



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**Thursday, June 17, 2010**

**9:30 A.M.**

Doubletree Miami Mart/Airport Hotel and Exhibition Center

711 NW 72<sup>nd</sup> Avenue

Salons E & F

Miami, Florida 33126

### **AGENDA**

1. Call to Order and Introductions
2. Approval Meeting Minutes
  - A. April 15, 2010
3. Chairman's Report
4. Executive Director's Report
5. Executive Committee
  - A. Information – SFWIB Strategic Planning Session Update
6. Finance Committee
  - A. Finance Reports
    1. April 2010 Financial Report
    2. April 2010 ARRA Financial Report
  - B. Approval to Accept PY 2009 to 2010 Reemployment and Eligibility Assessments Funds
  - C. Approval to Issue a Request for Qualifications for External Auditing Services
  - D. Approval of SFWIB Fiscal Year 2010 to 2011 Budget and Allocations
7. Youth Council
  - A. Approval to Renew Contracts of Existing Youth Services Providers
8. Economic Development and Industry Sector Committee
  - A. Approval of a SFWIB Standardized Refund Policy
9. Workforce Systems Improvement Committee
  - A. Approval to Renew Existing Workforce Services Provider Contracts

Section 445.007 (1), Florida Statutes states that: "If the regional workforce board enters into a contract with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the entire board..." Regardless of whether or not you will be attending the meeting of the South Florida Workforce Investment Board, please contact and advise the staff of SFWIB of any such item appearing on the foregoing agenda as soon as possible and prior to any such item being brought before the Board for discussion or vote or both. Thank you for your cooperation and assistance."

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



2.

**SFWIB Meeting**

**June 17, 2010**

**Minutes of SFWIB Meeting April 15, 2010**

South Florida Workforce Investment Board Meeting  
 April 15, 2010, 9:30A.M.  
 Doubletree Miami Mart/Airport Hotel and Exhibition Center  
 711 NW 72nd Avenue, Salons E & F  
 Miami, Florida 33126

<b>SFWIB MEMBERS IN ATTENDANCE</b>	<b>SFWIB Members Not in Attendance</b>	<b>SFW Staff</b>
<ol style="list-style-type: none"> <li>1. Adrover, Bernardo, <i>Chairperson</i></li> <li>2. West, Alvin, <i>Vice-Chairperson</i></li> <li>3. Arboleda, Carlos J.</li> <li>4. Brecheisen, Bruce</li> <li>5. Bridges, Jeff</li> <li>6. Brown, Clarence</li> <li>7. Brown, Willie J.</li> <li>8. Chi, Joe</li> <li>9. Datorre, Roberto</li> <li>10. Diggs, Bill</li> <li>11. Ferradaz, Gilda</li> <li>12. Fils-Aime, Sr., Daniel</li> <li>13. Gibson, Charles A.</li> <li>14. Giles, Regina</li> <li>15. Harder, Jackie</li> <li>16. Inguanzo, Ramiro</li> <li>17. Jordan, Barbara</li> <li>18. Manning, Anne</li> <li>19. Manrique, Carlos</li> <li>20. Marinelli, Frederick</li> <li>21. Perez, Andre</li> <li>22. Piedra, Obdulio</li> <li>23. Regueiro, Maria C.</li> <li>24. Rodriguez, Pedro</li> <li>25. Roth, Thomas</li> <li>26. Russo, Monica</li> <li>27. Scott, Kenneth</li> <li>28. Talbert, Gregg</li> <li>29. Wiedman, Holly</li> <li>30. Zewadski-Bricker, Edith</li> </ol>	<ol style="list-style-type: none"> <li>31. Acosta, Jose</li> <li>32. Carpenter, Willie</li> <li>33. Corradino, Joseph</li> <li>34. DuBois, Victoria (non-voting)</li> <li>35. Frost, Fred</li> <li>36. Gaber, Cynthia</li> <li>37. Huston, Albert, Jr.</li> <li>38. Jennings, Donna</li> <li>39. Ludwig, Phillip N.</li> <li>40. Margolis, Edward</li> <li>41. Roberts, Alvin</li> <li>42. Rosemond, David</li> <li>43. Socorro, Ivonne</li> </ol> <p><b>Assistant Miami-Dade County Attorney</b>            Tell, Peter S.</p>	Beasley, Rick Edwards, Phillip Glancy, Anne Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Quinones, Dulce Smith, Marian

