



Agency for Workforce Innovation Monthly Accomplishments for May 2009 June 1, 2009

Below is a brief summary of the major activities, events, projects and accomplishments of the Agency for Workforce Innovation for June 2009.

OFFICE OF EARLY LEARNING (OEL)

American Recovery and Reinvestment Act (ARRA) Activities:

- **Sample of Accomplishments**

- The Agency's Office of Early Learning:
 - Provided Frequently Asked Questions to the Association of Early Learning Coalitions for review during their retreat.
 - Received approval from the U.S. Department of Health and Human Services (USDHHS) for the use of Recovery funds for ELIS (the Early Learning Information System).
 - Received its third invoice for services to 81 Recovery fund clients in the amount of \$17,818.
 - Received six (6) invoices for services to 1,074 Recovery fund clients in the amount of \$303,990.

- **Sample of Major Implementation Activities**

- FLDOE has provided information for reporting on Recovery funds allocated for Voluntary Prekindergarten (VPK); Agency staff has begun reviewing this information to formulate a process.
- The Agency submitted an amendment for the CCDF State Plan. This amendment allows the state to serve families who are receiving unemployment compensation benefits while they are looking for jobs. An emergency rule was promulgated and (Early Learning) Coalitions (or ELCs) were allowed to provide services for these clients effective May 29, 2009. The state has sixty (60) days to submit a plan amendment for any changes in operations; this amendment is consistent with USDHHS guidance for expanded services with Recovery funds.
- The Agency submitted Recovery Fund Plan Amendment documents to the Coalitions to assist them as they make preparations to update their **School Readiness Plans** to account for the infusion of Recovery dollars. The documents were due back to the Agency by June 30, 2009.
- The Agency continues to work on implementation and cost analysis of statewide quality initiatives. Based on preliminary estimates of the statewide projects the Agency has decided to provide ELCs \$1,350,000 of targeted quality funds in 2009-10 for quality expansion and infant and toddler initiatives.
- The Agency staff has developed a proposal to use the VPK ARRA funds and will be submitting to FLDOE to ensure all reporting requirements will be met.

- **Sample of Events and Milestones**

- Staff will prepare an amendment to the CCDF State Plan for approval to include guidance currently under legal review. The state has sixty (60) days to submit a plan amendment for any changes in operations.
- The Agency staff is working with FLDOE to develop a process for use of the Recovery funds for VPK.

- Agency staff continues to work on implementation and cost analysis of statewide quality initiatives.

Other Activities:

- **Program Fact Sheets-** The Office of Early Learning, Program Unit, has updated the Fact Sheets that outline the details of the School Readiness, Child Care Resource and Referral (CCR&R), and Voluntary Prekindergarten (VPK) Education programs. These fact sheets include valuable information such as numbers of children served, program budget allocations, and other pertinent information. The fact sheets are available online at www.flready.com and will be sent to each coalition.
- **The Child Care Executive Partnership (CCEP)** - The program is designed to create and support public/private partnerships throughout the state. Specifically, CCEP allows participating businesses to receive match dollars from the state to assist with childcare. The CCEP board met and received funding applications from 22 ELCs and one state contractor for the 2009-2010 fiscal year. Funding requests totaled \$28,392,198, an increase in \$1,475,187 from the 2008-2009 fiscal year. Private business dollars contributed by employers to assist employees with child care increased \$2,223,541 this fiscal year.
- **Rulemaking –** The Policy Unit and the Office of General Counsel published a Notice of Change on the VPK Substitute Instructor rule in the Florida Administrative Weekly on June 12, 2009. These changes were due to comments made by the Joint Administrative Procedures Commission. The Agency continues to work towards final adoption. The rule is:
 - **Substitute Instructors for the VPK Program:** The purpose of the proposed rule is to establish the required qualifications of substitute instructors for the VPK program for the school year and summer VPK program types and to define the circumstances and time limits for which a VPK provider may assign a substitute instructor to a VPK classroom.
- **Rulemaking –** On June 11, 2009, the Policy Unit and the Office of General Counsel hand delivered to the Joint Administrative Procedures Commission the following documents for the CCR&R rule: the Written Statement of Facts and Circumstances Justifying the Proposed Rule, the Federal Standards Statement and a copy of the Notice of Proposed Rulemaking that had previously been published in the Florida Administrative Weekly. The Agency continues to work towards final adoption. The rule is:
 - **Child Care Resource and Referral:** The proposed rule will establish uniform CCR&R programs, addressing minimum standards for providing child care resource and referral services to families within each early learning coalition's county or multicounty service area, including the methods of providing referrals and the use of the Agency's statewide information system with respect to resource and referral.
- **Rulemaking –** On June 22, 2009, the Policy Unit and the Office of General Counsel attended a public hearing on changes made by the Department of Children and Families (DCF) to its rules, 65C-20 and 65C-22, F.A.C. Proposed rule changes affecting the Gold Seal Quality Care Program generated much discussion and were of interest to the Agency as the Agency permits ELCs to pay providers with Gold Seal accreditation status a higher reimbursement rate than non-Gold Seal providers. DCF indicated that due to comments received, it would strike the proposed language affecting the definition of "Nationally Recognized" contained in 65C-22.009(3) of the draft rule.
- **Variance and Waiver Requests:** The Policy Unit, in conjunction with the Office of General Counsel, continues to accept and review for legal sufficiency coalition-submitted petitions for variances and waivers. Coalitions have submitted petitions for variances of Rule 60BB-4.210(1), F.A.C. pertaining to a 30-day break in employment during which the payment of SR services will be covered. Coalitions have also submitted waivers of Rule 60BB-8.201(3), F.A.C., whereby coalitions request to allow providers to register children for the VPK program. To date, the Agency has received 25 petitions and issued 21 orders: seven to grant a temporary waiver of Rule 60BB-8.201(3), F.A.C., one to deny a temporary waiver of Rule 60BB-8.201(3), F.A.C., and 13 to grant a temporary variance from Rule 60BB-4.210(1), F.A.C. In addition, the Policy and Data Quality units worked jointly to create a webpage which conveys at-a-glance variance, waiver and order information. This website can be

accessed by coalitions, service providers, child care providers, Agency employees, and the general public.

UNEMPLOYMENT COMPENSATION (UC) SERVICES

American Recovery and Reinvestment Act (ARRA) Activities:

- **Sample of Accomplishments**

- The \$25 Federal Additional Compensation (FAC) payments were initiated on March 19, 2009. The cumulative total paid is \$163,502,804 on 653,686 claims.
- The Emergency Unemployment Compensation (EUC) time period for qualifying for additional benefits was extended from March 29, 2009 to December 20, 2009. The cumulative total paid is \$146,923,591 to 227,404 Tier One and Tier Two individuals.
- Governor Crist signed into law Senate Bill 810 on June 1, 2009. This enactment changes the Extended Benefit (EB) trigger from the Insured Unemployment Rate (IUR) to the Total Unemployment Rate (TUR). Extended benefits are additional unemployment compensation benefits payable to qualified individuals when an EB period occurs in Florida. The EB period begins in Florida with the third week after the unemployment rate reaches a certain level prescribed by law. The current EB period will begin with the week beginning February 22, 2009. The last payable week on EB will be January 2, 2010. It is estimated that 250,000 claimants may qualify for the EB program and receive up to 20 weeks of additional benefits, which will also place an estimated \$418 million into the Florida economy.

