



**SFWIB EXECUTIVE COMMITTEE**

**DATE: OCTOBER 8, 2013**

**AGENDA ITEM NUMBER: 2A**

**MEETING MINUTES**

**September 5, 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. Piedra, Obdulio, <i>Vice-Chairman</i></li> <li>2. Brown, Clarence</li> <li>3. Fils-Aime, Sr., Daniel</li> <li>4. Marinelli, Frederick</li> </ol>	<ol style="list-style-type: none"> <li>5. West, Alvin, Chairman</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            Morgan, Myria            Smith, Marian</p>	<p>Flores, Oscar – <i>American Advanced Technician Institute (AATI)</i></p> <p>Mendez, Jessie – <i>Community Coalition Inc.</i></p> <p>Quiros, Vivian – <i>Sullivan &amp; Cogliano</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>Sante, Alicia – <i>Youth Co-Op, Inc.</i></p> <p>Someillan, Ana – <i>Adult Mankind Organization, Inc.</i></p> <p>Someillan, Elsa – <i>Community Coalitio Inc.</i></p> <p>St, Jean, Donard – <i>Computer Design USA</i></p>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Vice-Chairman Piedra called the meeting to order at 8:29am asked all those present introduce themselves and requested staff verify quorum. Staff confirmed that a quorum had been achieved.

**2. Approval of meeting minutes for August 15, 2013**

Mr. Frederick Marinelli moved the approval of August 15, 2013 meeting minutes. Motion was seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

**3. Information - June 2013 and July 2013 Financial Report**

Vice-Chairman Piedra 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 June 30, 2013:

**Budget Adjustments**

**Revenues:**

- ✓ AWI Pass-Thru increased by \$35,000

**Expenses:**

- ✓ Head Quarters (HQ) Expenses increased by \$362,568
- ✓ Set Asides decreased by (\$488,680)
- ✓ Unallocated Funds decreased by (\$327,568)
- ✓ Youth Services decreased by (\$400)
- ✓ Training and Support Services increased by \$489,080

**Explanation of Budget Variances**

- ✓ Refugee Services – under budget at 63.2% vs. 100%
- ✓ Training and Support Services – low (54.4% vs. 100%)
- ✓ Other Programs and Contracts – low (49.2% vs. 100%)

Mr. Marinelli requested a report showing last year's percentages in comparison to this year's report, as he wanted to know the overall figure.

Mr. Marinelli requested an end of year report for program year 2012/13 and Mr. Alonso responded that it would not be available until the end of December. However, last year's expenditures were at 68% compared to this year at 72%.

Mr. Piedra inquired about the 6.7% that was allocated to Monroe County for training and requested staff create an action plan to find additional training resources for Monroe County clients.

Mr. Piedra asked for the status of the state audit and Executive Director Rick Beasley responded that they have not yet begun the process.

Prior to Mr. Alonso discussing the next set of financials, Mr. Piedra reminded the Committee that the July 31, 2013 financials consist of a new format that was recommended by members of the Budget Workshop and approved by the full Board.

**July 31, 2013 Financials:**

**Budget Adjustments**

**Revenues:**

- ✓ Adjusted - \$45,794

**Expenses:**

- ✓ Adult Services - \$18,600 transferred
- ✓ Refugee Services - \$23,883 transferred
- ✓ Youth Services - \$411,531 transferred
- ✓ Unallocated Funds - \$200,000 transferred
- ✓ Training and Support Services - \$654,014 Increased

**Explanation of Budget Variances**

- ✓ Other Programs and Contracts – low

Mr. Piedra requested staff explain in detail the 2<sup>nd</sup> year allocation for budget year 2012-13. Mrs. Alonso further explained.

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

Mr. Piedra briefly introduced and discussed the item.

No further questions or discussions.

**5. Information – Monthly Job Placement Report**

Mr. Piedra introduced the item. Mr. Beasley further discussed and reviewed with the Committee the Monthly Job Placement Report for 2012 and Job Placement Analysis.

After reviewing the Job Placement Report, there was lengthy discussion regarding online job orders, top 10 regions, skills development fund, state-wide first source ordinance, and state-wide contract format.

**6. Recommendation as to Approval to Allocate Refugee Program Funds**

Mr. Piedra introduced the item and Mr. Beasley further discussed, noting staff's recommendation for the Committee's approval to recommend to the Board to allocate refugee program funds.

Mr. Fils-Aime inquired about Adult Mankind Organization, Inc. and Mr. Beasley further explained.

Mr. Piedra asked whether all of the contractors met their performances and SFWIB Programs Manager further explained.

Mr. Fils-Aime moved the approval to allocate refugee program funds. Motion was seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

**Further Businesses:**

- ✓ The Beacon Council's new CEO
- ✓ FIU Unemployment Report
- ✓ Miami Herald's article regarding Youth Unemployment  
(Mr. Piedra requested staff begin finding additional resources to fund the young adult / youth program for the upcoming year. Mr. Beasley advised the Committee that SFW has received a Community Development Block Grant (CDBG) recommended by Public Housing and Community Development (PHCD)).

There being no further business to come before the Committee, the meeting was adjourned at 9:14 am.