## Other Attendees

<p>Acedo, Maleidy - <i>Youth Co-op, Inc.</i>          Aliarca, Cecelie - <i>Manpower</i>          Bonwitt, Gil – <i>New Horizons</i>          Brunson, Tony - <i>SBC</i>          Cambronne, Robert - <i>Youth Co-op, Inc.</i>          Castaneda, Lourdes - <i>Gulf Coast Community Care</i>          Cushon, Norm – <i>Arbor E &amp; T</i>          Farinas, Irene - <i>Adult Mankind Org. (AMO)</i>          Fuentes, Ricardo - <i>Hialeah Downtown</i>          Gainer, Lori Rutland – <i>Everest</i>          Garcia, Isabel – <i>City of Hialeah</i>          Houston, Noah - <i>Transition, Inc</i>          Ginem, Arnie – <i>New Herizons</i>          Gonzalez, Patricia - <i>MRI</i>          Gonzalez – Cruz, Mary Jane          Guadeloupe, Beatriz - <i>Unknown</i>          Guascon, Shelley</p>	<p>Linares, Lulay - <i>Unknown</i>          Lopez, Omar - <i>Gulf Coast Community Care</i>          Marino, Nayibe – <i>American Advanced Technicians Institute (AATI)</i>          Metellus, Gepsie – <i>Sant La</i>          Mizelell, Carmen - <i>Miami-Dade County Public Schools</i>          Marti, Sergio – <i>Miami-Dade County Public Schools</i>          Oller, Virama - <i>Transition, Inc</i>          Olorunnipa, Toluse - <i>Miami Herald</i>          Pereira, Carnelia – <i>Greater Miami Chamber of Commerce</i>          Perez, Julio - <i>Transition, Inc.</i>          Pichardo, Jorge - <i>Youth Co-op, Inc.</i>          Ramirez, Maggie – <i>City of Hialeah</i>          Rodriguez, Maria - <i>Youth Co-op, Inc.</i></p>	<p>Saruter, Lamar – <i>Hialeah Downtown</i>          Someillan, Ana – <i>Adult Mankind Org. (AMO)</i>          Thorpe, Tawanda – <i>Greater Miami Service Corps</i>          Torres, Ruth – <i>HR Strategic Consulting</i>          Townsend, Alice – <i>Transition, Inc.</i>          Velez, Pauline - <i>Youth Co-op, Inc.</i>          Vonweene, Beth - <i>CPH</i></p>
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Agenda items are displayed in the order in which they were discussed.

### 1. Call to Order and Introductions

SFWIB Chairman Mr. Bernardo Adrover called the meeting to order at 9:35am, thanked all those present and asked the members to introduce themselves.

### 2. Approval of SFWIB Meeting Minutes of February 18, 2010

Mr. Joe Chi moved the approval of the minutes and motion was seconded by Mr. Carlos Arboleda; Motion Passed.

### 3. Chairman’s Report

#### 3. A. Information – Presentation on Conflict of Interest & Code of Ethics Ordinance by the Executive Director of Miami-Dade County’s Commission on Ethics and Public Trust

Mr. Robert Myers, Executive Director of Commission on Ethics and Public Trust conducted an Ethics Presentation and distributed the “Governing Above Board” handout. He went over the following:

#### I. Florida’s Sunshine Law “Public Meetings” Fla. Stat. 286.011 (2004)

- The Three Basic Requirements of the Sunshine Law
- Types of Meetings Subject to the Sunshine Law
  - If two or more Board members want to discuss Board business, it must be done publicly.
- Notice and Other Procedural Requirements of the Sunshine Law
- Public’s Rights to Participate in Meetings

- Voting and Minutes
- Penalties for Noncompliance
  - Criminal Charges filed by State Attorney

## II. Florida's Public Records Act

- Freedom of Information
  - Anything involving Board business is public record
- Fees for Public Records Requests
- Remedies

## III. Miami-Dade Co. Conflict of Interest and Code of Ethics Ordinance

- Transaction Business 2-11.1(c)(3)
- Gifts 2-11.1 (e)
- Exemptions
- Exploiting of Official Position 2-11.1 (g)
- Confidential Information 2-11.1 (h)
- Appearances 2-11.1 (m)(2)
- Action Prohibited when Financial Interests Involved 2-11.1 (n)
- Acquiring Financial Interest 2-11.1 (o)
- Recommending Professional Services 2-11.1 (p)
- Lobbying 2-11.1 (s) (Don't apply to Board Members)
  - What is not a lobbyist?
- Voting Conflicts for members of Advisory and Quasi-Judicial Boards 2-11.1 (v)
  - Board members must not abstain; if there is a conflict, Board member must leave.

