



SFWIB EXECUTIVE COMMITTEE

DATE: November 14, 2013

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

October 8, 2013 at 3:00 P.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
<ol style="list-style-type: none"> 1. West, Alvin, <i>Chairman</i> 2. Piedra, Obdulio, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Perez, Andy 	<ol style="list-style-type: none"> 5. Fils-Aime, Sr., Daniel 6. Gibson, Charles A. 7. Marinelli, Frederick <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gus Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Smith, Marian</p>	<p>***None**</p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Alvin West called the meeting to order at 3:00 p.m., asked all those present to introduce themselves and noted that a quorum had not been achieved.

3. Information - August 2013 Financial Report

Mr. West introduced the item and SFWIB Finance Assistant Director Gus Alonso further discussed. He reviewed with the Committee the following highlights to the financial report unaudited accompanying notes for the period of July 1, 2012 through August 31, 2013:

Budget Adjustments

Revenues:

- ✓ Refugee Services –\$15,207 in new transferred dollars
- ✓ Youth Services - \$8,500 transfer
- ✓ Training and Support Services - \$23,707 increase

Explanation of Budget Variances

- ✓ Refugee Services – under spent at 44.5% vs. 66%
- ✓ Training and Support Services – significantly low (1.8% vs. 16.7%)
- ✓ Other Programs and Contracts – low (5.1% vs. 16.7%)

Mr. Piedra inquired about the extension of refugee service contracts and Mr. Beasley provided details, explaining that the refugee service providers receive (“earned”) funds based on the number of placements. Mr. Perez asked whether the refugee services funds are “use it or lose it”. Executive Director Rick Beasley explained and informed the Committee that contracted funds are not released until the state approves them. He further noted that the Miami Dade College Take Stock in Children contract is pending. Mr. Perez requested staff explain why it is still pending and Mr. Beasley provided details.

Mr. Piedra requested staff revise the financials to show the reporting dates/ time period in a header format on each page.

Mr. West asked whether this new budget format reflects the amount set-aside in reserves and Mr. Alonso explained.

[Mr. Clarence Brown arrived; **Quorum Achieved**]

2. Approval of Meeting Minutes

Mr. Obdulio Piedra moved the approval of September 5, 2013 meeting minutes. Motion was seconded by Mr. Clarence Brown; **Further Discussion(s):**

Mr. Piedra requested staff correct two scrivener’s errors to the minutes; the first correction is to remove Chairman Alvin West’s name from the column showing members in attendance on page 1. The second correction is to replace Miami-Dade County with Monroe County on page 2 (third to last paragraph).

Motion Passed as Amended with Unanimous Consent

4. Information – Cash Reconciliation for October 2013

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

Mr. Piedra requested an update on the implementation of an ACH system. Mr. Alonso provided an update.

5. Information – CareerSource Florida Implementation Plan

Mr. Alvin West introduced the item and Mr. Beasley further discussed advising the Committee that the state unanimously approved the branding name change to CareerSource Florida. Region 23's name change to CareerSource South Florida has also been approved. He further discussed the beginning stages of the branding transition and noted that staff has already begun the process of changing SFW's letterheads and signs. He also advised the Committee that the current name (South Florida Workforce) will remain. He moreover reviewed the following six strategy areas:

- Naming Strategy
- Brand Materials and Universal Implementation Tasks Strategy
- Digital Outreach Strategy
- Communications Strategy
- Internal Brand Orientation Strategy
- Measurement Strategy
- Brand Launch Strategy

Mr. Perez suggested staff register the new name as a trademark. Mr. Piedra concurred.

Mr. West recommended creating a cost implementation analysis to keep track of all costs associated with the implementation of the branding name changes.

Mr. Perez asked whether the state has allocated funding for this implementation and Mr. Beasley responded not at this time.

6. Information – Impact of Government Shutdown on Employment & Training Services

Mr. West introduced the item and Mr. Beasley further discussed and read the item into record noting that SFW receives federal funding from the Florida Department of Economic Opportunity (DEO) as a pass-thru entity for the US Department of Labor (USDOL) and, the Florida Department of Children and Families (DCF) as a pass-thru entity for the US Department of Health and Human Services (USDHHS). Furthermore, funding received from the Department of Children and Families is used to operate the Refugee Employment and Training Program. DCF has informed SFWIB that Refugee Program funds will not be interrupted and funds that have been obligated and released can be used to continue operating the programs until those funds are exhausted. Based on this guidance, the SFWIB prepared an analysis of the availability of funding and the projected number of months of operations for which the available funds can be used. Moreover, SFWIB has a minimum of four months of available cash of sufficiently maintained operations. Mr. Beasley also informed the Committee that the state had requested a reduction to SFW's cash availability by \$1million. And he discussed the Temporary Assistance for Needy Family (TANF) funds.

Mr. West inquired about possibilities of being able to borrow from other funding streams, should there be a need for additional funds. Both Mr. Alonso and Mr. Beasley further explained.

Mr. Perez shared his concerns regarding the possible impact of this region's performance. There was continued discussion regarding the possible impact. Mr. Beasley shared his plans for next year's budget.

Mr. Piedra inquired about the amount of career centers this region currently operates and Mr. Beasley responded a total of 14.

Mr. West requested staff create a strategic model showing alternatives as a result of next year's potential funding cuts. The model should include all a list of the career centers and information on the current population (Who, what and where); and overlay. Mr. Beasley responded that he will have staff work on creating this model. Mr. Perez also suggested streamlining the branding implementation all at one time.

Mr. Piedra inquired about the next strategic planning session.

Mr. Perez suggested creating a taskforce to work on the above projects. He also offered to spearhead it. Mr. West requested members of the Executive Committee be a part of the taskforce.

Mr. Perez also recommended the implementation of e-learning.

7. Information – Startup Quest Entrepreneurial Training Program

Mr. West introduced the item and Mr. Beasley further discussed providing a brief overview of the start-up quest entrepreneurial training program.

Mr. West asked whether there would be only one commission involved. Mr. Beasley provided details.

Mr. Perez asked which entity is in charge of the program and Mr. Beasley responded.

8. Approval to Accept Employment Compensation Supplemental Funds

Mr. Alvin West introduced the item and Mr. Beasley further discussed noting staff's recommendation for the Executive Committee's approval to recommend to the Board to accept \$25,938 in employment compensation supplemental funds.

Mr. Piedra requested staff verify the amount that was shown in the agenda and Mr. Beasley explained that an error was made and that the correct amount should be \$25,938.

Mr. Perez moved the approval to accept \$25,938 in employment compensation supplemental funds. Motion was seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

There being no further business to come before the Committee, the meeting was adjourned at 4:26 pm.