



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: June 17, 2015 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

April 30, 2015 at 8:00am
 Doubletree Miami Airport Hotel – Exhibition Center
 711 NW 72nd Avenue
 Miami, FL

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Perez, Andy, <i>Vice-Chairman</i> 2. Adrover, Bernardo 3. Bridges, Jeff 4. Datorre, Roberto 5. Montoya, Rolando 6. Scott, Kenneth 7. Walker, Wanda 	<ol style="list-style-type: none"> 8. Gibson, Charles A, <i>Chairman</i> 9. Carpenter, Willie 10. Socorro, Ivonne 11. Zewadski-Bricker, Edith <p>SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine Gonzalez, Frances</p>	<p>Gavira, Beatriz – <i>SER Jobs</i> Enriquez, Dayara – <i>Community Coalition</i> Perez, Chris – <i>The Academy</i> St. Jean, Donard – <i>Dade Institute of Technology</i> Virutia, Humberto – <i>The Academy</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

SFWIB Vice-Chairman Jeff Bridges called the meeting to order at 8:28am on behalf of FE Council Chairman Gibson who was absent at today’s meeting. He asked those present introduce themselves. Quorum of members had been achieved.

2.a. Approval of the Audit Committee Meeting Minutes for December 18, 2014

Mr. Bernardo Adrover moved the approval of the Audit Committee meeting Minutes of December 18, 2014. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

3. Information – February 2015 Financial Report

SFWIB Vice-Chairman Bridges introduced the item and SFWIB Finance Assistant Director Gus Alonso further presented the accompanying notes to the Financial Report (unaudited) for the Period of July 1, 2014 to February 28, 2015:

Budget Adjustment:

He noted there were no adjustments

Explanation of Significant Variances

Training and Support Services Low (20.7% versus 66.7%)

Other Programs & Contracts – 7.8% versus 66.7% variance

[FE Council Vice-Chairman Andy Perez arrived]

Mr. Adrover asked whether comparisons are being done on a year-to-year basis for other programs & contracts. Mr. Alonso responded that based on the comparisons, the carryover dollars are slightly higher than prior years.

Mr. Datorre inquired about the invoicing processes as he wanted to know whether if it is done on a monthly basis. He specifically inquired about the Future Bankers, which states in number two of the Explanation of Significant Variances that the “invoice is anticipated by the end of the year.” Dr. Montoya explained that although the funding had been approved for this particular program, it is set to begin in the summer. Therefore, there are no expenses or invoices to report. Mr. Adrover also explained that possible delays are sometimes due to the internship recruitment processes with banks (financial institutions). Dr. Montoya asked whether CSSF received invoices from other programs listed in number 2 of the Explanation of Significant Variances section. Vice-Chairman Bridges also inquired about billings. Mr. Alonso responded that they recently received a bill for the National Flight Academy and First Generation Scholarship from Florida International University (FIU). Furthermore, FIU is currently in the negotiation stages and due this delay, approved funding might not be expended within the required timeframe. Nonetheless, unexpended fund would be carryover to the following year.

Mr. Datorre asked whether funds could be reallocated to other programs and Mr. Alonso explained that unexpended funds would either carryover or reallocated to service provider contractors. Dr. Montoya provided a recap on what had transpired at the prior Board meeting related to the First Generation Scholarship program with FIU.

Both Mr. Datorre and SFWIB Vice-Chairman Bridges requested a vote be taken to consider reallocating unexpended funds to other programs that would make use of them. However, Dr. Montoya opposed doing so, until more information was provided. Mr. Alonso advised that an analysis would be provided to the Council at its next meeting.

FEC Council Vice-Chairman Perez briefly explained the budget process and Dr. Montoya explained the education institutions academic years and students qualifying for the scholarships.

FEC Council Vice-Chairman Perez inquired about City Year’s contract. Staff responded that the contract information was not readily available.

Mr. Datorre recommended staff submit follow-up letters to those with pending contracts.

Mr. Scott inquired about unexpended funds, as he wanted to know if the State would possibly reduce allotments for the following year when Regional Workforce Boards (RWB) don't expend prior year allotments in a timely matter. Mr. Bridges explained that the State would not.

There was continued discussion regarding allocations and construction costs.

Mr. Scott briefly shared with the Council regarding construction training process.

Mr. Bridges inquired about the number of students that would potentially benefit from the First Generation Scholarships. Dr. Montoya responded that it varies based on scholarship amounts per students.