Mr. Meyers also went over some of the review questions and answers.

Ms. Harder asked, "What constitutes directly affected?" Mr. Meyers responded saying there has to be some financial gain that is tied to the position. For example, if there is a program and the member is on the payroll for that particular program, then the member is directly affected; however, if it enhances the overall budget of the company, it's considered to be indirect and would not be a conflict.

Ms. Ferradaz inquired about her position as a Circuit Administrator for the Department of Children and Families (DCF); she serves as a signatory for some contracts to include those with SFWIB. She wanted to know if she's not allowed to sign any contracts as a board member. Mr. Meyers responded saying given that DCF is not a private entity and she doesn't own DCF but works for them, this would not be considered a conflict.

Mr. Chi requested clarification regarding the first review question that discusses, voting conflicts for members of advisory and quasi-judicial boards. Mr. Meyers reread the sentence and went on to

say that “our” (Commission on Ethics and Public Trust) definition of directly affected is, “you have to receive some financial gain.”

Mr. Manrique made a comment regarding an allegation on him for violating a conflict of interest and he is requesting that we contact Tallahassee to help clarify the allegation based on what was presented today by Mr. Meyers.

#### **4. Executive Director’s Report**

SFWIB Executive Director Rick Beasley presented the report and each member received a copy. The report contained information regarding: the federal appropriations; federal unemployment statistics; federal job bill; federal summer jobs/youth employment; the state SB1646 Relating to Regional Workforce Boards; the state Microsoft elevate America program; the state preliminary planning allocations; local SFW strategic planning meeting; and local SFW/Monster.com Power Job Seeker Workshop. He asked the board to provide criteria recommendation for the vouchers.

Mr. Perez further discussed the “Elevate Miami” program.

Ms. Harder inquired about the status of the Micro Enterprise Grant Program for Monroe County. Mr. Beasley answered that only one Congressional responded; however, staff will follow-up and provide an update.

#### **5. Executive Committee**

##### **5. A. Approval to Create a SFWIB Training Policy Subcommittee**

Mr. Adrover presented the item.

Mr. Obdulio Piedra moved the approval to create a SFWIB Training Policy Subcommittee and it was seconded by Ms. Jackie Harder; Motion Passed.

##### **5. B. Approval to Support the Florida Workforce Development Association’s Food & Beverage Policy Proposal**

Mr. Beasley presented the item.

Mr. Jeff Bridges moved the approval to support the Florida Workforce Development Association’s Food & Beverage Policy Proposal and it was seconded by Mr. Obdulio Piedra; Motion Passed.

##### **5. C. Information – Region 23 Preliminary TOL Update**

Mr. Beasley presented the item.

Mr. Adrover inquired about the status of the training waitlist update. Mr. Beasley responded that an update will be provided at the next meeting.

#### **6. Finance Committee**

##### **6. A 1 February 2010 Financial Report**

##### **6. A 2. February 2010 ARRA Financial Report**

##### **6. B. Approval to Accept Unemployment Compensation Funds**

##### **6. C. Information – Region 23 Preliminary TOL Update**

##### **6. D. Approval to Accept Funds for Shared Case Management Pilot Program Targeting DJJ and Foster Youth**

**6. E. Approval to Accept WIA State Level Incentives**

Finance Committee Chairman, Mr. Obdulio Piedra presented items 6B through 6G.

Items 6B, 6D, and 6E were moved by Mr. Obdulio Piedra and seconded by Mr. Carlos Arboleda; Motion Passed.

**7. Youth Council**

**7. A. Approval of a 2010 Summer Youth Program RFP**

Ms. Giles presented the item and mentioned that the Youth Council met to discuss two informational items and performance update on youth providers that have been on the watch list. Transitions Inc. has now met all requirements and has been removed from the watch list. Adults Mankind is currently under further view status. A letter was sent to Miami Dade County Public Schools (M-DCPS) regarding the youth program and they're waiting on a response back from M-DCPS.

Mr. Joe Chi moved the approval of a 2010 Summer Youth Program RFP. It was seconded by Ms. Jackie Harder; Motion Passed.

