



**SFWIB EXECUTIVE COMMITTEE**

**DATE: June 13, 2014**

**AGENDA ITEM NUMBER: 2A**

**MEETING MINUTES**

**April 10, 2014 at 8:15 A.M**

**Doubletree Hotel – Convention Center**

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

**Miami, FL 33126**

<p><b>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. West, Alvin, <i>Chairman</i></li> <li>2. Piedra, Obdulio, <i>Vice-Chairman</i></li> <li>3. Brown, Clarence</li> <li>4. Fils-Aime, Sr., Daniel</li> <li>5. Gibson, Charles A. Marinelli, Frederick</li> <li>6. Perez, Andy</li> </ol>	<p><b>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <p>*****</p> <p><b>SFWIB STAFF</b></p> <p>Beasley, Rick          Alonso, Gus          Garcia, Christine          Hernandez, Juan          Jean-Baptiste, Antoinette          Kavehersi, Cheri          Morgan, Myria</p>	<p><b>AUDIENCE:</b></p> <p>Berry, Guylene – Koze-Famn</p> <p>Cooper, Jamie - <i>New Horizons</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>St. Jean, Donard – <i>Campu Design USA</i></p> <p>Vincent, Yanithe – <i>Hebron Technical Institute</i></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 8:23am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

**2. Approval of February 27, 2014 Meeting Minutes**

Mr. Clarence Brown moved the approval of February 27, 2014 meeting minutes. Motion seconded by Mr. Obdulio Piedra; Motion Passed Unanimously

**3. Information – February 2014 Financial Report**

Chairman West introduced the item then requested Finance Assistant Director, Gus Alonso to further present. Mr. Alonso reviewed with the Committee the following unaudited accompanying notes to the financial report for the period of July 1, 2013 through February 28, 2014:

**Revenue:**

- \$76,732 increase in DEO Pass-through funds
- \$1,604,128 increase in Second Year Allocation from FY 12-13 -

**Expenses:**

- Headquarters - \$66,505 increase
- Adult Services - \$13,466 increase
- Youth Services - \$10,500 decrease
- Unallocated Funds - \$791,439 increase
- Facility Costs - \$92,081 increase
- Training and Support Services Cost - \$717,869 increase
- Other Programs and Contracts - \$10,000 increase

**Explanation of Significant Variances**

1. Training and Support Services – low (19.3% vs. 636.7%)
2. Other Program and Contracts – low (15.2% vs. 66.7%)

Vice-Chairman Piedra requested staff explain the process for monitoring training and support services allocations. He went on to ask how long a voucher remains valid until it expires, and what procedures are in place for reallocating funds from expired vouchers. Both Mr. Alonso and Executive Director, Rick Beasley responded to his concerns. Vice-Chairman Piedra also wanted to know who is responsible for monitoring vouchers. Mr. Beasley responded that both training providers and service providers are responsible, whereby they are given access to the system to make reallocation adjustments. Vice-Chairman Piedra asked at what point in time adjustments are done. Mr. Beasley further explained. Vice-Chairman Piedra commented that the low percentages in the financials for training and support services are as a result of the follow-up process not being done properly.

Mr. Perez gave examples between schools that service more students than others, as an illustration to show the causes of delayed vouchers.

Vice-Chairman Piedra recommended staff monitor outstanding vouchers to ensure training providers are properly de-obligating funds in a timely manner. He additionally noted that this process is also delaying more qualified students from receiving the training they need.

Mr. Beasley further explained the requirements and processes of issuing an invoice and voucher, as well as the process for de-obligating funds after the redemption period expired.

Chairman West requested staff explain a rumor regarding the high demand for training, but low supply of vouchers. Mr. Beasley explained that the rumor is false.

Mr. Fils-Aime requested staff explain why some students did not redeem their vouchers within the required deadline. Mr. Beasley further explained.

Mr. Perez requested staff explain columns 3 to 9 of the Fiscal Summary with Obligations report for fiscal program 13-14. Both Mr. Beasley and Assistant Controller, Christine Garcia further explained. The Committee continued their discussion by reviewing in details each column in the report.

After lengthy discussion, the Committee recommended the following:

- ✓ Identify whether funds should be reallocated to another program.
- ✓ Identify the total amount of outstanding vouchers, so that funds are reallocated in a timely manner.
- ✓ Revise internal voucher policy

Mr. Perez commented that the committee should factor in the recent funding cuts, which resulted in the closing of some centers, as well as long term unemployment. Mr. Beasley added that the Committee must also factor in the revision of Florida State policy.

