



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE MEETING

**Thursday, December 2, 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. September 28, 2010
3. Information – Update on the Development of the Operational Plan for SFWIB’s Strategic Goals
4. Discussion – Selection of Committee to Nominate the SFWIB Chair and Vice-Chair
5. Discussion – Committees and Council Meeting Schedule

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2.A

SFWIB - Executive Committee

December 2, 2010

MINUTES OF SFWIB EXECUTIVE COMMITTEE September 28, 2010

South Florida Workforce Investment Board
 Executive Committee Meeting
 September 28, 2010, at 8:15 A.M
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
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. Perez, Andy 7. Piedra, Obdulio	8. Gibson, Charles A. 9. Harder, Jackie 10. Marinelli, Frederick SFW STAFF Beasley, Rick Almagu, Olivia Alonzo, Gustavo Edwards, Phillip Hernandez, Juan Jean-Baptiste, Antoinette Kavehers, Cheri Morgan, Myria Parodi, Silvio Smith, Marian	1. Cuthon, Norm - <i>ResCare</i> 2. Girnun, Arnie – <i>New Horizons</i> 3. Picando, Jorge – <i>Youth Co-op, Inc.</i> 4. Rodriguez, Maria - <i>Youth Co-op, 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 August 3, 2010

Mr. Alvin West moved the approval of August 3, 2010 meeting minutes and motion was seconded by Ms. Gilda Ferradaz; Minutes Passed.

3. Development of Operational Plan for SFWIB Strategic Goals

Mr. Beasley presented the item.

Mr. Adrover wanted to confirm that Fairfax Index, Inc. will be hired to assist with the operational plan. Mr. Beasley responded, “Yes.”

Mr. Adrover asked that staff provide a report showing current goal achievements. He wants this report presented at either the next Executive Committee or Board meeting.

Ms. Ferradaz inquired about the cost of the contract and Mr. Beasley responded \$28,000.

4. Information – Draft ITA Policy

Mr. Beasley presented the item to give an overview of the proposed policy. He mentioned that staff met with the Training Vendors to gather their feedback and discussed the critical sections of the policy which are the: Definitions; Assessment; ITA Fee Structure; and Performance Measures.

Mr. West wanted to know when the policy will be presented to the EDIS Committee meeting. Mr. Beasley responded that it will be presented at the next Committee meeting scheduled in October. He further asked will there be ample time to make any necessary changes to the policy prior to the Board meeting scheduled for the following day. Mr. Perez noted there have been several meetings held with the Training Providers in the past to gather feedback. Mr. Beasley further mentioned that staff met in order to ensure there was consensus on both the public and private sides.

5. Information – Upgraded Balance Scorecard

Mr. Beasley presented the Region's Balance Scorecard for the period of July 1, 2010 – August 31, 2010.

Mr. Adrover inquired about the status of the Training Providers and Mr. Beasley provided the current status.

Mr. Perez mentioned that there are two challenges the training providers are currently facing: (1) State Issue; regarding non-training participants receiving unemployment benefits; and (2) Local Issue; education seems to no longer be a primary; many would rather work than complete an educational program.

6. Recommendation as to Approval to Accept the OJT Services National Emergency Grant

Mr. Beasley presented the item and mentioned the following:

- Region 23 will receive \$316,417.00 for businesses to provide job opportunities for those who have lost their jobs in the past two years to obtain employment
- An estimate of 42 workers will be able to benefit from this program
- It is estimated that participants will receive an average hourly rate of \$13 per hour for 520 hours of training and businesses will be reimbursed from around 50-90% of the wages paid during the training period.

Mr. Alvin West moved the Approval to Accept the OJT Services National Emergency Grant. Motion was seconded by Mr. Andy Perez; Motion Passed.

7. Recommendation as to Approval to Extend the Workforce Services Provider Contracts

Mr. Beasley presented the item. He noted that services will end if SFWIB doesn't extend the contracts and services must continue.

Mr. Fils-Aime asked for clarification on the extension period and Mr. Beasley explained to him that the extension will be for one additional month (October 31, 2010) and until the end of the year for some that are currently meeting performance standards.