**8. Economic Development and Industry Sector Committee**

**8. A. Recommendation as to Approval of Greater Miami Chamber of Commerce, Inc. using Previously Awarded Funds to Consult with Healthy Communities Institute Corporation and The Health Council of South Florida, Inc's Miami Matters web tool for an Education Study**

Mr. Perez briefly discussed the item and noted that he will refrain from voting. He then introduced Cornelia Pereira from the Greater Miami Chamber of Commerce (GMCC) who further introduced Shelly Glasgow from Health Council of South Florida to conduct a presentation.

Mr. Adrover inquired about the previous item that was approved a few months ago. He wanted to know if it was based on an educational study. Ms. Pereira's response was "yes."

He went on to ask if this is a new health care initiative. Mr. Pereira's response was no, but due to the urban setting, several of the indicators are intertwined and impact one another.

Referring back to item 3A, Mr. Chi clarified and made a comment to Mr. Perez saying that he would not be violating the County's conflict of interest if he refrains from voting.

Ms. Weidman asked if the "Pappas Study" still exist. Ms. Pereira responded saying no, since they were unable to secure an excess of \$300,000 for the study.

Ms Weidman also inquired about the partners that are involved. Ms. Glasgow said their current supporters are: Baptist Health, Miami Children's Hospital, Sanofi-Aventis, Children's Trust, Dade County Health Department, Blue Cross Blue Shield, Office of County-Wide Health Planning and more. The tool supports the hospitals with their reporting needs; it will bring together all the hospitals' utilization data in order to track and monitor.

Mr. Manrique first made a comment to Chairman Adrover that he voted against it the last time because he didn't think that it aligns with the vision. He went on to ask for the total cost of this project. He also inquired about the funding and asked if they are sure they will receive the full funding for this new initiative, given that the funding didn't come through for the last one. He also inquired about the States specific language to fund this initiative as he wants to make sure that we're permitted to fund this new program. His last concern was about the lobbying issue and Ms.

Pereira responded to him saying that the word, “lobby” is too strong of a word to use for what they are doing.

Mr. Piedra asked to put a motion on the table and Mr. Chi seconded.

Mr. Diggs made a comment that he agrees with Mr. Manrique’s concern with regards to this new initiative not aligning with the vision. He’s also concerned about the lack of funding for the previous program and recommended that the Board request letters of support from participating organizations.

Ms. Manning inquired about the funding for the educational piece. He asked “How did it amount to having SFWIB pay \$50,000 for this initiative?” Ms. Glasgow responded that the total budget for this year is \$170,000 plus an additional on-going cost of \$80,000 a year; however, the program is fully funded for the next three years. The cost of each new piece is \$40,000-\$50,000.

Commissioner Jordan wanted clarification regarding this new initiative and the education and training. She asked for Mr. Beasley to further explain. Mr. Beasley responded that the federal guidelines do allow SFWIB to use the fund for strategic planning and for the community.

Mr. Marinelli asked if we’re currently under contract for this service. Mr. Beasley’s response was, “No.”

Mr. Marinelli further asked did we ever enter into a contract for this when we approved it in office and do we need to void one to replace the other. Mr. Beasley again responded to say that we haven’t finalized a contract with them.

Mr. Manrique wanted to mention for the record that he didn’t vote in favor of it because he is against it, he feels that “this is not the right choice of dollars.” He went on to say, “I don’t want the Greater Miami Chamber of Commerce, our friends and partners for many years think that we oppose what they’re doing, I kind of congratulate what they’re doing, and it’s just not one of our missions...”

Mr. Adrover mention that there were 13 against 10; Motion Passed

Mr. Adrover asked Ms. Pereira to provide the full language of this new program.

**8. B. Information – Training Providers Performance Reporting Requirements**

**8. C. Information – Employed Worker Training Program Update**

**9. Workforce Systems Improvement Committee**

**9. A. Information – Presentation on Career Center Services by Bob Bradner**

**9. B. Information- Customer Service Delivery Standards for Core and Staff-Assisted Services**

A presentation was conducted by Mr. Bob Bradner of Bradner Consultant Group that was tasked to look at opportunities for improvement and aspects that can be standardized in the career centers. He went over his report called, *Study on the Assessment and Standardization of Career Center*.

Meeting adjourned at 11:17am



3.