Chairman West inquired about ways to encourage more job seekers to visit the career centers.

There was continued deliberation regarding training and support services funds, of which Mr. Perez shared with the Committee that there are various programs that fall under that particular category. Mr. Piedra requested staff provide a report showing success rate.

Vice-Chairman Piedra opened the discussion to those seated in the audience for their feedback, specifically service provider representatives. Maria Rodriguez, representing Youth Co-Op, Inc. explained to the Committee that the current challenges are lack of basic skills training (limited English, reading and math skills), allocations as previously explained by Mr. Beasley, and challenges with Pell grants and late billing. Jose Cela, representing SER Jobs for Progress, Inc. provided additional details regarding Pell Grants and followed by board member Perez, who also provided his back regarding current challenges.

There was lengthy discussion regarding current challenges with Pell Grants.

The Committee later discussed ways to secure funding for those seeking basic skills and for veterans.

Mr. Brown recommended contacting agencies currently providing basic skill classes that are at no or low cost to students.

Chairman West recommended staff provide a report at a later date addressing the following issues:

- Policies
- Pell Grant
- Monitoring and Utilization of Training and Support Services Funds
- Basic Skills Training
- Veterans
- Staffing for Outreach

**5. Recommendation as to Approval to Accept \$2,363 in Emergency Unemployment Program Supplemental Funds**

Mr. Beasley presented the item and read it into record, noting staff's recommendation for the Committee's approval to recommend to the Board to accept \$2,363.00 in Emergency Unemployment Program Supplemental Funds.

Mr. Andy Perez moved the approval to accept \$2,363 in Emergency Unemployment Program Supplemental Funds. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

**6. Recommendation as to Approval to Accept \$51,666 in Wagner Peyser Program Funds**

Mr. Beasley presented the item and read it into record, noting staff's recommendation for the Committee's approval to recommend to the Board to accept \$51,666 in Wagner Peyser program funds.

Mr. Clarence Brown moved the approval to accept \$51,666 on Wagner Peyser Program funds. Motion seconded by Vice-Chairman, Obdulio Piedra; **Motion Passed Unanimously**

**7. Recommendation as to Approval to Accept \$20,000 in TAA Program Funds for Administration Costs**

Mr. Beasley presented the item and read it into record noting staff's recommendation for the Committee's approval to recommend to the Board to accept \$20,000 in TAA Program Funds for Administration Costs.

Vice-Chairman, Obdulio Piedra moved the approval to accept \$20,000 in TAA Program Funds for Administration Costs. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

**8. Recommendation as to Approval to Accept \$35,024.39 in State Funds**

Mr. Beasley presented the item and read it into record noting staff's recommendation for the Committee's approval to recommend to the Board to accept \$35,024.39 in state funds.

Mr. Perez moved the approval to accept \$35,024.39 in state funds. Motion seconded by Vice-Chairman Obdulio Piedra; Further Discussion(s):

Mr. Clarence Brown requested clarification regarding profits earned. Mr. Beasley further explained.

**Motion Passed with Unanimous Consent**

**9. Recommendation as to Approval to Reallocate Support Services Funds Among Youth Co-Op, Inc. Career Centers**

Mr. Beasley presented the item and read it into record, noting staff's recommendation for the Committee's approval to recommend to the Board to reallocate support services funds among Youth Co-Op, Inc. Career Centers.

Mr. Perez moved the approval to reallocate support services funds among Youth Co-Op, Inc. Career Centers. Motion seconded by Vice-Chairman Obdulio Piedra; **Motion Passed Unanimously**

**4. Information – Cash Reconciliation for March 2014**

Mr. Alonso presented the item.

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

Chairman West inquired about training for all staff and system launch date. Mr. Beasley provided an update. Vice-Chairman Piedra asked whether both would be completed by July 1st and staff assured that they would. He also inquired about the purpose of relocating Executive Committee meetings to the second floor of SFWIB headquarters building. Mr. Beasley explained this was part of the office space consolidation for significant savings.

**New Business:**

Mr. Beasley briefly announced that he's scheduled to meet with Miami-Dade County Deputy Mayor and representatives of Center for Post-Secondary Economic Success (CLASP) to discuss career pathway initiatives.

There being no further business to come before the Committee, the meeting adjourned at 9:20am.