



## SFWIB EXECUTIVE COMMITTEE

**DATE:** August 14, 2014

**AGENDA ITEM NUMBER:** 2A

### MEETING MINUTES

**June 13, 2014 at 11:00 A.M**

**Greater Miami Convention & Visitors Bureau**

**701 Brickell Avenue, Suite 2700**

**Miami, FL 33131**

<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. Marinelli, Frederick</li> <li>6. Perez, Andy</li> </ol>	<p><b>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>7. Gibson, Charles A.</li> </ol> <p>*****</p> <p><b>SFWIB STAFF</b></p> <p>Beasley, Rick Alonso, Gus Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Smith, Marian</p>	<p><b>AUDIENCE:</b></p> <p>Rodanes, Carlos – <i>New Horizons of South Florida</i></p> <p>St. Jean, Donard – <i>Campu Design USA</i></p>
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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. A. Approval of April 10, 2014 Meeting Minutes**

**2. B. Approval of April 24, 2014 Meeting Minutes**

Mr. Andy Perez moved the approval of April 10, 2014 and April 24, 2014 meeting minutes. Motion seconded by Mr. Clarence Brown; Motion Passed Unanimously

**3. Information – April 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 April 30, 2014:

**Revenue:**

- Accepted \$20,00 in TAA funds
- Accepted \$2,363 in UC Funds
- Accepted \$51,666 in WP Branding funds

**Expenses:**

- Headquarters - \$614 increase
- Adult Services - \$9,142 decrease
- Youth Services - \$50,000 increase
- Unallocated Funds - \$74,029 increase
- Training and Support Services Cost - \$34,359 decrease

**Explanation of Significant Variances**

1. Refugee Services – 55.6% vs 83.3%
2. Training and Support Services – low (25.8% vs. 83.3%)
3. Other Program and Contracts – low (17.5% vs. 83.3%)

Vice-Chairman Piedra inquired about May's financials and Executive Director Rick Beasley explained.

Mr. Perez briefly shared with the Committee the possibilities of resolving an on-going concern regarding training and support dollar allocations. Vice-Chairman Piedra requested information regarding training and support service reconciliations. Mr. Alonso further explained by reviewing in details each column of the financials related to support services.

There was continued discussion regarding the process of Pell grants, issued and obligated funds.

Mr. Perez requested staff create a policy and process for disbursement of Pell grants and other scholarships.

Chairman West recommended including footnotes in the financials.

[Mr. Daniel Fils-Aime arrived]

Vice-Chairman Piedra inquired about the various funding cycles and Mr. Alonso further explained.

Chairman West recommended including information regarding reconciled funds.

Mr. Perez inquired about committed funds and Mr. Alonso provided details.

There was continued discussion regarding vouchers and the process for materializing them.

**4. Information – Bank Reconciliation for May 2014**

Chairman West introduced the item and Mr. Alonso further discussed and reviewed with the Committee May 2014 Bank Reconciliation. Mr. Beasley additionally shared with the Committee about a recent exit conference held by the Department of Economic Opportunity (DEO).

No further questions or discussions.

**5. Information – SFWIB Nominating Committee**

Chairman West introduced the item and Mr. Beasley further discussed, announcing the names of members to be part of the SFWIB Nominating Committee:

1. Mr. Thomas Roth
2. Mr. Bernardo Adrover
3. Mr. Jeff Bridges
4. Ms. Edith Zewadski-Bricker (added)

Mr. Clarence Brown moved the approval to accept the nominees as amended. Motion seconded by Mr. Andy Perez; **Motion Passed as Amended with Unanimous Consent**

**6. Recommendation as to Approval of the 2014-2015 Budget**

Mr. Beasley presented the item and announced that the Department of Economic Opportunity and CareerSource South Florida will be implementing a performance base funding model. He moreover reviewed with the Committee the 2014-15 budget chart comprised of the following major sections:

1. Prior Budget Year Obligations/Reserves
2. 2014-15 State Funding
3. 2014-15 Program Budget
4. 2014-15 Cost Distributions
  - a. HQ (Program and Administration)
  - b. Training and Support Services
  - c. Career Center Facility Costs
  - d. Provider Contract

Chairman West requested staff provide additional information regarding the per placement cost that increased from the previous reporting period. Mr. Beasley provided details, and then explained why changing the current reimbursement model would possibly increase the number of placements. Chairman West further asked staff explain how would next year's goal of 92,000 placements be achieved with the current amount budgeted. Programs Manager, Juan Hernandez appeared before the Committee and explained that the goal is to achieve more with the same amount of allocated funds. He further noted that other regions have successfully achieved their goals using the proposed new model. Chairman West asked whether there would be training on the implementation of the new model. Mr. Hernandez further explained.

Chairman West also requested staff explain the return on investment and funding cycles. Mr. Beasley provided details.

Mr. Piedra recommended modifying the budget by removing the refugee line item to avoid any confusion regarding current available funds.

Mr. Beasley continued presenting the budget. However, there were concerns with regards to the way funds are budgeted for the current and coming year (2014-15). Mr. Beasley and staff further explained.

Mr. Brown who works in the public/ government entity, commented that he is highly in support of performance base models as the County budget process is vaguely different from a private entity's. He additionally shared with the Committee about the current processes implemented in his department of Miami-Dade County to explain why performance budgeting is the best and logical way.

**7. 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 reallocate training funds from the WIA Dislocated Worker Program to WIA Adults Program.

Vice-Chairman Piedra moved the approval to reallocate training funds from the WIA Dislocated Worker Program to WIA Adults program. Motion seconded by Mr. Clarence Brown; Motion Passed Unanimously

**8. Recommendation as to Approval to Allocate Funds for CareerSource Branding Project**

Mr. Beasley presented the item and read into record the recommendations to allocate funds for CareerSource Branding Project.

Mr. Clarence Brown moved the approval to allocate funds for CareerSource Branding project. Motion seconded by Chairman Piedra; **Motion Passed Unanimously**

**9. Recommendation as to Approval to Allocate TANF Program Funds**

Mr. Beasley presented the item and read into record the recommendations to allocate \$9,800.00 in TANF Program funds.

Mr. Clarence Brown moved the approval to allocate TANF program funds. Motion seconded by Vice-Chairman Piedra; **Motion Passed Unanimously**

**10. Recommendation as to Approval to Accept and Allocate UC Funds**

Mr. Beasley presented the item and read into record the recommendation to allocate to accept and allocate \$178,112.05 in UC program funds.

Mr. Clarence Brown moved the approval to accept and allocate UC Program Funds; Motion seconded by Vice-Chairman Piedra; **Further Discussion:**

Vice-Chairman Piedra questioned the short deadline for staff to allocate the funds.

**Motion Passed Unanimously**

[The Committee resumed to the discussion of item# 6]

[Mr. Daniel Fils-Aime left]

**Item# 6 Approval of 2014-15 Budget:**

Vice-Chairman Piedra moved the approval of 2014-15 budget. Motion seconded by Mr. Clarence Brown; **Further Discussion:**

Mr. Beasley gave an update on current leases. He additionally provided details regarding the reduction of square footage for cost saving purposes, and the relocation of Carol City Career Center.

Chairman West asked whether this agency carries a Directors and Officers Insurance (D&O) insurance policy. Mr. Beasley responded, "Yes".

Vice-Chairman Piedra inquired about the total number of access points and Assistant Director of Administration, Marian Smith responded at total of eight. He further inquired about performance

measures for access points. Mr. Hernandez explained. Vice-Chairman Piedra further recommended staff strategically identify mass transit points for new career center locations.

There being no further business to come before the Committee, the meeting adjourned at 1:19pm.