**South Florida Workforce Investment Board**

*June 17, 2010*

**Chairman's Report**

**BACKGROUND**

The Chair will provide a report.



4.

**South Florida Workforce Investment Board**

*June 17, 2010*

**Executive Director's Report**

**BACKGROUND**

The Executive Director will provide a report.



5.

**South Florida Workforce Investment Board**

*June 17, 2010*

**SFWIB Strategic Planning Session Update**

**Information Item**

**BACKGROUND**

On May 21, 2010, the SFWIB held its annual Strategic Planning Session at Miami Dade College's InterAmerican campus. The Strategic Planning Session was a one-day event (9 a.m. to 4 p.m.) hosted by Don Upton, President of Fairfield Index, Inc. During the Session, the Board members present formed policy goals for the SFWIB upcoming Program Year, 2010-2011.



*6.A.1*

**South Florida Workforce Investment Board**

*June 17, 2010*

**April 2010 Financial Report**

**BACKGROUND**

The un-audited finance report for the month ending April 30, 2010, will be reviewed.



**6.A.2**

**South Florida Workforce Investment Board**

***June 17, 2010***

**April 2010 ARRA Financial Report**

**BACKGROUND**

The un-audited ARRA financial report for the month ending April 30, 2010, will be reviewed.



**6.B**

**South Florida Workforce Investment Board**

***June 17, 2010***

**Approval to Accept PY 2009-2010  
Reemployment and Eligibility Assessments  
Funds**

**RECOMMENDATION**

The Finance Committee recommends to the Board the approval to authorize staff to accept the Program Year (PY) 2009 to 2010 Reemployment and Eligibility Assessments (REA) Funds as set forth below.

**BACKGROUND**

On May 18, 2010, the Agency for Workforce Innovation (AWI) released a Notification of Fund Availability (NFAs) to Regional Workforce Board 23 for PY 2009 Reemployment and Eligibility funds in the amount of \$1,344,000.

The REA program assists unemployed workers find jobs through early intervention and personalized assistance such as developing work search plans and other Career Center services.

The Finance Committee discussed this item at its June 17, 2010, meeting.



**6.C**

**South Florida Workforce Investment Board**

***June 17, 2010***

**Approval to Issue a Request for Qualifications  
for External Auditing Services**

**RECOMMENDATION**

The Finance Committee recommends to the Board the approval to authorize staff to issue a Request for Qualifications (RFQ) for external auditing services.

**BACKGROUND**

The current contract with Sharpton, Brunson & Company, P.A. for auditing services was competitively procured in summer of 2007. That contract expires on June 30, 2010 and is not subject to renewal.

SFWIB staff is seeking external auditing services in an amount not to exceed \$130,000 for the next Program Year, July, 1, 2010 to June 30, 2011. The audit process is scheduled to begin immediately following the close of the current fiscal year.

The Finance Committee discussed this item at its June 17, 2010, meeting.



**6.D**

**South Florida Workforce Investment Board**

**June 17, 2010**

**Approval of SFWIB Fiscal Year 2010 to 2011  
Budget and Allocations**

**RECOMMENDATION**

The Finance Committee recommends to the Board the approval of the SFWIB Program Year (PY) 2010-2011 budget and allocations.

**BACKGROUND**

The Finance Committee met on June 9, 2010 to discuss the attached SFWIB PY 2010 to 2011 budget and allocations. During that meeting, the Executive Director and Finance Manager clarified all Committee member queries.

Attached for the Committee's review is the proposed SFWIB 2010-11 budget and allocations. Moreover, as requested in the June 9, 2010 meeting, program narrative justifications for Special Projects cost is attached for the Finance Committee members to review.

The Finance Committee discussed this item at its June 17, 2010, meeting.



7.A

**South Florida Workforce Investment Board**

***June 17, 2010***

**Approval to Renew Contracts of Existing Youth Services Providers**

**RECOMMENDATION**

The Youth Council recommends to the Board the approval to authorize staff to renew the current youth service provider contracts for the next program year, July 1, 2010 to June 30, 2011.

**BACKGROUND**

As a result of the August 13, 2008 procurement process, the current youth service providers were competitively awarded to deliver youth services in Region 23 for program year July 1, 2008 through June 30, 2009. The current contract for youth services providers ends on June 30, 2010. However, the contract contains language affording the option to continue the delivery of youth services for an additional program year, July 1, 2010 to June 30, 2011.