Mr. Perez asked if the Committee can approve to extend all service provider contracts in order to prevent any interruptions. Mr. Beasley responded that it is possible.

Motion was set by Mr. Andy Perez to extend all service providers contracts that are placed on probation to a full Program Year (PY) of June 30, 2011. Motion was seconded by Mr. Alvin West; **Further Discussions:**

Mr. Fils-Aime asked are there any consequences for service providers that do not meet performance after the program year ends. Mr. Beasley responded failure to meet standards will lead to contracts not being renewed for the following program year.

Mr. Perez further gave explanation as to why he made the motion.

Mr. Fils-Aime asked if there will be incentives given to those who have been meeting performance standards. Mr. Beasley responded that their incentive is tied to the contract, which is renewal for the following year.

Motion was set by Mr. Andy Perez to extend all service providers contracts that are placed on probation to a full Program Year (PY) of June 30, 2011. Motion was seconded by Mr. Alvin West; **Motion Passed**

All in favor with no oppositions

8. Recommendation as to Approval to Renew the Current Refugee Services Contractors and Funding Allocation for PY 2010-2011

Mr. Beasley presented the item.

Mr. Alvin West moved the Approval to Renew the Current Refugee Services Contractors and Funding Allocation for PY 2010-2011. Motion was seconded by Ms. Cynthia Gaber; **Motion Passed**

Prior to concluding the meeting, Mr. Adrover inquired about the Region 23 maps that were displayed and Mr. Beasley provided explanation.

Mr. West inquired about the current issues with the job market and Mr. Perez responded that employers are now being extremely selective when choosing the right candidate because there are many job seekers to choose from.

Mr. Adrover thanked everyone for coming and adjourned the meeting at 9:40am.



3.

SFWIB – Executive Committee

December 2, 2010

**Update on the Development of the
Operational Plan for SFWIB’s Strategic
Goals**

Information Item

BACKGROUND

The SFWIB approved seven strategic goals at its August 19, 2010 meeting. The goals are: (1) premier Florida provider of employment and career training; (2) strong, timely reporting standards for end user customers and providers of services; (3) improved digital literacy; (4) celebrated, benchmark leader in best practices; (5) dedicated commitment to youth participation in the 21st century economy; (6) effective demand driven management; and (7) state leader in collaborative partnerships.

Staff is currently working with Don Upton, President of Fairfield Index, Inc., to develop an operational plan implementing the strategic goals. Mr. Upton hosted the Board’s May 21, 2010 Strategic Planning Session. On November 8, 2010, Mr. Upton conducted a workshop with SFWIB’s management staff. During the workshop, staff linked programs, policies and procedures to each of the seven goals and laid out a blueprint for operationalizing the goals. Mr. Upton will review the blueprint and lead staff in the drafting of the operational plan.

Attachment

SUMMARY

The Staff Team (Team) of South Florida Workforce convened on November 8, 2010 for a three-hour discussion of the recently-approved Strategic Plan, Strategic Goals for a Changing Economy. The Team reviewed the overall framework of the Strategic Plan, its relationship to state-level strategy, and the use of strategic goals and Board counsel on achievements to begin operational planning. The Team prepared for the formation of **PROJECTS** by reviewing the Board's seven strategic goals and 35 expected achievements. The Team worked in small teams to consolidate achievements into **PROJECTS** so that **PROJECT** Leads may be assigned. The planning consultant's overview of the framework and process is included with this **WORKSHEET** and marked as **ATTACHMENT**. With edits and approval, this **WORKSHEET** will lead to an expedited period of operational planning and sharing.

What Matters Most

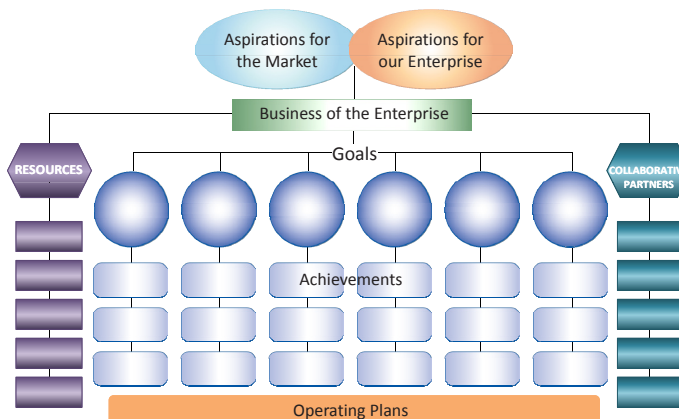
The Team was asked to share perspectives on where the commitment to the Strategic Plan should be a clear, tangible difference. Comments included:

- ➔ A Deeper Commitment to Training and Support Services – Number of People Trained and the Number of People Placed
- ➔ Accountability throughout the Enterprise and with Every Contract
- ➔ Transparency
- ➔ All Parts of the Delivery System Are Engaged in the Strategy – Board, Team, Vendors, Etc.
- ➔ A "Solid" Information System that Supports Accountability, Tracking, Reporting, Finance, and Results

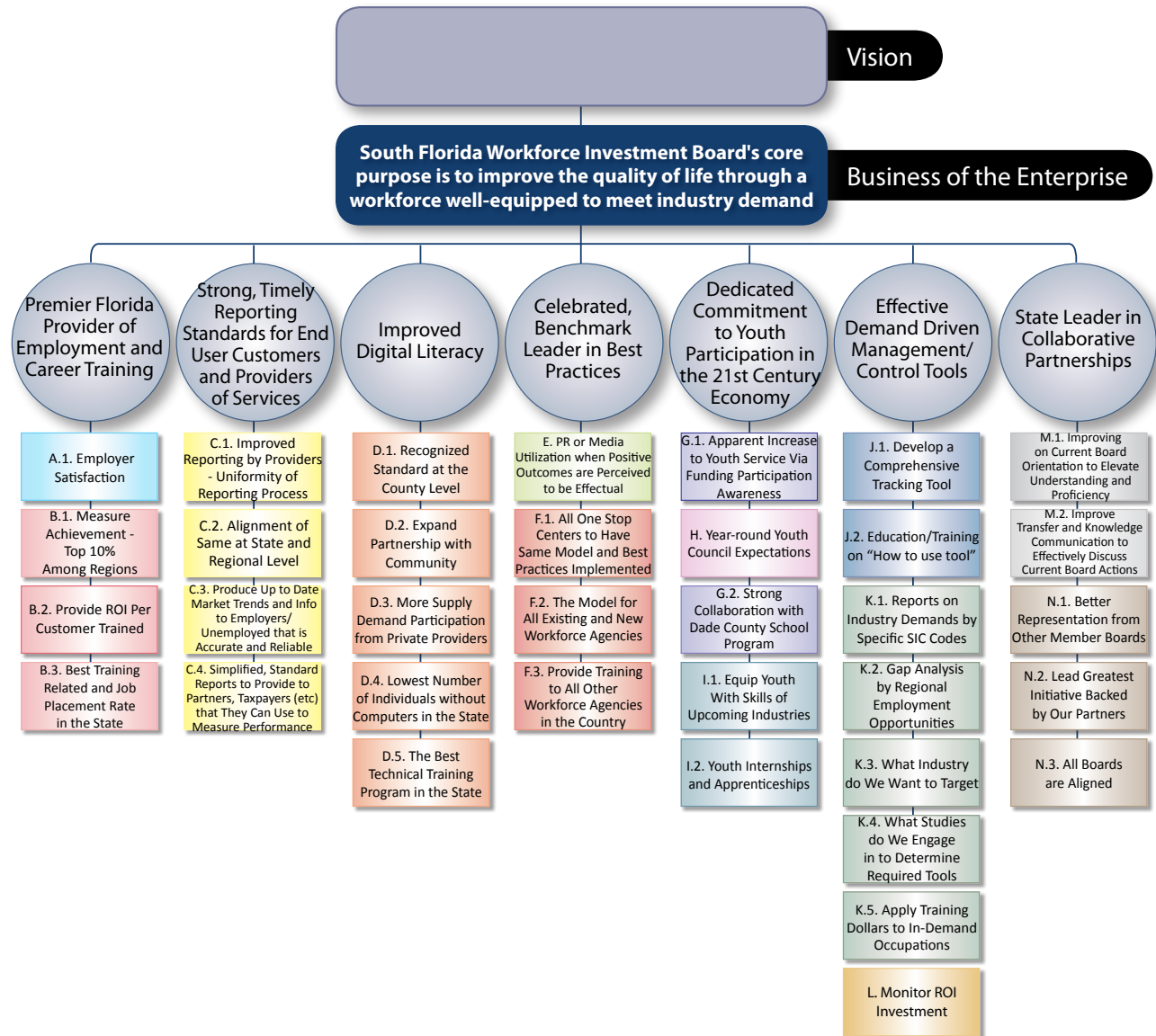
- ➔ Comprehensive Services to the Most "At-Risk" Members of the Community
- ➔ Impact on Drop Outs/Youth
- ➔ Expansion of Meaningful Partnerships in the Community – Shared Objectives and Shared Outcomes
- ➔ Improvement of Outreach
- ➔ Responsive to Changing Economic/ Business Environment with Results including More Competitive Employers
- ➔ Movement towards Common Internal Processes and Supporting Systems
- ➔ Alignment of Messages to All Audiences – The Right Information at the Right Time