- **Sample of Major Implementation Activities**

- UC Services finalized the information on the newly enacted EB program for posting on the Internet web site.
- IT programmers developed an EB claim application program on the Internet for customers to use in submitting applications beginning June 1, 2009, shortly after the Governor signed the bill into law.
- UC Services finalized agreements for the mailing of the EB Reachback notices with Pitney Bowes and began on June 2, 2009.
- IT programmers implemented solutions on programming issues that arose in the EUC and FAC implementation process. They are continuing to monitor to ensure no post deployment issues arise.
- IT programmers completed programming reports regarding FAC payments and EUC payments by county that are funded by the Federal General Revenue fund. Users are currently testing the report outputs.
- UC Services staff began testing of the newly developed programming for the Extended Benefits (EB) process in an effort to implement the program into the mainframe system, Internet (FLUID) web application, and Image system, etc. by July 1st.
- IT created two lists of EB Reachback customers for the Call Center to utilize in verifying the identity of callers inquiring about their claims.
- EB forms for applications and certifications were mailed June 3 - June 8, 2009 to 77,224 claimants who potentially qualify for EB beginning February 22, 2009.
- UC Services finalized agreements for two additional mailings of the EB Reachback notices with Pitney Bowes. The second EB Reachback notices were mailed June 17 and totaled 9,119. The second is scheduled for July 1, 2009.

- **Sample of Events and Milestones**

- Completed the documentation of system requirements for Extended Benefits (EB) programming.
- Completed testing the development of the EB Claim application on the Internet so customers can file an application and certify for weeks of benefits beginning June 1, 2009.
- Established and trained the EB unit to process the EB applications. Claims applications will be reviewed to expedite the final processing when the system goes live on July 1, 2009.
- Monitored the EB Claim application process on the Internet and reported the number of customers who file an application and certify for weeks of benefits beginning June 2, 2009.

- The EB Unit will continue reviewing the EB applications. Claim applications will be reviewed to expedite the final processing when the system goes live on July 1, 2009. As of June 30, a total of 70,408 claim applications were received.

Other Activities:

UC Services continued setting new records in the history of the Florida UC program.

- **AWI Announces Additional Unemployment Benefits to 250,000 Floridians**
 - Agency for Workforce Innovation announced June 2, 2009 that an estimated 250,000 unemployed Floridians will be eligible for Extended Benefits as a result of legislation signed by Governor Charlie Crist. Senate Bill 810 allows eligible Floridians to receive additional temporary unemployment compensation made available through the American Recovery and Reinvestment Act of 2009.
 - UC Services launched an online application for Extended Benefits at www.floridajobs.org to begin processing these critical payments to eligible Floridians as quickly as possible. The online application was made available to customers on June 1, shortly after the Governor signed SB 810 into law.
 - This new law will provide a financial lifeline to an estimated 250,000 Floridians who have exhausted their unemployment benefits and boost the state's economy with the infusion of an estimated \$418 million in federal recovery funds through the end of the year.
 - Payments will begin in early July and will be made retroactive to February 22 for eligible beneficiaries. The initial retroactive payments may be as high as \$5,100 for some customers, with additional payments of as much as \$300 a week for up to a total of 20 weeks.
 - Eligible Floridians were invited to apply online at www.floridajobs.org, which is the most efficient way to process claims. Application forms were also mailed for those without internet access.
- **New Temporary Federal Additional Compensation Program**
 - Section 2002 of Division B, Title II, the Assistance for Unemployed Workers and Struggling Families Act, of the American Recovery and Reinvestment Act of 2009 provides a \$25 weekly supplement to the unemployment compensation of eligible claimants. The Federal Additional Compensation (FAC) is payable to individuals who are otherwise entitled to regular unemployment compensation for weeks of unemployment.
 - The first additional \$25 weekly payments were processed March 19, 2009. The cumulative total paid as of June 19, 2009 is \$163,502,804 on 653,686 claims.
- **Extended Emergency Unemployment Compensation (EUC)**
 - The American Recovery and Reinvestment Act of 2009 extend the time period people can qualify for EUC benefits from March 29, 2009 to December 20, 2009. The cumulative total paid as of June 19, 2009 is \$146,923,591 to 227,404 Tier One and Tier Two customers.

WORKFORCE SERVICES

American Recovery and Reinvestment Act (ARRA) Activities:

- **Sample of Accomplishments**
 - The WFI (Workforce Florida, Inc.) Executive Committee approved the following:
 - Food Stamp Employment and Training (FSET) plan (to operate as a volunteer state);
 - WIA (Workforce Investment Act) State Plan for 2009/10;
 - RWB allocations; and
 - the Green Jobs Report.
 - WFI Board met and approved ARRA allocations to RWB's, including WIA Adult, Dislocated and Youth as well as Wagner-Peyser. The Board also approved submitting a request to the U.S. Department of Agriculture to become a waived state in the FSET/SNAP Program.

