



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

Monday, June 28, 2010

2:45 P.M.

Doubletree Miami Mart/Airport Hotel and Exhibition Center
711 NW 72nd Avenue
Salons E & F
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Economic Development and Industry Sector Committee
 - A. Approval of a SFWIB Standardized Refund Policy
3. Finance Committee
 - A. Approval to Extend ARRA Service Provider and Work Readiness Contracts
 - B. Approval of \$168,000 in Youth Funds to Support the Public Safety Services Academy for PY 2010-2011
 - C. Approval of an allocation of TANF Funds for TSIC and 5,000 Role Models of Excellence
 - D. Approval of the RN Nursing Scholarship Program
4. Youth Council
 - A. Approval to Renew Contracts of Existing Youth Services Providers
5. 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.A

South Florida Workforce Investment Board

June 28, 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 (3rd) 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

Tuition Refund % Completion	Due to SFWIB
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 (3rd) 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.



3.A

South Florida Workforce Investment Board

June 28, 2010

Approval to Extend the American Recovery and Reinvestment Act (ARRA) Service Provider and Work Readiness Contracts

RECOMMENDATION

SFWIB staff recommends to the Board the approval to extend the ARRA Service Provider and Work Readiness contracts.

BACKGROUND

At the August 20, 2009 Board meeting, the Board approved an allocation of the American Recovery and Reinvestment Act (ARRA) funds to the SFWIB Service Providers. Following the approval, the SFWIB entered into contracts with all the service providers for the rendering of employment and training services under the ARRA program. These contracts are set to expire on June 30, 2010.

At the October 15, 2009 Board meeting, the Board approved an additional allocation of the American Recovery and Reinvestment Act (ARRA) funds to Service Providers for the performance of Work Readiness Services. Following the approval, the SFWIB entered into contracts with service providers for the rendering of these services. These contracts are set to expire on June 30, 2010

The service providers that received the ARRA awards are not expected to spend 100% of the awarded funds by June 30, 2010. The Notice of Funds Availability received from the Agency for Workforce Innovations extends the period of availability on these ARRA funds until June 30, 2011.

SFWIB staff recommends the approval to extend the ARRA Service Provider contracts into the 2010-11 fiscal year. Approval of this action would allow the service provider to continue offering employment and training services with minimal disruption to the program.

Attachments

SERVICE PROVIDER	WORKFORCE SERVICES	WORK - READINESS
Arbor E&T, LLC.	X	
City of Hialeah	X	
Ser Jobs for Progress, Inc.	X	
UNIDAD of Miami Beach, Inc.	X	
Youth Co-Op, Inc.	X	
Sant La Haitian Neighborhood Center		X
Florida Educational Institute		X



3.B

South Florida Workforce Investment Board

June 28, 2010

Approval of \$168,000.00 in Youth Funds to Support the Public Safety Services Academy for Program Year 2010-2011

RECOMMENDATION

The Finance Committee recommends to the Board the approval to renew the SFWIB-Miami Dade County Public Schools contract for the Public Safety Services Academy for Program Year (PY) 2010 to 2011 and an allocation of \$168,000.00 in Youth funds to support the Public Safety Services Academy during the 2010 to 2011 PY.

BACKGROUND

The Public Safety Services Academy Program (PSSAP) provides instructional and mentoring services in the public school system with the goal of facilitating a ready entry-level workforce for the position of Public Service Aides (PSA). The underlining premise of the Public Safety Services Academy Program is to prepare youth for the workplace or higher education. In preparing for the workplace, the program requires that the youth are trained to meet the needs of employers. In the case of the PSSAP, Miami-Dade County government will participate to ensure alignment of academic curriculum with the training needs of Miami-Dade County Departments, thus providing a suitable candidate for employment only needing a brief orientation and required departmental certifications.

The objectives of the Public Safety Services Academy Program are to align Miami-Dade Police Department and the Miami-Dade County Department of Corrections to provide an enhanced curriculum that will include, but are not limited to:

1. A ready prepared entry-level candidate without the need for a departmental academy training program;
2. Establish a base of recruitment from MDCPS;
3. Create a school-to-work program that is a combination of education and training;
4. Implement a curriculum that meets departmental academy requirements;
5. Provide a learning environment to meet the needs of the workplace to include an internship;
6. Establish a community based employment feeder program for school-to-work (entry-level) to career (law enforcement/corrections); and
7. Provide a method of continued diverse community hiring for the County's workforce.

