those providers who did not meet at least 50 percent of the PY 2009-2010 Balanced Scorecard performance measures must meet at least 50 percent of the PY 2010-2011 First Quarter (FQ) Balanced Scorecard performance measures or face contract termination.

The FQ of PY 2010-2011 ends September 30, 2010. Staff is requesting to extend the workforce services contracts until October 31, 2010. The extension would afford staff a sufficient amount of time to assess which providers failed performance, to draft new contracts and to present failing providers for removal to the Board at its next scheduled meeting, October 21, 2010.



8.

**SFWIB – Executive Committee**

**September 28, 2010**

**Approval to Renew the Current Refugee Services Contractors and Funding Allocations for PY 2010-2011**

**RECOMMENDATION**

SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to renew the current Refugee Employment and Training (RET) contractors and the funding allocations for Program Year (PY) 2010-2011.

**BACKGROUND**

In fall 2009, the SFWIB approved the awarding of the current RET contracts. RET contract language permits contract renewal subject to funding availability. The table below lists the current contractors up for renewal.

<b>Service Providers</b>	<b>PY 2010-2011 Allocations</b>
Adults Mankind Organization, Inc.	\$ 1,404,240
Arbor E & T, LLC.	\$ 535,609
Cuban American National Council, Inc.	\$ 738,812
Community Coalition, Inc.	\$ 512,726
City of Hialeah	\$ 262,275
Florida Education Institute, Inc.	\$ 1,713,444
Lutheran Services of Florida, Inc.	\$ 1,552,388
Miami Beach Latin Chamber of Commerce, Inc.	\$ 204,283
UNIDAD of Miami Beach, Inc.	\$ 238,880
Youth Co-Op, Inc.	\$ 2,323,743
<b>TOTAL</b>	<b>\$ 9,486,400</b>