



**SFWIB EXECUTIVE COMMITTEE**

**DATE: November 13, 2014**

**AGENDA ITEM NUMBER: 2A**

**MEETING MINUTES**

**October 9, 2014 at 9:00 A.M**

**CareerSource South Florida Headquarters**

7300 Corporate Center Drive, Suite 204

Miami, FL 33126

<p><b>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Piedra, Obdulio, <i>Chairman</i></li> <li>2. Brown, Clarence</li> <li>3. Fils-Aime, Sr., Daniel</li> <li>4. Perez, Andy</li> <li>5. Gibson, Charles A.</li> </ol>	<p><b>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>6. West, Alvin</li> </ol> <p>*****</p> <p><b>SFWIB STAFF</b></p> <p>Beasley, Rick          Alonso, Gustavo          Garcia, Christine          Jean-Baptiste, Antoinette          Kavehersi, Cheri          Smity, Marian</p>	<p><b>AUDIENCE:</b></p> <p>Barroso, Lupe – <i>Cuban National Council (CNC)</i></p> <p>Picardo, Jorge – <i>Youth Co-op, Inc.</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 9:25am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

**2. A. Approval of August 21, 2014 Meeting Minutes**

Mr. Andy Perez moved the approval of August 21, 2014 meeting minutes. Motion seconded by Mr. Clarence Brown; Motion Passed Unanimously

**3. Information – July 2014 Financial Report**

Chairman Piedra introduced the item and Executive Director Rick Beasley further discussed. 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:**

- (\$347,189) transfer from Youth Providers to Training and Support Services

**Explanation of Significant Variances:**

1. Training and Support Services Expenditures were low 1.5% versus 16.7%
2. Other Programs and Contracts were recently approved on August 21, 2014

Chairman Piedra requested an update on the current auditing process conducted by BCA Watson Rice, LLP. Mr. Alonso responded that the financial statements were being finalized for submission to the Auditors. He also gave an update on policies and procedures that must be reviewed by the auditors as well.

Mr. Perez requested staff provide a report showing list of training vendors and programs that were removed since the implementation of the new ITA policy.

**4. Information – Bank Reconciliation for July and August 2014**

Chairman Piedra introduced the item and Mr. Alonso further presented the bank reconciliation for the above months. He and Mr. Beasley briefly commented on the success of the recently launched Automated Clearing House (ACH) system.

[Mr. Charles Gibson arrived]

**5. Recommendation as to Approval to Accept PY 14-15 Refugee Employment Program Funds and Allocate the Funds to Existing Service Providers**

Chairman Piedra introduced the item and Mr. Beasley further discussed staff's request for the Executive Committee's approval to recommend to the Board to accept PY 14-15 in refugee employment program funds and allocate the funds to existing service providers.

Mr. Clarence Brown moved the approval to accept PY 14-15 Refugee Employment Program Funds and Allocate the Funds to Existing Service Providers. Motion seconded by Mr. Andy Perez; Further Discussion(s):

Chairman Piedra requested a status on SFWIB's former Career Center provider Unidad of Miami Beach. Mr. Beasley explained that Unidad is no longer the provider for Miami Beach Career Center as a result of a recent failed bid submission for youth service provider contracts. Mr. Beasley however noted that Unidad is currently in its final year of contract with SFWIB for refugee services. He further advised the Committee of an issue with the current lease agreement at that particular center, nonetheless, assuring that the lease approval with the City of Miami Beach will be finalized very soon.

Mr. Piedra recommended staff seek legal counsel to potentially implement a "cross default" provision whereby if a provider fails one program, automatically disqualifies the provider from applying for any other available programs in the agency. Mr. Beasley explained the challenges with implementing such provision. He later gave an update on SFWIB's current contract with Iron Mountain, Inc. (Iron Mountain).

Mr. Perez requested additional information on how CareerSource South Florida's (CSSF) files are being submitted to Iron Mountain, as he wanted to know if files are being submitted electronically. Mr. Beasley explained that the current process does not entail electronic submissions; however, CSSF will soon launch a new paperless scanning process. Mr. Perez asked whether the new process will include scanning old files. Mr. Beasley responded that staff will try to scan as much of the old files as possible, in accordance with County and State purging and filing procedures.

Mr. Daniel Fils-Aime inquired about current operation at the Miami Beach career center. Mr. Beasley explained that there are two mobile units stationed near the center to avoid complete disruption of services. Mr. Fils-Aime inquired about the legal processes for lease agreements. Mr. Beasley explained that Miami-Dade County Attorney's office is handling all SFWIB's/CSSF's legal matters.

**Motion Passed with Unanimous Consent**

**6. Recommendation as to Approval to Accept and Allocate UC Supplemental Funds**

Chairman Piedra introduced the item and Mr. Beasley further read into record staff's recommendation for the Executive Committee's approval to recommend to the Board to accept and allocate \$266,093 in Unemployment Compensation (UC) Program Funds.

Chairman Piedra asked whether if funds are disbursed directly to CSSF's current providers. Mr. Beasley responded, "Yes."

Mr. Brown moved the approval to accept and allocate \$266,093 in Unemployment Compensation Program Funds. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

**7. Recommendation a to Approval to Adjust the Carry-forward Budget for the purchase of Software license for Data Management System and Career Center Kiosks**

Chairman Piedra introduced the item. Mr. Beasley further discussed staff's recommendation for the Committee's approval to recommend to the Board the implementation of a software license for Data Management System and Career Center Kiosks.

Mr. Perez inquired about the location of the kiosks. Mr. Beasley responded that they would be placed at CSSF's career centers throughout Miami-Dade and Monroe counties. Mr. Perez asked whether the new kiosks have also been implemented at other Regional Workforce Board (RWB) career centers. Mr. Beasley responded, "Yes" and listed the various RWBs that have already installed kiosks.

