



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2B

DATE: October 15, 2015 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

August 20, 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. Datorre, Roberto 3. Scott, Kenneth 4. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 5. Gibson, Charles A, <i>Chairman</i> 6. Adrover, Bernardo 7. Bridges, Jeff 8. Montoya, Rolando 9. Socorro, Ivonne <p>SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine</p>	Gilbert, David – <i>City of Miami</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i> Someillan, Ana – <i>Adults Mankind Organization, Inc.</i>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Vice-Chairman Andy Perez called the meeting to order at 8:02a.m., asked those present introduce themselves and noted that a quorum had not been achieved.

2.a. Approval of the Audit Committee Meeting Minutes for June 17, 2015

Item deferred due to lack of quorum.

3. Information – April 2015 Financial Report

Vice-Chairman Perez introduced the item and SFWIB Assistant Controller, Christine Garcia further presented the accompanying notes to the Financial Report (unaudited) for the period of July 1, 2014 to May 31, 2015:

Budget Adjustment:

Revenues:

- No revenue adjustments

Expenses:

- Headquarter cost increased by \$8,062
- Adult Services increased by \$54,393
- Facility Cost increased by \$4,449
- Youth Services increased by \$8,525
- Unallocated Funds increased by \$204,166
- Set aside decreased by \$130,000
- Training and Support Services decreased by \$8,525
- Other Programs and Contracts increased by \$130,000

Explanation of Significant Variances

1. Training and Support Services – low at 30.6% versus 91.7%
2. Other Programs & Contracts – low at 15.6% versus 91.7%

Mr. Scott inquired about the process of reallocating unexpended funds. Ms. Garcia responded that unused funds are carried over to the following year.

Mr. Datorre inquired about the status of Florida International University's (FIU) contract.

She explained that the current delays were due to contract legalities between FIU and SFWIB/ CSSF. Mr. Datorre recommended issuing an official deadline to finalize the issues.

There was continued discussion.

3. Information – Bank Reconciliation for May 2015

Vice-Chairman Perez introduced the item and Ms. Garcia further discussed.

No further questions or discussions.

5. Indirect Cost Rate

Vice-Chairman Perez introduced the item. Ms. Garcia further discussed and explained in detail the new process.

No further questions or discussions.

6. Recommendation as to Approval to accept \$100,000 from the City of Miami Gardens for the Summer Youth Employment Program

Vice-Chairman Perez introduced and read the item into record staff's recommendation for the Council's approval to recommend to the board to accept \$100,000 from the City of Miami Gardens for the Summer Youth Employment Program.

Vice-Chairman Perez asked staff to confirm whether if this is to accept or allocate \$100,000. Ms. Garcia confirmed it is to accept funds sponsored by the City of Miami Gardens. Vice-Chairman Perez inquired about total program costs. Ms. Garcia responded \$130,000 of which the \$30,000 would be paid by SFWIB/CSSF to cover administrative costs associated with the program.

Mr. Datorre inquired about the time period for this year's Summer Youth Employment program. Both Ms. Garcia and Ana Someillan, executive director of Adults Mankind Organization, Inc. explained that the program had been extended to August 15, 2015. Vice-Chairman Perez asked whether the amount to be accepted is a reimbursement due to the fact the program has already ended. Ms. Someillan responded, "Yes." Mr. Perez inquired about this year's program outcome. Ms. Someillan responded that the program was a great success as there were a total of 98 participants recruited; 96 from those recruited, completed 96 hours of work. On average, a total of 119 work hours were completed by youth employees. Vice-Chairman Perez asked whether this was a "Public Works" program where salaries were reimbursed. Ms. Someillan explained that it was a summer work experience for youth ages 14 to 17. He also inquired about the types of jobs that were offered. Ms. Someillan responded that employment locations were at summer camps, retail stores, and administration offices.

Executive Rick Beasley appeared before the Council and explained in detail the funding of this year's program.

This item had been recommended to the full Board by consensus of the members present.

7. Recommendation as to approval to allocate \$30,000 in TANF funds to Adult Mankind Organization, Inc. for the Management of the City of Miami Gardens Summer Youth Program

Vice-Chairman Perez introduced Executive Director Rick Beasley who further discussed.

This item had been recommended to the full Board by consensus of the members present.

8. Recommendation as to Approval to allocate \$150,000 in WIOA (Adult/Dislocated) funds for the Employ Miami-Dade Initiative to the City of Miami (City of Miami Career Center)

Vice-Chairman Perez introduced the item and read into record staff's recommendation for the Council's approval to recommend to the Board to allocate an amount not to exceed \$150,000 to the City of Miami Career Center for the Employ Miami-Dade initiative.



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 10/15/2015

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, that its assets are protected, and that the Board's resources are used appropriately and accounted for sufficiently.

Based on the Internal Control Procedures recommended by the Department of Economic Opportunity of the State of Florida, the Finance Committee at its April 2, 2009, meeting requested a monthly cash reconciliation report be provided at every Committee Meeting. Accordingly, the attached cash reconciliation for the month of August 2015 is being presented for review by the Council members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT