



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE MEETING

**Tuesday, January 24, 2012
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 Committees' Meeting Minutes
 - A. November 22, 2011 Executive Committee
 - B. April 14, 2011 Finance Committee
 - C. June 16, 2011 Finance Committee
 - D. October 20, 2011 Finance Committee
 - E. December 15, 2011 Finance Committee
3. Information – November 2011 Financial Report
4. Information – Cash Reconciliation for December 2011
5. Information – Updated Accounting Policies & Procedures Manual
6. Information – Youth-STEM Grant Award
7. Information – Communications Plan Update
8. Recommendation as to Approval of Budget Adjustments
9. Recommendation as to Approval to Accept Additional Dislocated Worker Funds
10. Recommendation as to Approval to Allocate Additional TANF Program Funds to Transition, Inc.



2.A

SFWIB - Executive Committee

January 24, 2012

**MINUTES OF SFWIB EXECUTIVE
COMMITTEE NOVEMBER 22, 2011**

South Florida Workforce Investment Board
 Executive Committee Meeting
 November 22, 2011 at 8:15 A.M
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. West, Alvin, <i>Chairman</i> 2. Fils-Aime, Sr., Daniel 3. Gaber, Cynthia 4. Gibson, Charles A. 5. Marinelli, Frederick 6. Perez, Andy	7. Piedra, Obdulio <i>Vice Chairman</i> SFWIB STAFF Beasley, Rick Alonso, Gus Edwards, Phillip Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria	None

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Alvin West, SFW IB Chairman called the meeting to order at 8:18am , welcomed all those present and asked the members to introduce themselves. He noted that a quorum of members present had been achieved.

2. Approval of Executive Committee Meeting Minutes for September 20, 2011 and November 1, 2011.

Mr. Andy Perez moved the approval of September 20, 2011 and November 1, 2011 meeting minutes. Motion was seconded by Mr. Daniel Fils-Aime; **Minutes Passed**

3. Information – Workforce Florida, Inc. Board, Council and Committee Meetings Update

Mr. Rick Beasley, SFWIB Executive Director introduced the item and noted that the Workforce Florida, Inc. Board meeting and dinner were a great success. He thanked the Chairman for his coordination with the various sponsors. He additionally thanked SFWIB staff for their hard work and the following sponsors for their support:

- The Academy of South Florida
- Bacardi
- The Beacon Council
- Community Bank of Florida
- Great Florida Bank
- Greater Miami Convention & Visitors Bureau
- Miami Access Tunnel
- Miami-Dade County Commissioner Rebecca Sosa District 6
- Miami-Dade County Public Schools
- New Horizons Computer Learning Centers
- University of Miami Health System, Miller School of Medicine
- Wexford Science & Technology

[Mr. Gibson Arrived]

Mr. West also commended all that made it possible then suggested sponsoring a future luncheon for state board members. Mr. Perez and Mr. Fils-Aime provided great feedback as well and stated that those that attended were very impressed.

Mr. West informed the Committee that he and Mr. Beasley have been meeting with Miami-Dade County Commissioners individually regarding initiatives for getting people employed within their districts.

7. Recommendation as to Approval of a Lease for an Opa-locka Employment & Training Resource Center

Mr. Beasley presented the item and requested approval by the Executive Committee for recommendation to the Board the execution of a lease with JWV Florida Properties, LLC, c/o 780 Fisherman Management, LLC for a potential Opa-locka employment & training resource center.

Mr. Marinelli requested additional information regarding funding allocation and Mr. Beasley provided further details.

Mr. Frederick Marinelli moved the approval of a lease for an Opa-lock a Employment & Training Resource Center. Motion was seconded by Ms. Cynthia Gaber; **Motion Passed**

8. Recommendation as to Approval of a Lease for a South Miami Career Center

Mr. Beasley presented the item and requested approval by the Executive Committee for recommendation to the Board the execution of a rent-free lease with the City of South Miami Community Redevelopment Agency for a potential South Miami Career Center.

Mr. Marinelli asked, “Which provider will operate the new facility?” and Mr. Beasley responded that a bidding process will be conducted. He also inquired about the service cost to SFW; however, Mr. Beasley responded that additional details will be provided at a later date.