4. Information – Bank Reconciliation for March 2015

Vice-Chairman Perez asked if anyone had any questions.

No further questions or discussions.

5. Recommendation as to Approval to Accept Supplemental WIA Dislocated Worker Funds

Vice-Chairman Perez introduced the item and Mr. Alonso further discussed.

Mr. Jeff Bridges moved that approval to accept supplemental WIA Dislocated Worker Funds. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

6. Recommendation as to Approval to Allocate \$900,000 in WIA Adult Funds to the Work Readiness Youth Initiative

Vice-Chairman Perez introduced the item. Mr. Alonso further discussed and noted staff's recommendation for the approval to allocate \$900,000 in WIA Adult Funds to the Work Readiness Youth Initiative. Mr. Bridges asked if this initiative is for the summer and Mr. Alonso responded, "Yes." He further explained this is an initiative by Miami-Dade County.

Mr. Jeff Bridges moved the approval to allocate \$900,000 in WIA Adult Funds to the Work Readiness Youth Initiative. Motion Seconded by Mr. Bernardo Adrover; **Further**

Discussion(s):

Vice-Chairman Perez inquired about the Return on Investment (ROI) and Mr. Alonso responded that the information was not readily available. However it would be provided at a later date.

Vice-Chairman Perez requested that in the future, staff need to provide information on program outcome, specifically information on Return on Investments (ROI) when there are additional funds being requested for the expansion of current programs. Dr. Montoya explained that when the initial request had been first presented to the full Board, some of the members had the same concerns. Dr. Montoya asked whether there would be enough time to expend the additional funds by the end of 2014-15 program year. Vice-Chairman Perez explained the remaining funds would be carried-over to the following year

Mr. Scott inquired about program results, for example job placement rate and/or completion rate. Dr. Montoya explained that information on outcome must be provided to the Council on whatever deliverables were established in the contract. Dr. Montoya also explained that the request for additional dollars could also be due to a larger amount of respondents than projected. Mr. Alonso concurred.

Motion withdrawn by motion originators (Mr. Jeff Bridges and Mr. Bernardo Adrover):
Motion Rescinded

Mr. Bridges and members of the Council recommended this item for further discussion at the full Board meeting.

7. Recommendation as to Approval to Transfer \$1,200,000 from WIA Dislocated Worker Program to WIA Adult Program

Vice-Chairman Perez introduced the item. Mr. Alonso further discussed and noted staff's recommendation for the Council's approval to recommend to the Board to transfer \$1,200,000 from WIA Dislocated Worker Program to WIA Adult Program.

Dr. Montoya moved the approval to transfer \$1,200,000 from WIA Dislocated Worker Program to WIA Adult Program. Motion seconded by Mr. Jeff Bridges; **Motion Passed Unanimously**

8. Recommendation as to Approval to Accept \$16,666 in WIA Performance Incentive Funds

Vice-Chairman Perez introduced the item. Mr. Alonso further discussed and noted staff's recommendation for the Councils' approval to recommend to the Board to accept \$16,666 in WIA Performance Incentive Funds.

Dr. Rolando Montoya moved the approval to accept \$16,666 in WIA Performance Incentive Funds. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

9. Recommendation as to Approval Allocate \$7,500 for the Development and Support of the Employ Miami-Dade/Monroe Portals

Vice-Chairman Perez introduced the item and Mr. Alonso further discussed.

Dr. Montoya moved the approval to allocate \$7,500 for the development and support of the Employ Miami-Dade/Monroe Portals. Motion seconded by Mr. Roberto Datorre; Further Discussion(s):

Mr. Datorre questioned the cost and Mr. Alonso briefly explained.

Dr. Montoya stated the cost is reasonable.

Motion Passed with Unanimous Consent

10. Recommendation as to Approval to Allocate \$150,000 to Purchase a Mobile Workforce Assistance Center to Expend Workforce Services in Monroe County

Vice-Chairman Perez introduced the item and requested Mr. Alonso provide details. Mr. Alonso explained it is to bridge the gap between the two (2) centers.

There was lengthy deliberation amongst the Council regarding the primary purpose for additional mobile units. Council members had the following concerns:

- ✓ Whether there is a need for additional mobile units for Monroe County.
- ✓ Cut costs by relocating one of the three mobile units from Dade County to Monroe. Redo signs and banners with both county names written on them.
- ✓ Staff for mobile units

The Council recommended this item be tabled until more information had been provided.

