



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**EXECUTIVE COMMITTEE MEETING**

**Wednesday, February 9, 2011  
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. December 2, 2010
3. Information – Status of the Operational Plan for SFWIB’s Strategic Goals
4. Information – FL Senate Bill 536
5. Information – Nominating Committee Update
6. Information – Rescheduling February 2011 Youth Council, EDIS, Finance, and WSI Committees and SFWIB Meeting



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*SFWIB - Executive Committee*

*February 9, 2011*

**MINUTES OF SFWIB EXECUTIVE COMMITTEE December 2, 2010**

South Florida Workforce Investment Board  
 Executive Committee Meeting  
 December 2, 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. Gaber, Cynthia 4. Marinelli, Frederick 5. Piedra, Obdulio	6. Ferradaz, Gilda 7. Fils-Aime, Sr., Daniel 8. Gibson, Charles A. 9. Harder, Jackie 10. Perez, Andy  <b>SFWIB STAFF</b>  Beasley, Rick Almagro, Olivia Edwards, Phillip Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria	1. Girnun, Arnie – <i>New Horizons</i> 2. Lopez, Beatriz G – <i>SER Jobs North Miami Beach</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.

**3. Information – Update on the Development of the Operational Plan for SFWIB’s Strategic Goals**

Mr. Beasley presented the item. He mentioned that staff met with Mr. Upton of Fairfield Index, Inc. on November 8, 2010 for 3 hours to discuss the approved strategic plan and goals. He went over the summary handout provided by Fairfield Index, Inc. and briefly discussed the “What Matters Most” section on page 1.

Mr. Adrover inquired about the assignments for each Committee/Council and Board. Mr. Beasley responded that one of Mr. Upton’s suggestions is to align SFW’s agenda to the strategic

goals. Mr. Adrover further said that he would be interested in having the goals aligned to each Committee/Council where it relates in order to begin taking action as soon as possible. He wants the members to further discuss this at the next Board meeting scheduled for December 16, 2010. Mr. Beasley suggested that a conference meeting be scheduled sometime next week with the Chair and Mr. Upton.

Mr. West suggested that staff take the initiative of aligning the goals to each Committee for the Board's members to review and approve at the next Board meeting.

#### 4. Discussion – Selection of Committee to Nominate the SFWIB Chair and Vice-Chair

Mr. Beasley presented the item. He mentioned that a nominating committee will need to be created to select the next Board Chair and Vice-Chair as both Mr. Adrover and Mr. West's first two-year term will end in February 2011 as per the SFWIB By-Laws. The nominating committee will be assigned to oversee the nominating process for the Chair and Vice Chair positions and select candidates to be considered by the Board at next year's meeting scheduled in February 2011.

Mr. Adrover recommended the following members to be part of the nominating committee:

- Bill Diggs
- Carlos Arboleda
- Thomas "Gregg" Talbert
- Gilda Ferradaz
- Frederick Marinelli

Mr. Adrover also noted that he will not run for SFWIB Chair again as his current work schedule and responsibilities no longer permit the time.

Mr. West asked about reviewing each member's biography or profile for selection purposes.

Mr. Beasley noted that the Chair and Vice-Chair seats have to be occupied by only Board members currently working for a private entity.

[Mr. Piedra arrived]

Mr. Marinelli inquired about the timeframe and Mr. Beasley responded that the Board has until February of 2011.

[Ms. Harder arrived; **Quorum Achieved**]

Mr. West inquired about the official date for the selection. Mr. Beasley responded that the selection committee will meet between the months of December and early February prior to the Board meeting.

Mr. Frederick Marinelli moved the Chairman's recommendation for the nominating committee subject to the full Board's approval at the next meeting. It was seconded by Ms. Cynthia Gaber; **Motion Passed.**

#### 2. Approval of Executive Committee Meeting Minutes of September 28, 2010

Mr. Alvin West moved the approval of September 28, 2010 meeting minutes and motion was seconded by Ms. Cynthia Gaber; **Minutes Passed.**

**5. Discussion – Committee and Council Meeting Schedule**

Mr. Beasley presented the item.

Mr. Marinelli recommended 3:00pm time slots for future meetings.

Mr. West commented that location can perhaps be an issue.

Mr. Adrover suggested that the meetings be held at the headquarter office in order to save on cost and have the Chairperson of each committee decide the best date and time for their meetings. He doesn't suggest changing the time of the Board meeting as he feels that it has been going well with regards to achieving quorum.

Ms. Gaber commented that in addition to the timing and traffic being a major issue, commitment from board members is another concern as she feels that some members travel a couple of hours and many miles to get to the meetings that are lacking quorum which needs to be addressed. Mr. Beasley responded that letters have been sent out to those members that have been excessively absent reminding them of their commitment as board members.

Ms. Harder felt that the letters distributed to absentee members have made a great impact. However, she's concerned about Committee structure which seems to be a larger issue.

Ms. Harder inquired about the selection process for Committee members. Mr. Beasley responded that it was on a volunteer basis in which members were given the opportunity to choose a Committee of interest. Ms. Harder suggested reexamining the process.