Mr. Charles Gibson moved the approval of a lease for a South Miami Career Center.
Motion was seconded by Ms. Cynthia Gaber; **Motion Passed**

4. Information – RWB Daily Job Placement Report

Mr. Beasley introduced the item and reviewed with the Committee the Daily Job Placement Report Data for November 17, 2011 which display the number of individuals placed in jobs by the State’s 24 regional workforce boards, the unemployment rate, and number of unemployed individuals, number of job openings and the percentage of unemployment compensation claimants placed into jobs.

[Mr. Gibson stepped out]

Mr. West suggested a report be created to show the number of placements by career center.

5. Discussion – Workforce Board Accountability Act

[Mr. Gibson returned]

Mr. Beasley read the item into record and noted that Governor Scott outlined the legislation at the Workforce Florida, Inc. (WFI) Board meeting in Miami on November 10th in an effort to increase accountability and enhance credibility with workforce investment boards. The primary changes to Florida Statute 445 are the following:

- Establish a cap on the number of board members to the limit mandated by federal law membership requirements;
- Requires the regional board chair and Exec. Director to serve at the approval and pleasure of the Governor;
- Requires the regional boards to submit its annual budget to WFI for review;
- Requires WFI to study the process and costs of creating a statewide workforce board;
- Requires each member of the regional workforce board to submit financial disclosure forms; and
- Allows the Governor to remove any regional board member for cause.

6. Discussion – Region 23 & Florida October Employment Figures

Item Deferred.

Prior to adjourning the meeting, Mr. West asked that staff provide the Committee with an update on the communications plan.

Meeting adjourned at 9:27am.



2.B

SFWIB - Executive Committee

January 24, 2012

**Minutes of SFWIB Finance Committee Meeting
– April 14, 2011**

South Florida Workforce Investment Board
Finance Committee Meeting
April 14, 2011 at 8:00 A.M.
Doubletree Miami Mart/Airport Hotel
711 NW 72nd Avenue, Palm Room
Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Piedra, Obdulio, <i>Chairperson</i> 2. Gibson, Charles A., <i>Vice-Chair</i> 3. Carpenter, Willie 4. Datorre, Roberto 5. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 6. Androver, Bernardo 7. Bridges, Jeff 8. Chi, Joe 9. Inguanzo, Ramiro <p>SFW STAFF</p> <p>Beasley, Rick Garcia, Christine Smith, Marian</p>	<p>Mitchell, Carlena - <i>Miami-Dade County Public Schools (M-DCPS)</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Obdulio Piedra, SFWIB Finance Committee Chairperson called the meeting to order at 8:22a.m., asked those present to introduce themselves and noted that a quorum has been achieved.

2. A. Approval of Finance Committee Meeting Minutes for February 24, 2011.

Ms. Edith Zewadski-Bricker moved the approval of the minutes for February 24, 2011. It was seconded by Mr. Willie Carpenter; Minutes Passed.

3. Finance Reports

3. A. February 2011 Financial Report

Christine Garcia, SFWIB Assistant Controller for Finance presented the following preliminary un-audited financial reports for the period of July 1, 2010 through February 28, 2011:

As of February 2011, estimated 63%, actual 43%

- Headquarters 49.9%
- Subcontracted Services 48%

- Training and Support Services 25.4%
- Other Programs & Contracts 37.4%

Ms. Garcia noted that the financials were revised and two rows were inadvertently left out of the contract in the second book under subcontract services, however, the numbers remain the same. She further discussed the following budget adjustments:

1. As requested by the Finance Committee chair, the Florida Back to Work ARRA program totaling \$19 million and ARRA National Emergency Grant totaling \$377,000 were moved from the Workforce Services financials to the ARRA financials with no net change to the combined financials.
2. With regards to the Youth Services Program Budget, Training and Support Services were increased by \$300 and subcontracted services were decreased by the same amount.

Mr. Piedra explained to the Committee that the entire ARRA funding must be used by the end of the program year (June 30, 2011).

Variance Explanations:

- The refugee services budget is under expended by 27.9% as the term of the contract overlaps two SFWIB fiscal years; only 48% of the carried forward dollars were expended for the carried forward portion of the contract that ended on September 30, 2010. For the period of October 1, 2010 through September 30, 2011, the expenditure rate is at 35% where the standard rate is 42%.
- Training Support Services is significantly below budget (25.4% vs. 67%)
- Other programs and contracts are under budget by 30% as well as reflecting a shortfall due to programs that have yet to begin or contracts for which the subcontractors have yet to bill SFWIB. Some of the programs are the Public Safety Academy, Department of Juvenile Justice, and Migrant Worker scholarships.

