



SFWIB EXECUTIVE COMMITTEE

DATE: February 21, 2014

AGENDA ITEM NUMBER: 2

MEETING MINUTES

January 9, 2014 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: |
|---|---|------------------|
| <ol style="list-style-type: none"> 1. West, Alvin, <i>Chairman</i> 2. Piedra, Obdulio, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Fils-Aime, Sr., Daniel 5. Marinelli, Frederick 6. Perez, Andy | <ol style="list-style-type: none"> 7. Gibson, Charles A <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gus Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Smith, Marian</p> | <p>*****</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, and asked all those present introduce themselves. Quorum achieved.

2. Approval of November 14, 2013 Meeting Minutes

Mr. Andy Perez moved the approval of November 14, 2014 meeting minutes. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

5. Recommendation as to Approval to Accept Local Veteran Employment Program Supplemental Funds

Mr. West introduced the item. Executive Director Rick Beasley further discussed and read it into record, noting staff's recommendation for the Executive Committee's approval to recommend to the Board to accept local veteran employment program supplemental funds. He also stated into record a scrivener's error in the recommendation section of the item; the local veteran employment program supplemental funds should read \$17,594.

Mr. Clarence Brown moved the approval to accept local veteran employment program supplemental funds. Motion seconded by Mr. Andy Perez; **Further Discussion (s):**

Mr. Perez asked whether there have been any additional efforts made by staff to reach out to the veteran population in Miami-Dade and Monroe counties. Mr. Beasley explained that a specialized recruitment is conducted every month for veterans throughout this region. SFWIB Programs Manager informed the Committee that this region also partners with other veteran service agencies to recruit individuals.

Mr. Piedra requested a follow-up on the feedback and recommendations presented by the 2013 Mystery Shopper project, which reported that SFW's lacks the level of service needed for veterans. Mr. Beasley explained that unfortunately, SFW does not receive a large amount of funds for the veteran population.

Mr. Hernandez informed the Committee of the various services offered by SFW. Mr. Piedra asked whether SFW partners with the Red Cross and Mr. Hernandez further explained.

Mr. Marinelli asked whether SFW works with the Local Veterans office, and whether there's representation from a military installation on this board. Mr. Beasley further explained.

Mr. Hernandez explained that staff holds monthly veteran services meeting to discuss issues and identify better ways of providing services to that population.

Mr. Piedra recommended a creating a veteran's taskforce. Mr. West concurred, additionally recommending that staff identify best practices, to improve the level of services for veterans in this region. He furthermore requested staff provide information regarding entry points.

Mr. Beasley advised the Committee that staff will provide a veteran services report to the Committee at a later date, prior to creating a taskforce.

Mr. West additionally requested staff provide information regarding entry points for veterans. Mr. Piedra noted that there's a veterans intake point in Broward County that staff should look into. Mr. West emphasized the importance of having veterans service done consistency at every career center.

Motion Passed with Unanimous Consent

6. Recommendation as to Approval to Accept 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 emergency unemployment program supplemental funds.

Mr. Andy Perez moved the approval to accept emergency unemployment program. Motion seconded by Mr. Frederick Marinelli; Motion Passed Unanimously

7. Recommendation as to Approval to Adjust the 2013-14 Budget for the Actual Carry forward dollars and Allocate Carry-forward Funds

Mr. Beasley introduced the item and read it into record, noting staff's recommendation for the Committee's approval to recommend to the Board to adjust the 2013-14 budget for the actual carry forward dollars and allocate Carry-forward funds.

Mr. Piedra questioned the carried forward dollar amount shown in the narrative page, in comparison to the amount shown in the carry-forward analysis chart. Both Mr. Beasley and Assistant Director Gus Alonso further explained.

Mr. Piedra requested staff provide additional details regarding each column for support services, as he questioned the totals shown in the charts, commenting that they didn't add up. Both Mr. Beasley and Mr. Alonso further explained in detail the support services allocation and Unemployment Compensation (UC). And after thorough review, Mr. Beasley recommended adding an additional column in order to avoid any confusion. Mr. West suggested adding footnotes as well.

The discussion continued with Mr. Beasley reviewing both the carried-forward allocations and Service Account Management Systems (SAMS) allocation charts.

Mr. West asked whether some of the numbers shown in the budget allocation charts were previously approved at the last Board meeting and Mr. Beasley responded, "Yes".