- The Governor signed the Fiscal Year 2009-10 Appropriations bill. This bill contains language authorizing workers compensation coverage for summer youth participants.
 - Finalized and mailed local plan instructions, in consultation with WFI, to the RWBs for development and submission of their plans.
 - Developed a monitoring schedule for the summer youth programs.
 - Wrote and published for public review a request for a waiver of the merit staff requirement in the Wagner-Peyser Program. The waiver would allow regional boards the option of using merit or non-merit based staff for the delivery of basic labor exchange services.
- **Sample of Major Implementation Activities**
 - The summer youth program began in Region 15 with plans to serve more than 1,000 youth.
 - AWI staff attended the ARRA Performance and Accountability Forum in Baltimore, June 16-18.
 - Performance Reporting Instructions are being created for special projects in six regions.
 - Staff from the Agency for Workforce Innovation (AWI) met to discuss the Temporary Assistance for Needy Families (TANF) cost categories (how expenditures are reported in the data entry system). The TANF team met (online) also on June 19, 2009 for discussion of:
 - Strategies to meet the participation rate; and
 - Expenditures for reimbursement requests.
 - Paul Toomey of GeoSol presented information to WFI Board of Directors on ARRA protocols for Employ Florida Marketplace.
 - Continued working on monitoring tool and scheduling staff training, etc., for summer youth monitoring.
 - Continued working with TANF ARRA team to facilitate discussions and create an action plan to draw down TANF Emergency Funds under ARRA provisions.
 - Continued facilitating the launch of the updates to the Employ Florida Marketplace which allow Regional Workforce Boards to start recording ARRA funded activities.
 - The FSET staff is continuing to gather information and data for review. This data and service delivery information will be utilized in determining how to operate under a statewide waiver.
 - Team Rosters were edited and updated, ready for posting on AWI Intranet site.
 - Hits on ARRA site will be tracked and tabulated beginning June 1.
 - A memorandum was distributed to the regions related to a scheduled FSET Management (online) meeting and two training sessions for FSET program managers and front-line staff.
 - Work continues on summer youth monitoring review tools, review schedule and staff training.
 - The changes to the One-Stop Service Tracking (OSST) system for the FSET program have been outlined and provided to the Information Technology (IT) department. The coding to the OSST system is underway.
 - The team tested changes during the week of June 22, 2009 in addition to preparing training materials, guidance, data entry system work orders, etc.
 - The Youth Team/Work Group is engaged in continuing dialogue on implementation of our summer youth activities.
 - Staff developed draft "guidance" and will be requesting approval from WFI to send out to Regional Workforce Boards for review and comment.
 - WFI and AWI staff held a teleconference meeting with the EFM vendor to develop a process for interfacing and flagging extended benefit claimants and exhaustees into EFM so that Regional Workforce Boards can easily identify them for intensive reemployment services.
 - **Sample of Events, Milestones**
 - Training for the FSET program related to operating under a statewide waiver was conducted online June 30 and July 1.
 - ARRA/WIA training is scheduled for Tallahassee, Orlando and Miami from mid to late July.
 - The TANF team will be setting up a meeting/conference call with the regional financial directors to discuss how expenditures are reported (cost categories, sub categories and time of entry) in the data entry system. Tracking and reporting of case management vs. administration costs have profound fiscal potential.
 - Region 23 (Dade and Monroe) hosted an ARRA workshop/retreat June 25-26.