Mr. Datorre asked can an extension be granted in order to fully exhaust current funds. Mr. Beasley explained that unused funds with the exception of TANF (Temporary Assistance for Needy Family), can be carried over to the next program year for a maximum of two years. He further said he doesn't recommend any modifications be done at this present time.

Mr. Piedra noted there will be a major cut in TANF dollars as proposed by the State, however, Mr. Beasley added that SFWIB has been advocating to the State Legislature regarding our position for funding reductions. He further said there will be trickle effects because majority recipients on TANF need to have a workforce component. Therefore, it will be very difficult to provide employment to those seeking if the proposed cuts pass.

Mr. Roberto Datorre moved the approval of the February 2011 Financial Reports. It was seconded by Mr. Anthony Gibson; **Motion Passed.**

Mr. Datorre inquired about the funding cuts and Mr. Beasley responded that the cuts are based on the unemployment levels. Mr. Datorre asked about the budget process and Mr. Piedra responded saying the process will soon begin after the numbers are final. Mr. Beasley added that preliminary numbers were given and they were based on 2008/2009 data.

3. B. February 2011 ARRA Financial Report

Mr. Piedra presented the item and mentioned to date, 85% of ARRA should have been expended; however, due to the transfer of the Florida Back to Work to ARRA, it's currently at 53%.

Mr. Datorre asked about the deadline for spending the funds and Mr. Piedra responded that everything must be spent by June 2011.

Ms. Zewadski-Bricker inquired about funding in Monroe County specifically youth services summer program and Mr. Piedra responded that the youth services funding comes from the general funds, not ARRA. He further said SFWIB has not received any funding from ARRA for this year's summer program. Ms. Zewadski-Bricker also inquired about the eligibility issues and Mr. Piedra explained that it's a policy matter. She later asked that staff follow-up with the issue for further discussion at the next meeting.

Mr. Roberto Datorre moved the approval of the February 2011 ARRA Financial Report. It was seconded by Mr. Charles Gibson; **Motion Passed.**

4. Information – Cash Reconciliation for March 2011

Mr. Piedra presented the item which covered two separate reconciliations; one for February 28, 2011 and the other for March 31, 2011 periods.

Mr. Gibson inquired about the number of voided checks. The chair requested that staff add a section to reflect the number of checks that were voided in the cash reconciliation report. Ms. Garcia provided an explanation for the voided checks. She said they were due to affidavits from recipients for checks never received and therefore replacement checks were issued. She also noted that replacement checks are issued after a thorough investigation is done then the initial check is voided in the system.

5. Information – Allocation of TAA Funds

Mr. Piedra read the item and mentioned the approved budget includes allocations to the service providers in the amount of \$544,460 in TAA funds; \$165,000 in TAA funds awarded by Workforce Florida, Inc. (WFI) on October 8, 2011; and an additional \$273,000 in TAA funds awarded on January 7, 2011.

No further discussions or actions were taken for this item.

6. Recommendation as to Approval to Allocate Carry-Forward Funds of \$6,136 to the Disability Navigator Program

Mr. Piedra read the item and noted that staff recommends to the board the approval to allocate Disability Navigator Carry-Forward funds totaling \$6,136.77.

Mr. Roberto Datorre moved the approval to Allocate Carry-Forward funds of \$6,136 to Disability Navigator Program. It was seconded by Edith Zewadski-Bricker; **Motion Passed.**

7. Recommendation as to Approval to Allocate \$1,198,792 in WIA Adult Program Funds

Mr. Piedra read the item and noted that a recommendation has been made for the Finance Committee to recommend to the Board the approval to allocate WIA Dislocated Worker funds in the amount of \$1,198,792.

Mr. Charles Gibson moved the approval to allocate \$1,198,792 in WIA Adult Program Funds. It was seconded by Mr. Roberto Datorre; **Motion Passed.**

Mr. Piedra asked if there were any additional questions or comments, thanked all those for coming and adjourned the meeting at 8:50am.



2. C.

SFWIB - Executive Committee

January 24, 2012

Minutes of SFWIB Finance Committee Meeting – June 23, 2011

South Florida Workforce Investment Board
 Finance Committee Meeting
 June 23, 2011 at 8:00 A.M.
 Doubletree Airport Hotel – Convention Center
 711 NW 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Androver, Bernardo 2. Zewadski-Bricker, Edith	3. Piedra, Obdulio, <i>Chairperson</i> 4. Gibson, Charles A., <i>Vice-Chair</i> 5. Carpenter, Willie 6. Bridges, Jeff 7. Chi, Joe 8. Datorre, Roberto 9. Inguanzo, Ramiro SFW STAFF Alonso, Gustavo Garcia, Christine	Mitchell, Carlana - <i>Miami-Dade County Public Schools (M-DCPS)</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Bernardo Androver chaired the meeting due to Mr. Obdulio Piedra's absence. He called the meeting to order at 8:20a.m., asked those present to introduce themselves and noted that a quorum had not been achieved.

2. A. Approval of Finance Committee Meeting Minutes for April 14, 2011.

Minutes could not be approved due to lack of quorum.

3. Finance Reports

3. A. April 2011 Financial Report

Gus Alonso, SFWIB Finance Director presented the following preliminary un-audited financial reports for the period of July 1, 2010 through April 30, 2011:

Budget Adjustments:

The revenue increased by a total of \$750,000 due to AWI transferring funds from ARRA funding to non-ARRA in an effort to rapidly spend the ARRA funds and the following funds were affected:

- Healthcare Initiative \$250,000
- WIA Reemployment \$200,000
- TANF Case Management and Outreach Program \$300,000

Expenses

- Adult Services increased by \$1,198,791
- Youth Services decreased by \$13,200
- Unallocated Funds increased by \$224,400
- Training and Support Services increased by \$767,193
- Other programs decreased by \$3,750
- Subcontracted Services are currently at 48%

Mr. Alonso further discussed the following Variance Explanations:

3. The Refugee Services budget is under expended by 38.4% (44.6 vs. 83.0%)
4. Training and Support Services is significantly below budget by 35.4% vs. 83%
5. Other Programs and Contracts are also under budget by 37.2% (45% vs. 83%)

Mr. Adrover inquired about the comparison from prior years for training and support services. Mr. Alonso responded that over the years, training and support services have always been expended toward the end of the program year. He gave an example of Monroe County that is currently the lowest. Ms. Zewadski-Bricker asked if unused funds can be allocated to On-the-Job Training. Mr. Alonso responded that it's possible under the conditions that it meets On-the-Job Training requirements. Mr. Alonso also noted that unused funds are carried forward. Mr. Adrover recommended discussing this issue at the next Executive Committee meeting in order to find ways for exhausting available funds.

3. B. April 2011 ARRA Financial Report

Mr. Alonso presented the item and noted that the standard rate for ARRA is currently at 93% however, only 55% has been spent. Mr. Adrover requested further explanation and Mr. Alonso provided details.

Mr. Adrover also inquired about Headquarters' expenses and Mr. Alonso provided an explanation.

An individual from the audience inquired about the balance for dislocated worker funds. Mr. Alonso responded there's currently \$2,000,000 left and the goal is to spend all of it.

4. Information – Cash Reconciliation for May 2011

Mr. Alonso presented the item.

No further questions or discussions.

5. Information – Fiscal Year 2010-11 AWI Monitoring Report

Mr. Alonso presented the item.

Mr. Adrover complimented staff for their hard work on the results of the monitoring report.

6. Information – TANF Funds

Mr. Alonso presented the item.

No further questions or discussions.

7. Recommendation as to Approval to Accept Program Year 2010-11 Reemployment and Eligibility Assessment (REA) Funds

8. Recommendation as to Approval to Renew Audit Services Agreement

9. Recommendation as to Approval of SFWIB Fiscal Year 2011-12 Budget

Mr. Alonso presented the items and noted there were minor changes made to the budget (item# 9) after meeting with the Finance Committee. One of the changes was lowering the percentage of headquarters' cost as requested by the Committee.

Mr. Adrover asked that staff highlight the changes for the Board's review.

The above items (7-9) could not be approved due to lack of quorum; however they were recommended to the Board by consensus of the members present

Mr. Adrover asked if there were any additional questions or comments, thanked all those for coming and adjourned the meeting at 8:45am.