The current youth services providers are:

<b>SERVICE PROVIDER</b>	<b>IN-SCHOOL</b>	<b>OUT-OF-SCHOOL</b>
1. Achieve Through Education Inc.	<b>X</b>	<b>X</b>
2. City of Hialeah	<b>X</b>	<b>X</b>
3. Cuban American National Council, Inc.	<b>X</b>	
4. Greater Miami Service Corps.		<b>X</b>
5. UNIDAD of Miami Beach, Inc.	<b>X</b>	
6. Transition, Inc.	<b>X</b>	<b>X</b>
7. Youth Co-Op, Inc.	<b>X</b>	<b>X</b>

The Youth Council discussed this issue at its June 17, 2010, meeting.



8.A

**South Florida Workforce Investment Board**

***June 17, 2010***

**Approval of SFWIB Standardized Refund Policy**

**RECOMMENDATION**

The EDIS Committee recommends to the Board the approval of a SFWIB Standardized Refund Policy.

**BACKGROUND**

The EDIS Subcommittee at its May 24, 2010, meeting discussed the SFWIB Standardized Refund Policy. Max Ketterman and John McNeely, Florida Department of Education adult continuing education subject matter experts, who participated at the meeting via teleconference, voiced that the proffered Standardized Refund Policy closely mirrors the State's.

SFWIB's training vendors met on May 25, 2010, wherein they discussed the current and proffered Standardized Refund Policy, performance reporting requirements and Individual Training Accounts. The attached Policy reflects staff, training vendor and State input.

The Standardized Refund Policy provides training vendors a uniform approach for the disbursement of refunds to SFWIB's Support Services Unit. The Policy explains the procedure to be followed for training vendors who apply either a pro-rated or drop/add refund formula. Moreover, the proffered Policy details the process training vendors must adhere to for entering withdrawal information into SFWIB's tracking system.

The EDIS Committee discussed this item at its June 16, 2010, meeting.

*Attachment*

**M. REFUNDS**

The Training Vendor shall follow the Refund procedures set forth herein for SFWIB participants enrolled in the Training Vendor’s training program(s):

A. REFUND TYPES

1. PRO-RATED REFUND: For training vendors that currently use a pro-rata refund formula the following applies:
  - a) In the event a SFWIB participant withdraws from the training within three (3) business days of signing the Training Vendor’s enrollment contract the Training Vendor shall refund all monies paid.
  - b) In the event a SFWIB participant withdraws from the training after the third (3<sup>rd</sup>) business day of signing the enrollment contract but prior to the first day of class, the Training Vendor shall refund all monies paid with the **exception of the registration fee**.
  - c) Where withdrawal occurs after classes have commenced, but prior to fifty percent (50%) completion of the training a pro-rated refund of tuition, **less the registration fee** is computed based on the following:
    - (1). Where the period of enrollment is computed on the basis of program-time elapsed, expressed in clock hours, the pro-rated refund of tuition computed on the number of hours completed to the total program hours.
    - (2). Where SFWIB pays for training per term, quarter, semester, the pro-rated refund of tuition is computed based on the number of hours completed per term, quarter or semester to the total hours per term, quarter, or semester.
    - (3). The guidelines listed below shall be followed by the Training Vendor when calculating the refund due SFWIB.

Percentage of Program

<b>Tuition Refund % Completion</b>	<b>Due to SFWIB</b>
1 to 10%	99 - 90%
11 to 20%	89 - 80%
21 to 30%	79 - 70%
31 to 40%	69 - 60%
41 to 50%	59 - 50%
Over 50%	0%

After completing fifty percent (50%) or more of the program shall result in no refund, unless the school's accreditation Board specifies a refund that is greater than 50%.

#### TERMINATION DATE

For refund computation purposes, the last date of actual attendance by the participant shall be used.

3. DROP/ADD REFUNDS -For training vendors that currently use drop/add the following applies:
  - (a) In the event a SFWIB participant withdraws from training within three (3) business days of signing the enrollment contract, the Training Vendor shall refund all monies paid by SFWIB.
  - (b) In the event a SFWIB participant withdraws from training after the third (3<sup>rd</sup>) business day of signing the enrollment contract but prior to the first day of class, the training vendor shall refund all monies paid with the **exception of the registration fee**.
  - (c) In the event a SFWIB participant withdraws from training on or before the first week of class (posted drop/add period) the training vendor will refund 100% of tuition paid. This does not include the registration fee.
  - (d) In the event a SFWIB participant withdraws after the posted drop/add period there is no refund due to SFWIB.
  - (e) In the event a SFWIB participant is withdrawn from a class due to a class cancellation, SFWIB is entitled to a full refund.