Mr. West asked if the Board meetings are held at SFW's headquarters will there be other conference rooms available in the building for Committee meetings. Mr. Beasley responded that there aren't enough rooms to accommodate the Committees; however, those meetings can be held at least a week prior to the Board meeting.

Mr. Piedra recommended that both Executive and Finance Committees be combined. Mr. Beasley responded that staff will consult the By-Laws prior to making any changes.

Ms. Harder suggested running two Committee meetings the same day; one following the other.

Prior to adjourning the meeting, Mr. Beasley gave an update on the Beacon Council's "One Goal One Community" fundraising initiative, the next scheduled Business Roundtable meeting and the juvenile justice youth RFP.

Mr. Adrover thanked everyone for coming and adjourned the meeting at 9:16am.



3.

**SFWIB – Executive Committee**

*February 9, 2011*

**Status 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 21<sup>st</sup> 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.

Since then, management staff has been assigned as leads for specific project elements falling under a strategic goal. Per Mr. Upton’s instructions, the project elements will mature in the following stages:

1. Mission;
2. Situation Assessment;
3. Metrics;
4. Review and Update;
5. Metrics and Milestones;
6. Plan of Action;
7. Review and Update; and
8. Integration.

In January 2011, project leads and Mr. Upton held three conference calls discussing the components of each of the eight stages. Thus far, staff has completed the first five stages in the operational planning process.



**4.**

**SFWIB – Executive Committee**

***February 9, 2011***

**FL Senate Bill 536**

**Information Item**

**BACKGROUND**

State Senator Mike Fasano has filed Senate Bill 536 which, if approved by the legislature and signed by the governor, will delete the July 1, 2011 repeal date relating to a provision of the Workforce Innovation Act that restricts the use of state and federal funds provided to regional workforce boards. (Florida Statutes Section 445.007 (10))

Specifically, the provision prohibits regional workforce boards from expending state and federal funds provided to them to pay for meals, food, or beverages for board members or board staff except as expressly authorized by state law. Moreover, boards are prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and board staff.

Senate Bill 536 is attached for the members of the Executive Committee to review.

*Attachment*

Florida Senate - 2011

SB 536

By Senator Fasano

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A bill to be entitled

An act relating to regional workforce boards; amending s. 445.007, F.S.; deleting a repeal date relating to a provision that restricts the use of state and federal funds provided to the boards; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (10) of section 445.007, Florida Statutes, is amended to read:

445.007 Regional workforce boards.—

(10) State and federal funds provided to the regional workforce boards may not be used directly or indirectly to pay for meals, food, or beverages for board members, staff, or employees of regional workforce boards, Workforce Florida, Inc., or the agency ~~for Workforce Innovation~~ except as expressly authorized by state law. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. 112.061 and ~~shall be~~ in compliance with all applicable federal and state requirements. Workforce Florida, Inc., shall develop a statewide fiscal policy, applicable to the state board and all regional workforce boards, ~~which holds, to hold~~ both the state and regional boards strictly accountable for adherence to the policy and subject to regular and periodic monitoring by the agency ~~for Workforce Innovation~~, the administrative entity for Workforce Florida, Inc. Boards are prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and employees as these terms are defined by 2 C.F.R. part 230. ~~This subsection expires July 1, 2011.~~

Section 2. This act shall take effect upon becoming a law.



5.

**SFWIB – Executive Committee**

***February 9, 2011***

**Nominating Committee Update**

## **Information Item**

### **BACKGROUND**

The SFWIB Chair and the SFWIB approved the creation of a committee to nominate the next SFWIB Chair and Vice-Chair at the SFWIB's December 16, 2010 meeting. The following Board members are on the Nominating Committee:

1. Mr. Carlos Arboleda;
2. Mr. Bill Diggs;
3. Ms. Gilda Ferradaz;
4. Mr. Frederick Marinelli; and
5. Mr. Thomas Talbert.

The current Chair and Vice-Chair were elected at the Board's February 2009 meeting and their term will expire in February 2011. The Nominating Committee oversees the process for filling those positions, selecting candidates to be considered by the Board.

Federal law requires the local board to 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 Nominating Committee met on January 28, 2011 and after achieving quorum slated four private sector Board members in a line of succession (in the event the first member in line declines) for the SFWIB Chair and Vice-Chair positions. Those four candidates will be announced at the Board's February 24, 2011 meeting.



6.

**SFWIB – Executive Committee**

***February 9, 2011***

**Rescheduling February 2011 Youth Council,  
EDIS, Finance and WSI Committees and  
SFWIB Meeting**

**Information Item**

**BACKGROUND**

The February 17, 2011 Youth Council, EDIS, Finance and WSI Committees and SFWIB meeting have been rescheduled to February 24, 2011 because the Board of Directors of Workforce Florida, Inc. is scheduled to meet on February 17, 2011. It is anticipated that items potentially impacting Region 23 will be discussed during the Workforce Florida meeting and thus SFWIB staff is scheduled to attend.