2. D.

SFWIB - Executive Committee

January 24, 2012

Minutes of SFWIB Finance Committee Meeting – October 20, 2011

South Florida Workforce Investment Board
 Finance Committee Meeting
 October 20, 2011 at 8:00 A.M.
 Doubletree by Hilton Miami Airport Hotel
 711 NW 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Piedra, Obdulio, <i>Chairperson</i> 2. Androver, Bernardo 3. Bridges, Jeff 4. Chi, Joe 5. Zewadski-Bricker, Edith	6. Gibson, Charles A., <i>Vice-Chairperson</i> 7. Carpenter, Willie 8. Inguanzo, Ramiro SFW STAFF Alonso, Gustavo Garcia, Christine	Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Obdulio Piedra, Chairm an called the m eeting to order at 8:39a.m., asked those present to introduce themselves and noted that a quorum had been achieved.

2. A. Approval of Finance Committee Minutes for August 18, 2011

Mr. Joe Chi m oved the approval of August 18, 2011 m eeting minutes and motion was seconded by Mr. Jeff Bridges; Minutes Passed

3. Finance Reports

3. A. August 2011 Financial Report

Mr. Piedra introduced the item and Mr. Gu stavo Alonso, Finance Director further discussed the following budget adjustm ents as a result of allocations approved by the Board in August 2011:

Funding Budget Adjustments:

- Additional TAA funds allocated by the State in the amount of \$200,000

Expenditure Budget Adjustments:

- ✓ **Headquarter (HQ)** - Increased by \$10,000 from the previous month due to TAA funding allocations
- ✓ **Adult Services** - Increased by \$1,530,700 from the previous month due to City of Miami Career Center Allocations
- ✓ **Youth Services** - Transfer made between program services and training/support services in the amount of \$26,722
- ✓ **Facilities Cost** - Increased by \$20,000 from the previous month due to TAA allocations
- ✓ **Training & Support Services** - Increased by \$170,000 from the previous month due to TAA allocation. There was also an increase of \$29,722 as a result of provider-requested budget transfers from program services to training and support services. Additionally, the budget increased by \$400,000 reflecting the UM-MDC Life Sciences Park Project.
- ✓ **Other Programs & Contracts** – Increased in the amount of \$193,188 from the previous month due to the following allocations:
 - \$168,000 for the Inspector Service Academy
 - \$47,800 for the Digital Access Program
 - TANF non-custodial budget was decreased by \$22,612

Explanation of Significant Budget Variances

1. The Youth Adult Program – under budget at 23.9% vs. 66% (a 3 month program)
2. Training and Support Services – significantly lower

Mr. Piedra had questions regarding the current participation rate for youth adult program and Mr. Beasley explained that it's currently 59%; however, unused funding will be carried forward to the next program year.

Mr. Bridges inquired about current expenditures and allocation restrictions then later recommended that remaining funds be reallocated to the young adult population for the next program year.

Mr. Piedra inquired about City of Miami's grand opening date and Mr. Alonso responded that a date is currently pending while SFW awaits the State's approval. Mr. Beasley later added that he's scheduled to attend the City of Miami's commission meeting to discuss the new career center. Mr. Piedra requested that an update be provided at a later date.

Mr. Piedra also requested staff to provide additional explanation regarding training and support services allocation.

Mr. Jeff Bridges moved the approval of August 2011 Financial Report and seconded by Mr. Bernardo Adrover; Motion Passed

4. Information – Cash Reconciliation for September 2011

Mr. Piedra introduced the item and Mr. Alonso further discussed.

Mr. Piedra asked who does Odell Ford, SFWIB Finance Administrator report to as he's concerned there might be a potential conflict with the segregation of duties for reconciliations. Mr. Alonso responded that Mr. Ford directly reports to him. Mr. Bridges later recommended the Executive Director be primarily involved in the review and approval process of bank documents.

Mr. Joe Chim moved the approval of the cash reconciliation for September 2011 and seconded by Mr. Bernardo Adrover; Motion Passed

5. Recommendation as to Approval to Accept and Allocate Additional LVER Funds

Mr. Piedra read the item into record and Mr. Alonso further discussed.