#### B. REFUND PROCESS

1. The Training Vendor shall enter into SAMS the withdrawal date within five (5) days **of the SFWIB participant's termination from training** for the refund calculation.
2. Secondly, the training vendor shall notify in writing within five (5) days, the SFWIB participant's career advisor at their career center that the participant has **been terminated/withdrawn from school** and that a refund is or is not due to SFWIB. The training vendor will complete the system generated drop/withdrawal form and indicate the reason for the drop/withdrawal and provide the refund calculation, reference Attachment 2, Electronic Drop/Withdrawal Form.
3. All refunds shall be submitted to SFWIB within thirty (30) days of the effective date of termination or withdrawal.



**9.A**

**South Florida Workforce Investment Board**

***June 17, 2010***

**Approval to Renew Existing Workforce Services Provider Contracts**

### **RECOMMENDATION**

The WSI Committee recommends to the Board the approval to authorize staff to renew the existing Workforce Services contracts for Program Year (PY) 2010 to 2011 as set forth below.

### **BACKGROUND**

The current Workforce Services Providers were competitively procured under RFP # WS2008-09-2 to provide Workforce Services in Region 23 for 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. The current Workforce Services contracts expire June 30, 2010 but may be renewed for one final program year.

Staff has conducted a performance review of the current Workforce Services Providers. Based on the results of that review, the following options are being proffered for the WSI Committee's consideration:

- Option 1: Renew all Workforce Services Provider contracts that met at least 50 percent of the PY '09-'10 Balanced Scorecard Performance Measures.
- Option 2: Renew all Workforce Services contracts and those who did not meet at least 50% of the PY '09-'10 Balanced Scorecard Performance Measures must meet at least 50% of the PY '10-'11 first quarter Balanced Scorecard Performance Measures or face contract termination.

Caveat: The options presented are subject to the Workforce Services Providers compliance with the final results of the SFWIB Office of Continuous Improvement Placement Verification review and the attendant repayment of identified disallowed costs.

The WSI Committee discussed this item at its June 17, 2010 meeting.

*Attachment*

**WORKFORCE SERVICES CONTRACTORS SUMMARY**

Workforce Services Contractors	Workforce Services Locations	PY '09-'10 Balanced Scorecard 23 Performance Measures		PY '09-'10 Quality Assurance Error Rates 3% is the standard		Performance Improvement Plan (PIP)		
		# of standards met at 80%	% of standards met at 80%	Career Advancement Program (CAP)	WIA	Yes (Y) or No (N)	Status	Comments
Arbor E&T, LLC	Carol City Career Center	11	48%	19.51%	2.73%	N		
	Hialeah Gardens Career Center	11	48%	17.17%	1.89%	N		
City of Hialeah	Hialeah Downtown Career Center	10	43%	29.81%	6.26%	Y	Active	This Contractor was placed on PIP because they did not meet CAP Performance and CAP Error Rate was high.
Ser Jobs for Progress, Inc.	North Miami Beach Career Center	13	57%	16.94%	0.77%	Y	Active	This Contractor was placed on PIP because they did not meet CAP Performance and CAP Error Rate was high.
Transition, Inc.	Transition Offender Service Center *	12	63%	8.57%	N/A	Y	Active	This Contractor was placed on PIP because they did not meet CAP Performance and CAP Error Rate was high.
UNIDAD of Miami Beach, Inc.	Miami Beach Career Center	14	61%	5.88%	8.77%	Y	Active	This Contractor was placed on PIP because they did not meet CAP Performance and CAP Error Rate was high.
Youth Co-Op, Inc.	Florida Keys Career Center	13	57%	12.60%	0.91%	N		
	Homestead Career Center	20	87%	11.39%	1.94%	N		
	Little Havana Career Center	11	48%	13.53%	3.33%	N		
	Northside Career Center	12	52%	16.34%	2.30%	N		
	Perrine Career Center	14	61%	6.92%	1.36%	N		
	West Dade Career Center	15	65%	7.75%	2.62%	N		

\* Transition has 19 Performance Measures on the PY '09-'10 Balanced Scorecard