- Regions 12 (Orange, Osceola, Seminole, Lake, Sumter) and 23 (Dade and Monroe) began summer youth programs on June 22 with plans to serve 1,200 and 4,000 youth respectively.
- Summer Youth monitoring will begin July 13.
- Training will be scheduled in three different locations around the state for Welfare Transition, WIA, Wagner-Peyser and Trade Adjustment Assistance (TAA) programs for staff and partners commenced in June 2009.
- A conference call will be scheduled with the lead regional Business Services Representatives to discuss rapid response activities and Phase II of the TAA petition filing process.
- USDOL held a conference call June 3rd to discuss Trade Act Operating Instructions.
- Training is planned in different venues around the state for Welfare Transition, WIA, Wagner-Peyser and TAA programs for staff and partners.

Other Activities:

- **Temporary Assistance for Needy Families meeting** - The Welfare Transition (WT) program staff met with the Office of Early Learning (OEL) to discuss the TANF provisions of the ARRA. The team reviewed:
 - Cost categories associated with TANF funds and how funds are recorded as expenditures in the data entry system.
 - Cost categories associated with TANF funds and how they are reported to the federal government on the ACF-196 report.
- **The Food Stamp Employment and Training (FSET) program State Plan** was updated to reflect the waiver that Florida can operate under. The plan was:
 - Voted on by the Executive Committee;
 - Mailed to the United States Department of Agriculture; and
 - Sent to workforce's community partners.
- **Welfare Transition (WT) program staff:**
 - Conducted training for program managers, board staff and front-line staff in Miami, Orlando and Tallahassee.
 - Provided technical assistance to WT program staff in Miami at the RWB's annual staff retreat.
- **Training was provided to the RWBs**, including a management meeting to help the Regions:
 - Develop strategies to implement the volunteer-based program.
 - Prepare to reach out to food stamp recipients.
 - Prepare staff to engage food stamp recipients who want to volunteer in the program.
 - Represented the Agency for Workforce Innovation at the Family Café by staffing the Agency's Exhibit Booth and providing workforce services information to attendees. Provided employment and training information to conference participants on the programs and services available to persons with disabilities through the state's workforce system. The Family Cafe provides an environment, where families can connect with peers, commercial service providers, and public entities to find out what services are available to them, which best meet their needs, and how to go about securing those services.
- **Governor's Commission on Disabilities** - Represented the Agency and worked closely with other Commissioners and staff in developing the Employment and Healthcare recommendations to be presented in the annual report to the Governor.
- **Department of Elder Affairs Elder Summit** - Represented the Agency and provided information on the Agency's resources and how to access them at the local level.
- **Interagency Agreement** - Assisted in the development and execution of an agreement with the Departments of Education, Children and Families and Juvenile Justice, and the Agency for Persons with Disabilities to enhance coordination of services that will result in improved education and employment opportunities for at-risk youth.

- **Commission for the Transportation Disadvantaged quarterly meeting and planning workshop** - Participated to identify and prioritize Commission activities for the upcoming year.
- **Quality Assurance monitoring staff** - continued statewide monitoring of RWB and other State contracting agency programs as required by state and federal law. Program staff began the in-house desktop reviews of the even numbered RWBs. Additionally, the final two on-site programmatic monitoring review reports were released during this same time period.

LABOR MARKET STATISTICS

- **May 2009 Florida employment and unemployment statistics** - Produced and released for Florida.
- **Data slides** - Prepared for the Department of Elder Affairs detailing the growth of the elder workforce nationwide and in Florida.
- **Wage conversions posters, data wheels, occupational highlights and career comics** - Updated for One-Stop Career Centers.
- **Projections methodology, the Workforce Estimating Conference, and the Regional Targeted Occupations Lists** - Provided information for OPPAGA.
- **Area profiles on South Florida counties** - Prepared at the request of a Florida legislator.
- **Demographic data on veterans** - Developed for a special report.
- **Special report based on Employ Florida Marketplace job orders** - Produced for curriculum planners, specifically on digital media occupations.
- **Poverty data** - Provided from Census for Central Florida.
- **Wages for nurses** Prepared a special report on this topic.
- **City-level unemployment rates** - Provided for municipal grant applications.
- **Housing, foreclosure and Census information** - Provided for Economic Development.
- **Number of private employers** – (that employ 40 or more employees) provided to Florida Chamber.
- **Median wages for all workforce Regions from 2005–2009** - Provided as requested by the Economic Development.
- **Statistical data, career publications and Census information** - Provided to local school districts, community colleges, workforce boards, other state agencies and the general public.
- **Information on Workforce Estimating Conference and the Regional Targeted Occupations Lists** - Provided to staff at the Florida Manufacturing Association.
- **Employment by industry tables** - Prepared for various North Florida counties for the Greater Jacksonville Chamber of Commerce.
- **Special report on wages** - Prepared for the Florida Department of Financial Services that compared information technology wages for the private industry sector to state government wages.

