



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: February 17, 2022, 8:30AM

LOCATION: The Landing at MIA 5 Star Conference Center
 Key Biscayne Room
 7415 Corporate Center Drive, Suite H
 Miami, FL 33126
Zoom: [https://us02web.zoom.us/meeting/register/tZwod-6gqD4iGtB1r_9f6hT*TiLxAUPpsV9CH](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZwod-6gqD4iGtB1r_9f6hT*TiLxAUPpsV9CH)

1. CALL TO ORDER: 8:46AM

ROLL CALL: 9 members; 6 required; 4 present: No Quorum.

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

Agenda items are displayed in the order they were discussed.

3. Information - Financial Report – December 2021

Vice-Chairman Perez introduced the item; Ms. Bennett presented unaudited financials for October 31, 2021.



Budget Variances

- Headquarter costs are running at 41.3%
- Youth Services are at 39.1% due to lower than expected enrollment. Ms. Bennett noted that this is a statewide trend.
- Facilities expenditures are at 32.5% compared to the standard burn rate of 50%; the expectation is that the remaining funds for Capital - Software & Hardware will be expended more toward the end of the year.
- Other Programs & Projects expenditures are at 53.5%; the increase is due to the summer youth programs that concluded in September 2021.
- Transport Services (not listed) are at 22%, following the same trend as Youth Services with lower than expected enrollment.

Mr. Beasley shared that Training and Support amount allocated is \$9MM. The SAMS adjustment, which is what Service Providers use to issue ITAs, makes it appear as though we have allocated \$13MM. The Finance team will be reviewing and making necessary adjustments to the spreadsheet to ensure the numbers are as accurate as possible.

Chairman Gibson inquired about progress made in the Other Programs and Projects category. Mr. Beasley advised that we have not received billing from St. Thomas because they are in the hiring process. Normally, the expenditures for this category is between 3-5%; we should begin to see movement on all programs shortly.

Training & Support Services: Mr. Beasley shared with the Finance Committee that enrollment is down for colleges, despite the financial resources available at the State level. There is minimal interest in completing the qualification process for those funds; individuals are choosing not to attend school at this time. We have scheduled a meeting next week with training vendors to discuss the development of apprenticeship programs that will allow participants to earn while they learn. At the conclusion of the program, participants will have earned their certification and secured employment.

Mr. Beasley further advised that we would use our training dollars to help increase college/school enrollment and subsidize wages for participating employers, who will be paying the colleges directly.

There were no questions or further discussion.



4. Information - Bank Reconciliation – November 2021, December 2021, January 2022

Mr. Beasley introduced the item; Ms. Bennett continued the presentation to discuss bank reconciliation for November and December 2021 as well as January 2022.

There were no questions or further discussion.

5. Information – Fiscal Monitoring Activity Reports

Mr. Beasley introduced the item; Ms. Bennett further presented

Two service providers were monitored by OCI:

- CAMACOL (for the periods of 3/9/20-6/30/21 and 7/1/21-6/30/22) – a few findings were reported, namely:
 - 1) Not enrolled as an employer in the US Department of Homeland Security E-Verify System;
 - 2) Missing completed documentation verifying Level I background screenings were completed for all CSSF funded staff. During the monitoring they completed this process and;
 - 3) Internal control issues were noted: Segregation of duties, (Accounting Manager had unrestricted access/authority to the accounting system); no documentation of bank reconciliations; no audit trail for bank reconciliations.
 - 4) Bi-weekly salaries were higher than the approved and budgeted amount. Ms. Bennett confirmed that CAMACOL was paid the budgeted amount; however, billing reflected the increased amount.
 - 5) Disallowed cost of \$123.04

[Mr. Jeff Bridges joined the Zoom call; Quorum established.]

- Greater Miami Chamber of Commerce (GMCC) (for the period of 3/9/20-6/30/21) – three findings were reported, namely:



- 1) No evidence that Level I background screenings were conducted prior to employment.
- 2) Employment Verification Forms (I-9) were not completed for a sample set of employees.
- 3) Bank reconciliations from March 2016 through March 2020 included stale dated checks that showed no documented evidence of due diligence. GMCC Accounting manual did not have a procedure that provided guidance on managing stale dated checks or voiding checks.

A Plan of Corrective Action has been completed and submitted for staff review.

No further questions or commentary.

2A. Approval of Finance and Efficiency Council Meeting Minutes – December 16, 2021

Since quorum has been established, Vice-Chairman Perez presented item 2A for approval. Chairman Gibson introduced a motion for approval of the December 16, 2021 Finance and Efficiency Council meeting minutes. Motion seconded by Ms. Glean-Jones. **All in favor with no opposition. Motion Passed Unanimously**

6. Recommendation as to Approval to Accept Additional Workforce System Funding

Mr. Beasley introduced and presented the item.

The South Florida Workforce Investment Board (SFWIB) received Notice of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) of the State of Florida totaling \$1,527,331.55 in Workforce System funding. Staff requests Council approval to move forward to the Board for acceptance

Chairman Gibson inquired about the Get There Faster At-Risk Floridians program. Mr. Beasley advised that we submitted a proposal, in partnership with Miami-Dade College, to launch a Construction apprenticeship program.

Mr. Beasley further shared that apprenticeship models serve as a catalyst for launching pre-apprenticeship programs at Miami-Dade County Public School district. We currently have an automotive apprenticeship and we are in the process of finalizing an agreement with Miami-Dade County Public Schools to have a similar pre-apprenticeship program in their adult technical colleges. Participants will receive partial certification and upon completion of



the pre-apprenticeship, they can transition immediately to an apprenticeship program with Bean or Warren-Henry to further their education and complete certification.

The pre-apprenticeship program is being submitted to the Florida Department of Education for review and approval.

Mr. Beasley clarified that funds submitted for approval today would be for the Get There Faster At-Risk Floridians apprenticeship program with Miami-Dade College. The Construction pre-apprenticeship program is already in place at four (4) Miami-Dade County Public Schools. That program, established approximately five (5) years ago, leads directly into apprenticeship programs with the Carpenters, The Circle of Brotherhood, Pipefitters, Labours, etc.

There being no further questions or comments presented, Vice-Chairman Perez presented agenda item #6 for approval. Chairman Gibson introduced a motion for approval to recommend the acceptance of additional funds rewarded to the Board. Motion seconded by Ms. Glean-Jones. **All in favor with no opposition. Motion Passed Unanimously**

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