Mr. Bernardo Adrover moved the approval to accept and allocate additional LVER funds. Motion was seconded by Mr. Joe Chi; **Motion Passed**

All in favor with no opposition

6. Recommendation as to Approval to Reallocate Refugee Employment Program Funds

Mr. Piedra presented the item and noted that Cuban American National Council, Inc. voluntarily de-obligated \$200,000 of its award due to falling short of its target placements. However, another provider, Adult Mankind Organization, Inc. exceeded its target placement and requested \$81,088 in additional funding. For this reason, staff recommended that the Finance Committee recommend to the Board the approval to reallocate Refugee Employment and Training Program (RET) funds consisting of the following revised award:

- Cuban American National Council, Inc. - \$538,812
- Adults Mankind Organization, Inc. - \$1,485,327

Mr. Bernardo Adrover moved the approval to reallocate refugee employment program funds. Motion was seconded by Mr. Jeff Bridges; **Motion Passed**

All in favor with no opposition

Mr. Bridges raised a question pertaining to item #4 regarding two checks that were dated for October 2011, but cleared in September 2011. Mr. Alonso explained the purpose for post-dating the checks for rent expenses, was to ensure that checks were timely remitted by the 1st of the month. Mr. Bridges further recommended that staff avoid post-dating checks; instead, rent should be booked as prepaid expense.

Mr. Piedra asked if there were any additional questions or concerns then adjourned the meeting at 9:16am.



2.E.

SFWIB - Executive Committee

January 24, 2012

MINUTES OF SFWIB FINANCE

COMMITTEE DECEMBER 15, 2011

South Florida Workforce Investment Board
 Finance Committee Meeting
 December 15, 2011 at 8:00 A.M.
 Miami Dade College West Campus
 3800 NW 115th Avenue, First Floor
 Miami, FL 33178

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Piedra, Obdulio, <i>Chairperson</i> 2. Datorre, Roberto 3. Zewadski-Bricker, Edith	4. Gibson, Charles A., <i>Vice-Chairperson</i> 5. Bridges, Jeff 6. Carpenter, Willie 7. Chi, Joe 8. Inguanzo, Ramiro	Adderley, Kevin – <i>Sharpton, Brunson & Company, P.A.</i> Banks, Theron – <i>Greater Miami Service Corp.</i> Brunson, Tony – <i>Sharpton, Brunson & Company, P.A.</i> Dozien, Bill – <i>Urban Academy</i> Mitchell, Carlana – <i>Miami-Dade County Public Schools (M-DCPS)</i> Moore, Karen – <i>Urban Academy</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>
OTHER MEMBERS West, Alvin, <i>SFWIB Chairman</i>	SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine	

Agenda items are displayed in the order they were discussed.

1. **Call to Order and Introductions**
 Mr. Obdulio Piedra, Chairm an called the m eeting to order at 8:40a.m., asked those present to introduce them selves and noted that a quorum of m embers present had not been achieved
2. **Approval of Finance Committee Minutes for April 14, 2011, June 16, 2011 and October 20, 2011**
 Minutes could not be approved due to lack of quorum.
11. **Recommendation as to Approval Fiscal Year 2010-11 Financial Audit Reports**

Mr. Piedra read the item into record then introduced Mr. Tony Brunson of Sharpton, Brunson & Company, P.A. who presented the Audit Results and Financial Overview. He later commended staff for their hard work as the audit results showed no significant auditing adjustments.

Mr. West inquired about the ending period for ARRA dollars and staff responded June 30th.

5. Recommendation as to Approval to Accept Additional WIA Adults Funds

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Item was approved for recommendation to the Board by consensus of the members present

6. Recommendation as to Approval to Accept Additional WIA Dislocated Worker Funds

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Item was approved for recommendation to the Board by consensus of the members present

7. Recommendation as to Approval to Accept and Allocate Additional FSET Funds

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Item was approved for recommendation to the Board by consensus of the members present

8. Recommendation as to Approval to Allocate Additional Carry-Forward Funds

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Item was approved for recommendation to the Board by consensus of the members present

9. Recommendation as to Approval to Accept and Allocate Trade Adjustment Assistance Funds

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Item was approved for recommendation to the Board by consensus of the members present.

10. Recommendation as to Approval of Budget Adjustments

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Item was approved for recommendation to the Board by consensus of the members present.

12. Recommendation as to Approval to Issue a Request for Qualifications for External Auditing Services

Mr. Piedra read the item into record and Mr. Beasley further discussed.

Ms. Zewadski-Bricker asked how long do respondents have to respond to RFPs. Staff explained the RFP process.

Item was approved for recommendation to the Board by consensus of the members present.

3. October 2011 Financial Report

4. Information – Cash Reconciliation for November 2011

Items (3 & 4) Deferred

Mr. Piedra asked if there were any additional questions or concerns then adjourned the meeting at 9:10am.