Framework

The strategic and operational framework is the Fairfield Index Enterprise Goals Model, which produces results through the use of adjective-driven strategic goals and projects and metrics.



TRANSLATING ACHIEVEMENTS INTO PROJECTS: 35 Achievements to 14 Projects



- A** Employer Satisfaction
- B** Top ROI
- C** Reporting and Alignment
- D** Partnerships and Impact
- E** Integrated Communications
- F** Center of Excellence
- G** Youth Services and Impact

- H** Year-round Engagement
- I** Skills Engagement
- J** Comprehensive Tracking Tool
- K** Industry Driven/Anticipation
- L** ROI Focused Enterprise [see subpart B2]
- M** Continuous Learning for Board
- N** Community Alignment and Engagement

Planning Template for Project Leads

The planning template for Project Leads will include:

- ▶ *Contact Name*
- ▶ *Update Cycle*
- ▶ *Contact Email and Phone*
- ▶ *Mission on Project*
- ▶ *Situation Assessment*
- ▶ *Metrics*
- ▶ *Milestones*
- ▶ *Action Plan*
- ▶ *Reforms and Barriers*
- ▶ *Collaborative Partners*

These items and a full template will be provided during the Project Lead orientation.

Next Steps

Edit and Approve Projects (*Rick Beasley*)

Appoint Project Leads (*Rick Beasley*)

Project Lead Orientation Conference Call
(*Leads and Fairfield Index*)



4.

SFWIB – Executive Committee

December 2, 2010

Selection of Committee to Nominate the SFWIB Chair and Vice-Chair

Discussion Item

BACKGROUND

As required by federal law (the Workforce Investment Act of 1998), the local board shall elect a chairperson for the local board. The chairperson must represent a business in the local area. The Interlocal Agreement creating the SFWIB for Region 23 of the state of Florida and the By-Laws of the SFWIB prescribe that the term of the Chair and Vice-Chair of the SFWIB shall not exceed two years and that the Chair and Vice-Chair shall serve no more than two terms in office or four years, whichever is less.

The current Chair and Vice-Chair were elected at the Board’s February 2009 meeting and their term will expire in February 2011. Accordingly, a nominating committee must be formed to assist in the selection of the next Chair and Vice-Chair of the SFWIB. The committee will oversee the nomination process for those positions, selecting candidates to be considered by the Board at its February 2011 meeting.



5.

SFWIB – Executive Committee

December 2, 2010

Committees and Council Meeting Schedule

Discussion Item

BACKGROUND

Currently, the committees and council of the SFWIB meet once every other month. The Economic Development and Industry Sector Committee meets on Wednesdays at 3:00 p.m. The Workforce Systems Improvement and Finance Committees as well as the Youth Council meet Thursdays at 8:00 a.m. And the Executive Committee meets on Tuesdays at 8:15 a.m. It has been brought to the attention of both the SFWIB Chair and the SFWIB Executive Director that certain committees consistently lack quorum and thus the issue of members' attendance is being brought before the Executive Committee for discussion.