



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: April 28, 2022, 8:30AM

LOCATION: DoubleTree by Hilton Miami Airport Hotel
 Royal Poinciana Ballroom - Conference Room A
 711 NW 72nd Avenue
 Miami, FL 33126

Zoom: <https://us02web.zoom.us/join/9876543210>

- 1. CALL TO ORDER:** Chairwoman Glean-Jones called to order the regular meeting of the Finance and Efficiency Council at 8:48AM on April 28, 2022.

ROLL CALL: 10 members; 6 required; 8 present: Quorum.

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Bridges, Jeff (Zoom) Datorre, Roberto Gibson, Charles Glean-Jones, Camela, Chair (Zoom) Lampon, Brenda Maxwell, Michelle Perez, Andy Roth, Thomas, Vice-Chair	Adrover, Bernardo Scott, Kenneth SFWIB FEC MEMBERS EXCUSED	Beasley, Rick Bennett, Renee Petro, Basil ADMINISTRATION/IT Almonte, Ivan McFarland, Cassandra
OTHER ATTENDEES		
Rodanes, Carlos, New Horizons of South Florida		

Agenda items are displayed in the order they were discussed.

2A. Approval of Finance and Efficiency Council Meeting Minutes – February 17, 2022

Chairwoman Glean-Jones presented the February 17, 2022 Finance and Efficiency Council Meeting Minutes for review and approval.

Motion by Mr. Gibson: Move to approve Finance and Efficiency Council meeting minutes from February 17, 2022.

Seconded by: Ms. Lampon and **passed without dissent.**

3. Information - Financial Report – February 2022

Mr. Beasley introduced the item; Ms. Bennett presented unaudited financials for the period of July 1, 2021 through February 28, 2022.

Budget Variances

- Overall our expenditures remain on target for the year
- Headquarter costs are running at 51.1%
- Youth Services are at 53.3% and continue to make efforts to increase enrollment
- Other Programs & Projects expenditures are at 50.4%
- Facilities expenditures are at 45.1% compared to the standard burn rate of 66%; we anticipate to expense for Capital - Software & Hardware by the end of the year.
- Training & Support Services are at 62.5%

Mr. Gibson inquired about where we are historically with Youth Services vs. where we are today. Mr. Beasley advised that we should be at 66% and shared a number of new programs that have launched that should increase enrollment over the coming months.

Ms. Maxwell inquired about whether the Summer Youth Employment Program falls under the umbrella of “Youth Services”. Mr. Beasley advised that Youth Programs fall under WIOA and must operate year round. Summer Youth Employment Programs must be bid out and are funded under TANF. Both programs are restrictive and have eligibility requirements for program participation.

Mr. Beasley further advised that under WIOA, whether it be Adult, Dislocated Worker, or Youth, the dollars could be carried forward for an additional year; alternatively, TANF must be spent within the year of allocation.

There were no questions or further discussion.

Motion by Mr. Gibson: Move to approve February 2022 Financial Report as presented.

Seconded by: Vice-Chair Roth and **passed without dissent.**

4. Information - Bank Reconciliation – February 2022 and March 2022

Mr. Beasley introduced the item; Ms. Bennett continued the presentation to discuss bank reconciliation for February 2022 and March 2022.

There were no questions or further discussion.

5. Information – Activity Report – Internal Monitoring Results

Mr. Beasley introduced the item and further presented.

Agenda item reviewed monitoring activity results for the period of February 1, 2022 through March 31, 2022. The following organizations were included: Community Coalition, Greater Miami Service Corps (GMCS), The Beacon Council Economic Development Foundation (BCEDF) and Miami Dade Chamber of Commerce (MDCC).

- **Community Coalition** received two new findings and one repeat, namely:
 - 1) Credit card reconciliations not completed on a timely basis; charges to the card were not recorded in the accounting system or accrued in the month services/benefits were rendered.
 - 2) Credit card process did not have segregation of duties.
 - 3) Failed to conduct adequate follow-ups over 90 days. .
- **Greater Miami Service Corps (GMCS)** – No findings; the organization was commended for maintaining adequate documentation and internal controls.
- **The Beacon Council Economic Development Foundation (BCEDF)**
 - 1) Miami Community Ventures program – outstanding documentation (Affirmation and Acknowledgement Form and the Self-Assessment Questionnaire).
- **Miami Dade Chamber of Commerce (MDCC)** - No findings; the organization was commended for maintaining adequate documentation and internal controls.

No disallowances were noted.

Mr. Beasley shared that the fiscal monitoring reports are presented to the Board to ensure transparency and provide awareness of evaluations conducted on service providers.

A member inquired about the monitoring of credit card purchases/expenditures. Mr. Beasley explained that CSSF staff does not approve purchases in advance; rather they review



credit card purchases to ensure reconciliations occur timely; processes to ensure there is adequate separation of duties to reduce the chances of fraud and/or unauthorized activity.

Ms. Maxwell inquired about repeat findings and how they are managed. Mr Beasley further explained that CSSF staff works with the provider to improve processes. If the infraction is severe, it may result in a disallowance. If, after a disallowance, the behavior continues, it may result in a recommendation to the SFWIB to remove the provider.

No further questions or commentary.

6. Approval – Acceptance of Additional Workforce System Funding

Mr. Beasley introduced the item and further presented.

Motion by Mr. Datorre: Move to accept additional Workforce System Funding as presented. Seconded by: Ms. Maxwell and **passed without dissent.**

New Business

Auditing Services

Mr. Beasley advised the Executive Committee that CSSF staff would be presenting an item auditing services next month. CSSF is at that five (5) year mark with our current vendor. There has been discussion at DEO, permitting others to continue services without bidding. Mr. Beasley has a call in with the State to determine if we are able to continue with our existing auditor.

Workforce Systems Orientation

Mr. Perez, having been on the SFWIB for several years, noted that there have been an influx for new members appointed to the Board and leadership within the Board; as such, he would like to request that staff conduct a Workforce Systems Training/Orientation for all members.

Vice-Chair Roth offered his support and requested that training also include a detailed description of each subcommittee and information on how SFWIB members can help support the efforts of the Board.

Mr. Beasley concurs that a program of this type would be helpful. He also shared examples of what members have done in the past to help the Board (i.e., ideas, suggestions, and connections with employers).



Possible Economic Changes (Inflation/Recession)

Mr. Perez advised that there has been considerable discussion around the possibility of a US market recession. He further recommends that CSSF staff should looking at contracts, and the cost associated with them, to build contingency plans with vendors beforehand. It is possible that there could be increases that were not projected when contracts were executed.

Mr. Beasley advised that the SFWIB could only allocate what has been received. Our area (Miami-Dade/Monroe County) has recovered quickly over past few months; as such, we may see a drop in funding. House Bill 1507 has had a tremendous impact; things will continue to shift, under this administration, to best align with it. Either way, CSSF staff will continue to be as flexible and innovative as possible.

Ms. Lampon shared her agreement and added that the SFWIB need a better understanding of the requirements under WIOA, the REACH Act, and House Bill 1507.

Overtown Youth Center Pilot

Mr. Perez commends CSSF staff for their work at the Overtown Youth Center. He extended an invite for SFWIB members to visit and tour the new facility. Mr. Beasley further advised that CSSF staff are working with Overtown Youth Center staff to establish a TechHire Center within the facility. In addition, he shared that he looks forward to working the Director to assist in finding resources for the Center.

There being no further business to come before the Council, meeting adjourned.