



SFWIB EXECUTIVE COMMITTEE

DATE: February 12, 2014

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

December 11, 2014 at 9:00 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, Suite 204

Miami, FL 33126

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE	AUDIENCE:
<ol style="list-style-type: none"> 1. Piedra, Obdulio, <i>Chairman</i> 2. Bridges, Jeff, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Fils-Aime, Sr., Daniel 5. Gibson, Charles A. 6. Perez, Andy 	<p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gustavo Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Smith, Marian</p>	<p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>Cela, Jose – <i>SER Jobs for Progress, Inc.</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Obdulio Piedra called the meeting to order at 8:27am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

2. A. Approval of October 9, 2014 Meeting Minutes

Mr. Charles Gibson moved the approval of October 9, 2014 meeting minutes. Motion seconded by Mr. Andy Perez; **Further Discussion:**

Mr. Andy Perez requested the status of CSSF's upcoming strategic planning meeting. Mr. Beasley provided an update on the status. Executive Director Rick Beasley responded it would be held sometime in January or February 2015. Mr. Perez also requested the status of the newly installed kiosks at CSSF's career centers. SFWIB Assistant Director of Administration, Marian Smith responded that kiosks were installed at all of the career centers, except for the Miami Beach location. She further explained that the next step is to provide training to staff on how to assist clients with using the kiosks. Mr. Perez requested a video be created for presentation on CSSF's website. Chairman Piedra requested a press release regarding this new implementation.

[Mr. Daniel Fils-Aime arrived]

Chairman Piedra requested a follow-up on the status of the ITA Policy, previously mentioned by Mr. Perez at a prior Executive Committee (EC) meeting. Mr. Perez advised that it had been later discussed at the EDIS Committee meeting.

Motion Passed with Unanimous Consent

3. Information – October 2014 Financial Report

Chairman Piedra introduced the item and SFWIB's Assistant Director of Finance, Mr. Gus Alonso further reviewed with the Committee the accompanying notes to the financial report (unaudited) for the period of July 1, 2014 to August 31, 2014:

Budget Adjustments:

Revenue: no revenue adjustments this month

Expenses:

- Youth Services decreased by \$4,614
- Training and Support Services decreased by \$330,386
- Other Programs and Contracts increased by \$330,386

Explanation of Significant Variances:

1. Training and Support Services Expenditures were low 6.8% versus 33%
2. Other Programs and Contracts were recently approved on August 21, 2014

Vice-Chairman Gibson inquired about second year allocations and Mr. Beasley explained the use of Wagner Peyser dollars.

Chairman Piedra requested staff provide an explanation on sub-contracted services listed in the Contract Services column of the Agency Summary report. Mr. Beasley provided details on the Refugee Service Program funds regarding the initial plan of funding cuts and the amount that had been reinstated. Chairman Piedra asked whether the refugee program funds had been later allocated. Mr. Alonso responded, "Yes."

Mr. Beasley later explained to the Committee that 6.8 percent had been paid thus far for training and support services.

Mr. Gibson asked whether the obligation column consists of funds that are currently outstanding. Both Mr. Alonso and Mr. Beasley explained the process of funds that are committed and obligated.

Mr. Perez inquired about the new process of obligating training dollars and Mr. Beasley informed him that this information would be provided at a later date. Mr. Perez briefly shared with the Committee a current challenge of crediting both Pell Grants and ITA dollars in the system.

4. Information – Bank Reconciliation for October and November 2014

Chairman Piedra introduced the item and Mr. Alonso further presented the bank reconciliation for the above months.

[Mr. Perez stepped out]

Chairman Piedra asked whether there have been less outstanding checks. Mr. Alonso responded, "No."

[Mr. Perez returned]

5. Information – Monthly Job Placement Report for November & Seven Month Summary

Chairman Piedra introduced the item and Mr. Beasley further discussed and reviewed with the Committee the Monthly Job Placement reports. He additionally announced that this region ranked #9 in the State, the only region to have an increase in job placements for the above reporting period and with the largest percentage increase (over 20%). He went on to explain the current methodology and his conversation with the State to consider changing the methodology, which focuses on Regional Workforce Board improvements and efficiencies.

[Mr. Jeff Bridges arrived]

Mr. Beasley noted that certified letters were sent to partner agencies advising them of their current performances. He moreover shared with the Committee of City of Hialeah's performance challenges, as they were underperforming. Nonetheless, he advised that overall, partner agencies are doing very well.

Chairman Piedra asked whether the Service Providers have the proper staff, training, support and resources to maintain the current shift to performance based contracting. He responded that Operations Manager, Juan Hernandez and staff have met with provider agencies and provided training and stated the agency is right on target. He went on to commend the Perrine Career Center for their outstanding work. A career center managed and contracted by Youth Co-Op, Inc.

Chairman Piedra inquired about Perrine Career Center's best practices. Youth Co-op, Inc.'s Executive Director Maria Rodriguez appeared before the Committee and explained that their centers comprise of great team work amongst staff. She also explained that the current population being served at that particular career center is partly the reason too. Chairman Piedra asked whether if there's anything being done differently from other centers. She explained they offer standardized training so that services are provided in the same manner across the board.

Chairman Piedra recommended staff monitor and focus on the success of long-term placements. He recommended a report be created that shows a breakdown (30, 60, 100-days) of 'long-term' placements. SFWIB Programs Manager, Juan Hernandez appeared before the Committee and provided additional details.

Mr. Perez requested staff identify better marketing strategies for reaching out to the community. Mr. Beasley explained that he recently had a meeting with EV Services, Inc. regarding outreach strategies.

6. Recommendation as to Approval to Support the Creation of Statewide Business and Workforce Competitive Fund

Chairman Piedra introduced the item and Mr. Beasley further read into record staff's recommendation for the Executive Committee's support of the creation of a statewide business and workforce competitive fund.

Mr. Perez briefly shared with the Committee regarding a business outreach tool that has been a great success.

Chairman Piedra recommended presenting this to Miami-Dade Board of County Commissioners for possible endorsements. Mr. Beasley responded that he has already reached out to Miami-Dade County Commission Chairman Monestime's office. Chairman Piedra also recommended presenting it at the Dade Delegation scheduled sometime in January 2015.

Mr. Jeff Bridges moved the approval to support the creation of a statewide business and workforce competitive fund. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

7. Recommendation a to Approval to Adopt the Re-alignment of the Governance Structure of the SFWIB

Chairman Piedra introduced the item. Mr. Beasley further discussed staff's recommendation to adopt the Re-alignment of the Governance Structure of the SFWIB.

Mr. Jeff Bridges moved that approval to adopt the re-alignment of the governance structure of the SFWIB. Motion seconded by Mr. Andy Perez; **Further Discussion(s):**

Chairman Piedra requested both Mr. Andy Perez and Ms. Maria Rodriguez's feedback as board members of CareerSource Florida regarding the State's Governance Structure. Both of them provided their feedback. Mr. Perez especially commented that he feels this is a great move for this region.

Mr. Gibson asked how many SFWIB committees are there, compared to the amount recommended. Mr. Beasley responded from five (5) committees to three (3).

Mr. Bridges commented that he opposed the fact the Executive Committee serves as the Audit Committee as he explained there should be more members with a background in finance to review and approval all recommended financials and/or any financial related items.

Mr. Brown asked whether there were any other options. Mr. Beasley briefly explained the other options.

New Business (es):

Mr. Beasley updated the Committee on the Employ Miami-Dade Initiative spearheaded by Miami-Dade County Mayor Carlos Gimenez's office.

There being no further business to come before the Committee, the meeting adjourned at 9:40am.