LEGISLATIVE AFFAIRS

- **Legislative visits** to Jacksonville and Miami district offices
- **Town hall meetings** - Attended within districts of Miami and Jacksonville

OFFICE OF THE GENERAL COUNSEL (OGC)

- **Performance contract** - Office of General Counsel (OGC) staff reviewed the contract between the Agency and Workforce Florida, Inc.
- **Meetings with the Early Learning Advisory Council and the ELC executive directors** – Attended, participated in and facilitated meetings regarding changes to the Uniform Attendance Rule and the proposed rule for Advance Payment for VPK.
- **Reviewed interagency agreement between Florida’s Child Welfare agencies** in support of vocational and educational services for children; and reviewed the state plan for the Food Stamp Employment and Training Program.
- **Responded to questions from and provided guidance to Agency Workforce Services staff, RWB staff, and members of the community regarding:**
 - Processing Alien Labor applications
 - Needs-related payments for individuals receiving unemployment compensation benefits
 - The Displaced Homemaker Program
 - Release of minors’ records
 - Requirements for participation in work search activities at One Stop Centers by UC recipients
 - Responding to subpoenas served on RWBs
 - Private businesses that offer job placement services
 - Complaint regarding unfair wage practices
 - Proposed purchase of a building using federal funds
 - Providing alien labor certification documentation to the USDOL
 - Revisions to the Career and Professional Education Act Rule
 - The Fair Labor Standards Act
 - Licensure requirements for workforce training providers
 - Federal requirements for merit staffing
 - Providing employment records for a workforce program participant
 - Workers’ Compensation
 - Accommodations for individuals with disabilities
 - The About Face and Forward March programs
 - Federal requirements for merit staffing
 - Responding to media inquiry regarding job-seekers and identify theft
- **Assisted in preparing settlement documents for an RWB** to assist with compliance for possible future undertakings; and conducted research, prepared documents and met with staff to prepare for litigation involving Health and Human Services (HHS) funds.
- **Rule changes** - Continued to work on proposed rule changes, and advised and assisted OEL staff with the following matters:
 - Review of the Department of Education’s VPK Summer Planning Tool
 - Revisions to the Coalition Provider Agreement
 - Proposed settlement follow-up and property transaction between a service provider and ELC
 - Questions regarding local zoning issues affecting a potential provider’s ability to offer VPK services
 - Use of electronic signatures
 - Clarification of the term “in loco parentis”
 - Preparing a cover memo to ELCs regarding the Grant Agreement for 2009-2010