3.

SFWIB – Executive Committee

January 24, 2012

November 2011 Financial Report

Information Item

BACKGROUND

The un-audited financial report for the month ending November 30, 2011, will be reviewed.

Attachment



4.

SFWIB – Executive Committee

January 24, 2012

Cash Reconciliation for December 2011

Information Item

BACKGROUND

Based on the Internal Control Procedures recommended by the State, the Finance Committee at its April 2, 2009, meeting requested a monthly cash reconciliation report be provided to it. Per the amended SFWIB By-Laws approved at the Board's January 5, 2012 meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the reconciliation report for December 2011 is attached.

Attachment

South Florida Workforce
Reconcile Cash Accounts

D.F. 1/5/12
12/31/11

Reconciliation Date: ~~11/30/11~~
Cash Account: 1102 Cash -General Operating Account

Beginning Book Balance	2,423,704.84
Less Checks Drawn	(4,396,554.72)
Plus Deposits	
Checks Voided	
Deposits	3,867,017.17
Plus Other Items	
Unreconciled Items:	
Ending Book Balance	<u><u>1,894,167.29</u></u>
Bank Balance	3,142,016.23 ✓
Less Checks Outstanding	(1,247,848.94) ✓
Other Items:	
Plus Deposits In Transit	
Transfer to operating	
Unreconciled Items:	
Reconciled Bank Balance	<u><u>1,894,167.29</u></u> ✓
Unreconciled difference	<u><u>0.00</u></u>

Prepared by: *Odell J. Ford Jr.* *1/5/12*
Odell J. Ford Jr.

Approved by: *[Signature]* *1/5/12*



5.

SFWIB – Executive Committee

January 24, 2012

Updated Accounting Policies & Procedures Manual

Information Item

BACKGROUND

The Accounting Policies & Procedures Manual has been updated to include enhancements in internal control procedures and changes in employee responsibility as summarized below:

1. Changed all references to the Florida Agency for Workforce Innovation to the Florida Department of Economic Opportunity;
2. Changed all references to the Finance Committee to the Executive Committee;
3. Included an overview of the responsibilities of the Audit Committee;
4. Revised Section IV.D. Cash Disbursement Procedures to indicate that disbursement checks will be mailed out to vendors/providers. In-person collection of checks will be allowed only when there is a verifiable emergency and with the prior approval of the Assistant Director of Finance or the Executive Director;
5. Revised Section I.V.F. Reconciliation of Cash Procedures to state that the Executive Director will receive the bank statements and review them prior to forwarding them to the Accounting Department for processing;
6. Revised Section VII. A. Purchasing Procedures to state that, where appropriate, an analysis shall be made of lease versus purchase alternatives to determine which would be the most economical and practical procurement;
7. Revised Section XVIII.B. Payroll Processing Procedures to reflect the implementation of the new electronic timekeeping system;
8. Revised Section XIV, Appendix D, Staff Responsibilities, to include the responsibilities of the Accountant 1 position, which principally consist of assisting with monthly balance sheet reconciliation, preparing audit schedules, and providing support to the Account Clerks;
9. Eliminated Section XIV, Appendix H, Florida Back to Work Accounting Procedures.



6.

SFWIB – Executive Committee

January 24, 2012

Youth-STEM Grant Award

Information Item

BACKGROUND

Workforce Florida, Inc. awarded SFWIB \$157,000 to implement a Youth-STEM (Science, Technology, Engineering and Math) training and employment program. Only four workforce regions were awarded following a competitive review process that included the use of external subject matter experts.

The primary goal of the program is to afford WIA eligible youth every opportunity to fully engage in a STEM-related field of study and workforce activities which will ultimately lead to self-sufficiency in a STEM-related occupation.

In order to deliver the program's training component, SFWIB has partnered with Miami Dade College (MDC). A cohort of up to 40 eligible out-of-school youth participants will enroll in a Biotechnology College Credit Certificate (CCC) program; participants who successfully complete the CCC program have the option to enroll in the Biotechnology AS program. SFWIB will cover all training and training-related costs through grant and matching funds as well as Individual Training Accounts.

SFWIB also partnered with several employers, including the University of Miami Miller School of Medicine. The employers will facilitate placing participants into STEM-related internships and/or work experience.

Participants who successfully complete the program will be prepared for entry-level positions in the following occupations: research assistant, lab technician, quality control technician, assay analysis, chemical technician, biological technician and microbiologist.