Mr. West requested staff correct the dates shown in the Carry-Forward Analysis chart.

Mr. Andy Perez moved the approval to adjust the 2013-14 budget for the actual carry-forward funds and allocate carry-forward dollars. Motion seconded by Mr. Frederick Marinelli; **Further Discussion(s):**

Mr. Marinelli requested staff explain the amounts distributed to the career centers.

Motion Passed with Unanimous Consent

8. Recommendation as to Approve the Authorization for staff to release an RFP for the Selection of Workforce Services providers

Mr. West introduced the item and Mr. Beasley further discussed, noting staff's recommendation for the Committee's approval to recommend to the Board the authorization for staff to release an RFP for the selection of workforce services providers.

Mr. Clarence Brown moved the approval to authorize staff to release an RFP for the selection of Workforce Services providers. Motion seconded by Mr. Obdulio Piedra; **Further Discussion(s)**

Mr. Perez inquired about disbursement of funds. Mr. Beasley advised that it would be immediately disbursed after the full Board approves the item.

Mr. Marinelli inquired about the next scheduled Board meeting and Mr. Beasley responded, February 27, 2014.

Mr. Piedra requested information regarding a Request for Proposal (RFP). Mr. Beasley explained that the goal is to complete the RFP process by April 2014.

Mr. Marinelli inquired about the RFP process and how new performance standards would impact providers' scores. Mr. Beasley explained that he doesn't believe it would impact scores in a negative way.

Mr. Piedra wanted to know what would be the difference between having a Request for Proposal (RFP) and Request for Qualifications (RFQ).

[Mr. Marinelli stepped out of the meeting room]

The Committee recommended modifying the language in the agenda item in to read, "Request for Proposal (RFP)/Request for Qualifications (RFQ)".

[Mr. Marinelli returned]

Motion Passed as Amended

9. Recommendation as to Approve the Authorization for staff to release an RFP for the Selection of Youth Service Providers.

Mr. West introduced the item and Mr. Beasley further discussed, noting staff's recommendation for the Committee's approval to authorize staff to release a "Request for

Proposal (RFP)/Request for Qualifications (RFQ)” for the selection of Youth Service Providers.

Mr. Clarence Brown moved the approval to authorize staff to release an RFP/RFQ for the selection of Youth Services Providers. Motion seconded by Mr. Obdulio Piedra; **Motion Passed as Amended with Unanimous Consent**

3. Information –Financial Statements

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

Budget Adjustments

Revenues:

- ✓ WIA increased \$961,099
- ✓ DEO Pass-thru increased by \$77,500

Expenses:

- ✓ Adult Services – (\$100,000) transfer
- ✓ Refugee Services increased by \$53,721
- ✓ Unallocated Funds increased by \$984,878
- ✓ Training and Support Services –(\$100,000) transfer

Explanation of Budget Variances

- ✓ Training and Support Services – low (13.2% vs. 42%)
- ✓ Other Programs and Contracts – low (9% vs. 42%)

Mr. West inquired about the low percentages for training and support services. Mr. Beasley further explained. He moreover explained the difference between “issued” and “obligated”.

Mr. Perez asked whether training and support services listed as a line item in the agency summary budget sheet. Mr. Beasley further explained.

There was a lengthy discussion regarding the difference between training funds that are “obligated”, “issued” and “paid”.

Mr. West requested staff insert an additional column called “committed” next to the column called, “allocation”.

Mr. Piedra asked whether there’s a deadline to issue vouchers. Staff responded, “Yes”.

The committee continued their discussion regarding federal pell grants.

Mr. West recommended an analysis be done by staff to find a better process for identifying “obligated”, “issued” and “paid” funds.

He also requested staff add additional headings and columns in the budget sheets.

4. Information – Cash Reconciliation for November 2013

Mr. Beasley presented the item.

Mr. Piedra requested the status of the ACH system. Both Mr. Beasley and Mr. Alonso provided an update.

Prior to meeting adjournment, Mr. Piedra requested staff create an action plan based on the information provided by the 2013 mystery shopper report. Mr. Beasley provided an update. There was continued discussion regarding the results of the secret shopper report. Mr. Beasley noted that staff met with the service providers and reviewed the deficiencies in the report. He also noted that there will be workshops implemented and professional customer service training conducted.

There being no further business to come before the Committee, the meeting adjourned at 10:20am.