- Questions regarding coalition settlement authority and ELC board membership
 - Ability of Agency Director to serve on a not-for-profit corporation board
 - Use of federal funds for advertising and public relations costs
 - Investigations being conducted by the Agency's Inspector General
 - Question from a State Attorney regarding provision of Head Start services by a community action agency
 - Compliance with the Sunshine Law
- **Responded to questions and/or assisted Unemployment Compensation (UC) staff and UC customers on a number of issues, including:**
 - How to apply for a Title XII loan
 - Issues related to extended UC benefits authorized by the Florida Legislature -
 1. Implementation
 2. Charging extended benefits projects to federal stimulus funds
 3. Requirements for sustained and systematic work search
 - Drafting a press agreement and notice of confidentiality for UC facility visitors
 - Handling fraudulent UC applications
 - Sharing UC data with One Stop Centers
 - Responding to a UC applicant complaint
 - Matter being investigated by Agency's Inspector General
 - Information Security training requirements
 - Sharing information with a law enforcement agency
 - Forms for extended UC benefits
 - Whether UC staff can discuss UC customer issues with Legal Services staff
 - Benefits Payment Control unit subpoenas
 - Unethical UC claims websites
- **Handled 70 cases in Small Claims Court** for the Agency's Benefits Payments Control unit.
- **Responded to 66 public records requests;** filed responses to six foreclosure complaints; and reviewed 47 contracts, as well as numerous ELC Grant Agreements. Staff also reviewed two EEO complaint reports and response letters, and filed appropriate documents in a Garnishment case.
- **Drafted an Agency Order for denial of an Early Learning Coalition's Petition for Waiver** from a rule, and reviewed and revised a monitoring template for ELCs.
- **Researched and advised appropriate Agency staff** on various issues raised by recently enacted legislation requiring legislative approval of agency contracts, and provided information regarding pending litigation to the Governor's Office. OGC staff also responded to questions regarding termination of a contract between the Agency and a vendor.

OFFICE OF THE INSPECTOR GENERAL (OIG)

The OIG opened eleven (11) new projects that included one inquiry, one incident report, six (6) referrals and three (3) audit projects.

American Recovery and Reinvestment Act (ARRA) Activities:

- OIG staff participated in the Chief Inspector General's conference calls regarding ARRA activities.
- OIG staff conducted an ARRA Risk Assessment Survey with the Directors of the Agency's program areas receiving ARRA funds and reported these results on the Inspectors General website for ARRA activity.

Other Activities:

- **Investigations:**

- The Investigations Section completed and released a whistleblower investigation involving a regional workforce board. OIG staff participated in several follow-up meetings regarding the investigation's conclusions and recommendations.
- The Investigations Section convened the Incident Response Team during the month to address an allegation regarding possible misconduct of an Unemployment Compensation claimant.
- The investigations manager participated in several meetings with the Office of Early Learning concerning an infant/toddler lab at an early learning coalition.
- OIG staff referred several counterfeit UC checks to the U S Department of Labor's Office of Inspector General.
- The Investigations staff, in conjunction with the Inspector General, participated in an Administrative Hearing regarding recovery of disallowed costs associated with an RWB.
- The OIG investigations section responded to four public record requests.

- **Internal Audit Projects:**

- Issued an Internal Audit Report of the UC Data Sharing Oversight Function.
- Completed a six-month follow-up on a UC Information Technology Audit and a Surplus IT Property Audit Report. The Florida Auditor General conducted both of the aforementioned audits.
- Prepared monthly reports of Tracked Audit Findings, Potential Audit Liability and External Reviews and Audits.
- Issued six Management Decisions (OIG written reviews of audit reports submitted by independent CPAs) for five RWBs and one sub-recipient.
- An Entrance Conference was coordinated with OPPAGA for a review being conducted in the Workforce program area.

- **Other Activities:**

- The Audit Unit participated in seven hours of Continuing Professional Education in the field of accounting and auditing (obtained from attendance at the Association of Government Accountants' monthly meeting and attendance at the Institute of Internal Auditors' seminar).
- Effective June 1, 2009, the Director of Auditing assumed a one-year position as the Treasurer for the Tallahassee Chapter of the Association of Government Accountants (AGA), which has a local membership of more than 100 accounting professionals.

DIRECTOR'S OFFICE

The Agency Director, Deputy Director and other Agency staff participated in the following events:

- The Children's Cabinet meeting in Miami and a tour of area One Stop Centers and VPK providers.
- The USDOL's State Workforce System Leadership conference call regarding hiring individuals with disabilities, summer youth monitoring schedule, performance and reporting, recovery and reemployment status, Youthbuild grants, unemployment insurance and trade update, Southern Growth Policies Board report and the state reports on the ARRA implementation.
- Meeting with two RWB Executive Directors (in Ocala and Clearwater).
- An Agency Workforce Services Division tour.
- A Department of Elder Affairs Webinar on Workforce issues.

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