7.

SFWIB – Executive Committee

January 24, 2012

Communications Plan Update

Information Item

BACKGROUND

Since presenting the Communications Plan to the Executive Committee on September 20, 2011, staff has applied the plan's strategies to accomplish the following outreach activities:

Advertising:

- Solicited quotes for advertising in print publications and radio stations throughout the region;
- Developed a questionnaire for advertisers in an effort to enhance the procurement process;
- Developed a PSA with Univision Channel 23 to target jobseekers and employers;
- Coordinated with Workforce Florida, Inc. for a "Just Hired" campaign, pitching success stories of two SFWIB participants – Terrence Barrington (hired by Sullivan & Cogliano Training Centers, Inc.) and Federico De Real (hired by FedEx Kinko's Office and Print Services, Inc.);

Outreach:

- Scheduled hosting a jobseeker phone bank to be televised on Univision Channel 23;
- Organized grand opening of the North Miami Access Point with Miami-Dade County (MDC) Commissioner Jean Monestime; Miami-Dade TV will cover the event;
- Launched "Platform for Opportunity" outreach plan;

Press Releases:

- Workforce Services Local Plan;
- Fire Academy Training Program;
- Career Pathway Initiative;
- Future Bankers Camp;
- Business Incentives Roundtable;
- Refugee Program Hospitality Training Initiative;
- North Miami Access Point;
- Unemployment Outlook;

Newsletters

- October-November 2011;
- January-February 2012;

Interviews:

- Coordinated “The Early Show” (CBS Network) interview with the Executive Director regarding the “Campaign of Opportunity”;
- Facilitated jobseeker interviews at the Career Centers on the issue of unemployment with The Nightly Report on PBS, CBS WFOR Channel 4, Telemundo Channel 41 and NBC WTVJ Channel 6;

Social Media:

- Facebook – 141 likes and an average of 45 daily visits;
- Twitter – 45 followers;
- LinkedIn – over 100 business professionals and companies.



8.

SFWIB – Executive Committee

January 24, 2012

Approval of Budget Adjustments

RECOMMENDATION

The Executive Committee recommends to the Board the approval to authorize staff to modify the Fiscal Year Budget as set forth below.

BACKGROUND

On August 18, 2011, the SFW IB approved the Fiscal Year 2011-12 budget. The budget for the Military Family Program included a temporary staff position assigned to the Headquarters personnel budget. However, the approved funding allocation included funding for this position under the Facility Expenditures cost category. Staff recommends the following revisions to the funding allocations:

Funding Allocation	Original Budget	Budget Adjustment	Revised Budget
Headquarters Expenditures	\$ 8,542	\$ 40,951	\$ 49,493
Facility Expenditures	\$ 52,803	\$ (40,951)	\$ 11,852
	\$ 61,345	\$ 0	\$ 61,345



9.

SFWIB – Executive Committee

January 24, 2012

Approval to Accept Additional Dislocated Worker Funds

RECOMMENDATION

SFWIB staff recommends that the Executive Committee recommend to the Board the approval to authorize staff to accept additional WIA Dislocated Worker Program funds as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which includes \$8,730,576 in funding for the WIA Dislocated Worker program. On November 14, 2011, the Department of Economic Opportunity (DEO) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for an additional \$840,086 in PY 2011-12 WIA Dislocated Worker funds. The SFWIB accepted these additional funds at its January 5, 2012 meeting.

On January 19, 2012, DEO released a NFA to Regional Workforce Board 23 for an additional \$999,951 in PY 2011-12 WIA Dislocated Worker funds.

The WIA Dislocated Worker program provides employment and training services to workers affected by plant closures and other layoffs. State law requires that 50% of the funding be allocated for training and support services.



10.

SFWIB – Executive Committee

January 24, 2012

Approval to Allocate Additional TANF Program Funds to Transition, Inc.

RECOMMENDATION

SFWIB staff recommends that the Executive Committee recommend to the Board the approval to allocate \$213,285 in additional TANF funds to Transition, Inc. as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget, which included \$106,643 in TANF funding for Transition, Inc. for the three-month period from July 1, 2011 to September 30, 2011. Due to unforeseen delays in the start-up of the City of Miami Career Center, it has become necessary to continue offering services to TANF participants at Transition Inc. and to consequently increase their funding by \$213,285 to cover expenditures for the additional services.