11. Recommendation as to Approval to Accept \$175,000 in Community Development Block Grant Funding

Vice-Chairman Perez introduced the item and Mr. Alonso further discussed. Vice-Chairman Perez inquired about the distribution of funds and Mr. Alonso explained that the approval is solely to accept funds.

Mr. Bridges moved the approval to allocate \$175,000 to Purchase a Mobile Workforce Assistance Center to Expand Workforce Services in Monroe County. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

12. Information – Internal Quality Assurance Monitoring Activity Report

Vice-Chairman Perez introduced the item. Mr. Alonso further discussed then introduced SFWIB Quality Assurance Coordinator, Frances Gonzalez who presented the Internal Quality Assurance Monitoring Activity Report.

Dr. Montoya verified into record the number of findings listed in the repeat findings column of DEO 2015-16 Programmatic Monitoring Results. Ms. Gonzalez confirmed that the numbers were correct.

13. Information – Technical Review Public Forum

Vice-Chairman Perez introduced the item and Mr. Alonso further discussed. Ms. Gonzalez noted into record that the scores must be read publicly and one of the raters (Ms. Edith Zewadski-Bricker) was running late, but nonetheless, would present her scores upon her arrival.

There was continued discussion regarding the selection process. Executive Director Rick Beasley clarified into record the process.

No further questions or discussions.

The Council continued their discussion regarding approval of item#10.

10. Recommendation as to Approval to Allocate \$150,000 to Purchase a Mobile Workforce Assistance Center to Expand Workforce Services in Monroe County

Vice-Chairman Perez reintroduced the item and Mr. Beasley further explained. He noted that another unit had been identified for a lesser amount of \$60,000. However, more information would be provided at a later date once a thorough research had been done. He additionally explained that the primary purpose for additional units is to provide services between the middle keys (Key Largo and Key West) since there are no employment and training services being provided.

Dr. Montoya asked whether one of the three mobile units could be transferred from Dade County to Monroe County. Mr. Beasley responded that it wouldn't be possible as all three units are being used to provide services to residents of Miami-Dade County on a daily basis. One of the three is currently stationed near a courthouse in Miami-Dade to primarily provide services to youths.

Ms. Walker inquired about staffing for the additional mobile units. Mr. Beasley responded that CSSF would hire qualified staff holding CDL license and experience in employment and training services.

Dr. Montoya asked whether there are additional resources available for the additional expenses. Mr. Beasley responded, "Yes" then explained that the cost to operate a mobile center is lesser than a career center.

Mr. Adrover asked whether there's a need for additional services based on the current demographics and current unemployment rate in Monroe County. Mr. Beasley explained that the primary purpose is to provide access to services in areas where there are none. He additionally explained this had been a request made by Monroe County officials.

Vice-Chairman Perez asked whether the 6.7% of funding currently allocated to Monroe County would be used to purchase the mobile units. Both Mr. Beasley and Mr. Adrover explained that the funding being used are what had been allocated to region 23 as a whole.

Dr. Montoya moved the approval to allocate \$150,000 to purchase a mobile workforce assistance center to expand workforce services in Monroe County. Motion seconded by Mr. Roberto Datorre; Motion Passed Unanimously

14. Recommendation as to Approval to Allocate \$900,000 in WIA Adult Funds to the Work Readiness Youth Initiative

Vice-Chairman Perez reintroduced the item and Mr. Beasley explained and responded to the various concerns. He clarified that the purpose for additional funding is to satisfy the massively high number of registrants. SFWIB Piedra added that additional funds are needed.

Mr. Adrover inquired about a progress report. Mr. Beasley responded that this information would later be provided after students are placed.

Mr. Perez inquired about the length of the program and Mr. Beasley responded a total of 160 hours.

Mr. Adrover inquired about the registration process, marketing strategies and whether this initiative is in partnership with the School Board. Mr. Beasley responded that there are various marketing strategies in place in addition to providing outreach; he stated the agency is currently working with Circle of One and other marketing companies.

He also mentioned this initiative will be launched in Monroe County in partnership with the school boards.

Dr. Rolando Montoya moved the approval to allocate \$900,000 in WIA Adult Funds to the Work Readiness Youth Initiative. Motion seconded by Mr. Jeff Bridges; **Motion Passed Unanimously**

There being no further business to come before the Committee, the meeting adjourned at 9:30am.