The benefits of the Public Safety Services Academy Program are:

1. Students can be hired as a Public Service Aide (PSA) or Corrections Service Aide (CSA) upon graduation from high school without having to attend extended departmental training;
2. Alleviates the cost of operating a full time PSA Academy;
3. Provide a training program that meets the goal of preparing students for the workforce; and
4. Community becomes the benefactor by having persons from the community become public servants from PSA/CSA's to becoming police/correctional officers.



3.C

South Florida Workforce Investment Board

June 28, 2010

**Recommendation as to Approval of an
Allocation of TANF Funds for TSIC and 5,000
Role Models of Excellence**

RECOMMENDATION

1. The Finance Committee recommends to the Board the approval of \$450,000 in TANF funds for Program Year (PY) 2010-2011 for the Take Stock in Children and 5,000 Role Models of Excellence Programs.
2. The Finance Committee recommends to the Board the approval to renew the existing contract with Miami Dade College for programmatic, administrative and scholarship costs associated with the Take Stock in Children and 5,000 Role Models of Excellence Programs.

BACKGROUND

Take Stock in Children (TSIC) and 5,000 Role Models of Excellence are programs that work with at-risk, economically disadvantaged youth. The 5,000 Role Models of Excellence program in particular works with at-risk minority males. The programs work to keep youth in-school and offer scholarships to youth who successfully complete. SFWIB has provided scholarships to both TSIC and 5,000 Role Models of Excellence participants.

In the best interest of the SFWIB, an allocation of \$450,000 in TANF funds is required to allow Miami-Dade College to purchase the scholarships for Take Stock in Children and the 5,000 Role Models of Excellence.

The allocation to purchase scholarships for Take Stock in Children and the 5,000 Role Models of Excellence programs is as follows:

- Take Stock in Children - \$200,000;
- 5,000 Role Models of Excellence - \$100,000;
- Programmatic and Administrative costs - \$150,000.



3.D

South Florida Workforce Investment Board

June 28, 2010

Approval of the RN Nursing Scholarship Program

RECOMMENDATION

The Finance Committee recommends to the Board the approval of a continual allocation not to exceed \$185,000 in WIA funds for the RN Nursing Scholarship Program to provide scholarships for 40 SFWIB qualified participants.

BACKGROUND

The RN Nursing Scholarship Program is a collaborative partnership between South Florida Workforce Investment Board (SFWIB), Miami Dade College (MDC) and the University of Miami Hospital that provides guaranteed employment and a stable source of new nurses for the community by focusing on the following goals:

- SFWIB will recruit 40 students for the program at a cost of \$13,000 per student;
- SFWIB will cover the cost for each participant using an Individual Training Account (ITA) generated from the Service Account Management System (SAMS);
- Increase the MDC nursing program capacity by providing scholarships for students, funding faculty positions, and providing classroom space and administrative support;
- Decrease new graduate orientation time by creating programs that provide clinical experiences that more closely resemble actual practice conditions, thereby easing the transition from student to competent staff nurse;
- Recruit additional new nurse graduates to the hospital by providing exceptional clinical rotating experiences;
- Create new job placements for SFWIB.

University of Miami Hospital’s commitment for supporting this partnership is to provide classrooms, adjunct faculty, and clinical rotation sites for medical-surgical, obstetrics, behavioral health, community health, pediatrics, and nursing leadership experiences. The commitment from SFWIB is to provide funds for instructional costs, tuition, fees, uniforms and books to students which will be employed by the hospital partner upon the completion of the program. Students in the program are required to meet the employment conditions established by the hospital partner.

The total cost of the 18 month program for 40 participants is \$520,000 which covers the instructional fees, tuition, uniforms and books. The allocation of \$185,000 will cover the second portion of the Nursing Scholars program.



4.A

South Florida Workforce Investment Board

June 28, 2010

Approval to Renew Contract of Existing Youth Services Provider

RECOMMENDATION

The Youth Council recommends to the Board the approval to authorize staff to renew the current youth service provider contract 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:

SERVICE PROVIDER	IN-SCHOOL	OUT-OF-SCHOOL
City of Hialeah	X	X

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



5.A

South Florida Workforce Investment Board

June 28, 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
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.