



**SFWIB EXECUTIVE COMMITTEE**

**DATE: August 14, 2014**

**AGENDA ITEM NUMBER: 2B**

**MEETING MINUTES**

**July 17, 2014 at 8:15 A.M**

**CareerSource South Florida Headquarters**

**7300 Corporate Center Drive, Suite 500**

**Miami, FL 33126**

<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. Fils-Aime, Sr., Daniel</li> <li>4. Gibson, Charles A.</li> <li>5. Perez, Andy</li> </ol>	<p><b>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>6. Brown, Clarence</li> </ol> <p>*****</p> <p><b>SFWIB STAFF</b></p> <p>Beasley, Rick          Alonso, Gus          Garcia, Christine          Hernandez, Juan          Infante, Adela          Kavehersi, Cheri          Morgan, Myria          Smith, Marian</p>	<p><b>AUDIENCE:</b></p> <p>Rodanes, Carlos – <i>New Horizons of South Florida</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</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 8:30am, asked all those present introduce themselves, and noted into record that a quorum had not been achieved.

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

Chairman West introduced the item and SFWIB Finance Assistant Director, Gus Alonso further presented. He reviewed with the Committee the following unaudited accompanying notes to the financial report for the period of July 1, 2013 through May 31, 2014:

**Revenue:**

- UC Funds - \$178,112

**Expenses:**

- Headquarters - \$46,851 increase
- Adult Services - \$140,172 decrease
- Youth Services - \$4,846 increase
- Set Asides - \$18,000 decrease
- Unallocated Funds - \$111,164 decrease
- Facilities Costs - \$120,253 increase
- Training and Support Services Costs - \$414,646 decrease
- Other Programs and Contracts \$409,800

**Explanation of Significant Variances**

1. Refugee Services – 59.3% vs 91.7%
2. Training and Support Services – low (30% vs. 91.7%)
3. Other Program and Contracts – low (14.6% vs. 91.7%)

Chairman West inquired about the ‘UC’ acronym and Mr. Alonso explained that it stands for “Unemployment Compensation.”

Chairman West inquired about total amount spent on the recent branding change from SFWIB to CareerSource South Florida. SFWIB Administration Assistant Director Marian Smith responded. Vice-Chairman Piedra asked for the total amount spent by this region in comparison to the amount reimbursed to this region by the state. Staff responded that this information had not been readily available, but will be provided at a later date.

Mr. Perez requested that a taskforce be created to discuss concerns regarding training expenditures. Chairman West recommended this topic be discussed by the EDIS Committee.

[Mr. Charles Gibson arrived]

Vice-Chairman Piedra requested information regarding the maximum amount of days funds remain obligated. Mr. Perez responded 30-days. Vice-Chairman later asked whether staff separated those obligated beyond the 30-day period from the Fiscal Summary with Obligations report. Mr. Beasley explained the invoicing process, and specifically gave examples of public schools processes. He also explained the current challenges with Pell grants. Vice-Chairman Piedra asked whether the public schools account for 50% of the stated funds. Mr. Beasley further explained.

Mr. West requested a detailed reconciliation report for training dollars. Vice-Chairman requested it be detailed by career centers.

Mr. Beasley continued the discussion with the review of the Fiscal Summary with Obligations report. There was continued discussion regarding the \$4.6 million in column number seven of the report.

The following had been recommended by the Committee:

- Identify current demands
- Determine whether there's a demand for training
- Determine how much should be budgeted for each program
- Create a deadline for the use of training funds. And if not used within the specified deadline, funds would be reallocated to another program in order to ensure training funds are fully expended
- Recruit more qualified training vendors

Mr. Beasley also recommended looking at the supply/demand matrix.

Chairman asked, "What drives the dollars?" Mr. Beasley responded both the demand of employers and jobseekers.

## **2. A. Approval of Meeting Minutes**

Mr. Andy Perez moved the approval of meeting minutes. Motion seconded by Mr. Charles Gibson; Motion Passed Unanimously

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

Chairman West introduced the item. Mr. Alonso further discussed and reviewed with the Committee June 2014 Bank Reconciliation.

Mr. Gibson inquired about the primary purpose for presenting this item. Vice-Chairman Piedra explained it is to ensure the monthly bank statements have been reconciled and signed by appropriate staff for auditing purposes.

**5. Recommendation as to Approval to Accept Wagner Peyser PY 13-14 Performance Incentives**

Chairman West introduced the item and Mr. Beasley further discussed and read into record staff's recommendation for the approval to accept \$183, 072 in WP program funds.

Mr. Andy Perez moved the approval to accept Wagner Peyser PY 13-14 Performance Incentives. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

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

Chairman West introduced the item and Mr. Beasley presented, noting staff's recommendation for the Committee's approval to recommend to the Board the approval to accept and allocate \$11,666 in SNAP program funds.

Vice-Chairman Obdulio Piedra moved the approval to accept and allocate supplemental SNAP funds. Motion seconded by Mr. Charles Gibson; **Further Discussion(s):**

Vice-Chairman Piedra inquired about the allocations for headquarters and facilities. Mr. Beasley explained.

**Added-on Item:**

**7. Renewal of UNIDAD In-School Youth Contract for Three Months and Release of an In-School Youth Program Request for Proposal**

Chairman West introduced the item and Mr. Beasley further discussed and requested the following actions:

1. The ratification of a three month contract for UNIDAD of Miami Beach to provide services for the In-School Youth Program from July 1, 2014 to September 30, 2014
2. Authorize staff to release an In-School Youth Program RFP

Vice Chairman Obdulio Piedra moved the approval for three months and release of an In-school youth program request for proposal. Motion seconded by Mr. Andy Perez; **Motion Passed with Unanimous Consent**

There being no further business to come before the Committee, the meeting adjourned at 9:20am.

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