



**SFWIB EXECUTIVE COMMITTEE (SPECIAL MEETING)**

**DATE: SEPTEMBER 5, 2013**

**AGENDA ITEM NUMBER: 2A**

**MEETING MINUTES**

**August 15, 2013 at 9:00 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
<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. Marinelli, Frederick</li> <li>6. Gibson, Charles A.</li> <li>7. Perez, Andy</li> </ol>	<p><b>SFWIB STAFF</b></p> <p>Beasley, Rick            Alonso, Gus            Garcia, Christine            Jean-Baptiste, Antoinette            Kavehersi, Cheri</p>	<p>Flores, Oscar – <i>American Advanced Technician Institute (AATI)</i></p> <p>Quiros, Vivian – <i>Sullivan &amp; Cogliano</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 9:00am, asked all those present to introduce themselves and noted that a quorum of members had been achieved.

**2. Approval of meeting minutes for May 14, 2013 and June 20, 2013**

Mr. Charles Gibson moved the approval of May 14, 2013 meeting minutes. Motion was seconded by Mr. Clarence Brown; **Minutes Passed Unanimously**

Mr. Charles Gibson moved the approval of June 20, 2013 meeting minutes. Motion was seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

**5. Recommendation as to Approval to Accept Local Veteran Employment and Training Supplemental Funds**

Mr. West introduced the item. Executive Director Rick Beasley further discussed and read the item into record noting staff's recommendation for the Executive Committee's approval to accept \$12,000 in Local Veteran Employment and Training Supplemental Funds.

Mr. Clarence Brown moved the approval to accept local veteran employment and training supplemental funds. Motion was seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

**6. Recommendation as to Approval to Accept an Extension of the End Date of the WIA NEG OJT Grant**

Mr. West introduced the item and Mr. Beasley further discussed noting staff's recommendation for the Committee's approval to recommend to the Board to accept an extension of the End Date of the WIA NEG OJT Grant.

Mr. Andy Perez moved the approval to accept an extension of the end date of the WIA NEG OJT Grant. Motion was seconded by Mr. Frederick Marinelli; **Motion Passed Unanimously**

**7. Recommendation as to Approval to Accept Emergency Unemployment and Re-employment Supplemental Funds**

Mr. West introduced the item. Mr. Beasley further discussed and read the item into record noting staff's recommendation for the Committee's approval to recommend to the Board the approval to accept emergency unemployment and re-employment supplemental funds.

Mr. Clarence Brown moved the approval to accept Emergency Unemployment and Re-employment Supplemental funds. Motion was seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

**8. Recommendation as to Approval to Re-allocate Refugee Program Funds**

Mr. West introduced the item. Mr. Beasley further discussed and read the item into record noting staff's recommendation for the Committee's approval to recommend to the Board to re-allocate refugee program funds.

Mr. Obdulio Piedra moved the approval to re-allocate refugee program funds. Motion was seconded by Mr. Any Perez; **Motion Passed Unanimously**

**10. Recommendation as to Approval to Allocate \$25,000 for an Information Technology Penetration Testing Services**

Mr. Alvin West introduced the item. Mr. Beasley further discussed noting staff's recommendation for the Committee's approval to recommend to the Board to allocate \$25,000 for Information Technology Penetration Testing Services.

Mr. Frederick Marinelli moved the approval to allocate \$25,000 for Information Technology Penetration Testing Services. Motion was seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

**11. Recommendation as to Approval to Transfer \$488,860.13 from Programmatic Funds to Training and Support Services**

Mr. Alvin West introduced the item and Mr. Beasley further discussed noting staff's recommendation for the Committee's approval to recommend to the Board to transfer \$488,866.13 in program funds to training and support services.

Mr. Obdulio Piedra moved the approval to transfer \$488,860.13 from programmatic funds to training and support services. Motion was seconded by Mr. Frederick Marinelli; **Further Discussion(s):**

Mr. Marinelli requested staff further explain the purpose of transferring the above amount and Mr. Beasley provided details.

**Motion Passed Unanimously**

**12. Recommendation as to Approval to Accept \$35,000 in Supplemental Nutrition Assistance Funds**

Mr. Alvin West introduced the item and Mr. Beasley further discussed noting staff's recommendation for the Committee's approval to recommend to the Board to accept \$35,000 in Supplemental Nutrition Assistance Funds.

Mr. Obdulio moved the approval to accept \$35,000 in supplemental nutrition assistance funds. Motion was seconded by Mr. Frederick Marinelli; **Motion Passed Unanimously**

**3. Information - May 2013 Financial Report**

Mr. West introduced the item and Executive Director Rick Beasley further discussed. SFWIB Finance Assistant Director, Gus Alonso reviewed with the Committee the following highlights to the financial report unaudited accompanying notes for the period of July 1, 2012 through May 30, 2013:

**Budget Adjustments**

**Revenues:**

- ✓ AWI Pass-Thru increased by \$109,594

**Expenses:**

- ✓ Youth Services decreased by (\$134,070)
- ✓ Training and Support Services increased by \$444,632
- ✓ Other Programs & Contracts increased by \$900,000
- ✓ Unallocated Funds decreased by \$1,100,968

**Budget Variances**

- ✓ Refugee Services – under budget at 54.7% vs. 92%

- ✓ Training and Support Services – low (34.4% vs. 92%)
- ✓ Other Programs and Contracts – low (21% vs. 92%)

Mr. Marinelli requested an end of program year report and Mr. Alonso responded that it would not be available until the end of December.

Mr. West inquired about training resources and Mr. Beasley provided an update.

Although this item did not require approval, a motion was duly made by Mr. Andy Perez and seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

**4. Information – Cash Reconciliation for June 2013**

Mr. Alvin West introduced the item and Mr. Piedra further discussed providing an update on the ACH system conversion and noted it would require changes to SFW's policies and procedures.

Mr. Gibson asked whether this would be in compliance with the Miami-Dade County financial regulations and Mr. Piedra further explained.

**9. Information – 2012/13 Fiscal Year-End Financial Audit**

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

No further questions or discussions.

There being no further business to come before the Committee, the meeting was adjourned at 9:27 am.