Chairman Piedra requested staff verify the stated amount of \$366,570 in the agenda item for the purchase of software license for Atlas Data Management System and fifty seven (57) kiosks. Mr. Beasley verified that the amount is correct.

Mr. Perez asked whether kiosks would be installed at local libraries. Mr. Beasley stated not at this time.

Chairman Piedra asked whether the kiosks will be placed at SFWIB's access points and SFWIB Programs Manager Juan Hernandez explained that they would be first launched at the career centers to test how successful they are before expanding to access points and libraries. Mr. Perez asked how many kiosks would be installed at each career center. Mr. Hernandez explained that it will be based on each center's current amount of caseloads and populations.

Chairman Piedra requested that a kiosk installation timeline be provided to the Committee at its next meeting. He also requested staff take pictures of the new kiosks for CareerSource Source South Florida's newsletters.

Mr. Brown inquired about the un-expended budgeted funds in the amount of \$202,921 versus the adjusted shown as \$203,292 in the background information of the agenda item. Staff explained the amount shown of \$202,921 is a scrivener's error, which should reflect a total of \$203,292. Mr. Brown requested this information be corrected.

Mr. Clarence Brown moved the approval to adjust the carry-forward budget for the purchase of software license for Data Management System and Career Center Kiosks. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

**8. Recommendation as to Approval to allocate \$80,316.52 from the budget reserve to operate the Miami Beach Center**

Chairman Piedra introduced the item and Mr. Beasley further discussed staff's recommendation for the Committee's approval to recommend to the Board to allocate \$90,316.52 from the PY14-15 budget reserve to operate the Miami Beach center.

Mr. Andy Perez moved the approval to allocate \$80,316.52 from the budget reserve to operate the Miami Beach Center. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

**Additional Discussions:**

Chairman Piedra briefly introduced the next few added on items. Mr. Beasley further discussed and reviewed with the Committee the following handouts that were distributed to members:

- DJPOE Scorecard Report dated 7/1/2014 to 10/9/2014
- CSSF Balanced Scorecard Report 7/1/2014 to 9/30/2014
- Monthly Job Placement Report July 2014

**Workforce Investment Opportunity Act (WIOA):**

Mr. Beasley briefly discussed the new legislation.

**Strategic Plan Review:**

Chairman Piedra went on to discuss the strategic plan review handout and each member received a copy.

Mr. Perez briefly discussed the success of Region 15 (Tampa CareerSource), which ranked #1 in July 2014 monthly job placement report. Mr. Beasley also responded that one of the key differences between this region (23) and region 15 is the fact that region 15 is its own service provider, which provides direct services to its clients.

Both Mr. Gibson and Mr. Perez inquired about cost per placement and Mr. Beasley explained that this region's cost per placement is much lower than other regions.

Mr. Perez requested that Targeted Occupation List be one of the main topics discussed at the next strategic planning session.

There was continued discussion regarding WIOA and budgeting a facilitator for the next Strategic Planning Session. Mr. Beasley recommended Mr. Greg Newton as the facilitator.

**Topics for Discussion at the Next Strategic Planning Session:**

- Targeted Occupation List (recommended by Mr. Perez)
- WIOA (recommended by Chairman Piedra and Mr. Beasley)
- Greg Newton as potential facilitator (recommended by Mr. Beasley)
- Expansion of Small/Medium Size Business Services (How do we help with Job Growth?) (recommended by Mr. Perez)
- Capitalization of training funds (recommended by Mr. Perez)

Chairman Piedra requested staff begin identifying potential dates and locations for the next strategic planning session in order to give board members ample time to plan accordingly. He also recommended the next session be no longer than four hours (half-a-day). Mr. Perez recommended having members break-out into teams during the session. Mr. Beasley recommended that WIOA be first discussed at a future board meeting prior to discussing it at the next strategic planning session.

Chairman Piedra also recommended staff reach out to board member, Dr. Montoya regarding having the next strategic planning session held at Miami Dade College Inter-American Campus.

Chairman Piedra gave a brief update on the Committee Reassignment surveys. He mentioned that the Majority of members recommended that the Board continue to hold its meetings on the third Thursdays of every other month.

Chairman Piedra later asked each member of the Executive Committee whether they would like to continue with their current seats as either chair or vice-chair of their individual committees.

- Youth Council Chairman, Clarence Brown requested an election be made for any current council members interested in the chairman and vice chairman seats. However, he stated that he would like to remain serving as a member of the Youth Council.
- WSI Chairman, Daniel Fils-Aime said that he wishes to continue his tenure as Chairman and recommended an election be made for the vice-chairperson seat, which is currently vacant.
- EDIS Committee Chairman, Andy Perez also wishes to continue his tenure as Chairman and recommended an election be made for the vice-chairperson seat, which is also currently vacant.
- Chairman Piedra appointed Mr. Gibson as Chairman of the Audit Committee and an election will be made for a new vice-chairman.

Mr. Gibson, who currently serves as President of the Board of Directors of Theodore Roosevelt Gibson Memorial Fund, Inc., announced that Executive Director Rick Beasley is being honored during the 32nd Annual Unity Dinner Celebration on October 19, 2014.

Chairman Piedra noted that moving forward board education packages will be included in all board member's binders, which will include a list of acronyms of words frequently used by this agency, and a current board meeting calendar.

Prior to meeting adjournment, Mr. Fils-Aime invited all to attend the 7<sup>th</sup> Annual Celebration of the Haitian Monument statue located in Franklin Square - Savannah, GA.

Meeting adjourned at 9:23am.