



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: June 30, 2022, 8:30AM

LOCATION: Virtual Only

Zoom: <https://us02web.zoom.us/meeting/register/tZYud-ihqDMsGdbILQvt9QtEHEuww1KBQhbR>

- 1. CALL TO ORDER:** Vice-Chair Roth called to order the regular meeting of the Finance and Efficiency Council at 8:42AM on June 30, 2022.

ROLL CALL: 10 members; 5 required; 5 present: No Quorum

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Bridges, Jeff Lampon, Brenda Maxwell, Michelle Perez, Andy Roth, Thomas, Vice-Chair	Adrover, Bernardo Scott, Kenneth Datorre, Roberto Gibson, Charles Glean-Jones, Camela 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		

Mr. Beasley explained that there are no Agenda items are displayed in the order they were discussed.

3. Information - Financial Report – April 2022

Vice-Chair Roth introduced the item; Ms. Bennett presented unaudited financials for April 2022.

Budget Variances

- Overall our expenditures are slightly behind target for the year to date
- Headquarter costs are running at 63.6%



- Youth Services are at 67.5% and continue to make efforts to increase enrollments
- Other Programs & Projects expenditures are at 40.9%
- Facilities expenditures are at 56.3%

Ms. Bennett reviewed the agency summary of expenses for all departments through April 30, 2022. Mr. Beasley reviewed the burn rate for Adult, Refugee, and Training and Support Services. In addition, he shared many of the special projects currently underway that we have not been billed for to date.

Vice-Chair Roth asked for clarification regarding allocated funds that have not been used by the end of the program year and what may be carried over. Mr. Beasley explained that SFWIB Finance staff diligently tracks spend and conducts a carry forward analysis, by funding stream. This report informs and influences business decisions on project funding and possible transition of expenditures where necessary. Most of the training and support services are funded through WIOA and may be carried over; TANF funds are the only source of funding that is not permitted to transition over to next program year.

There was further discussion around the billing/invoicing process.

Mr. Beasley advised that there will more apprenticeship programs in the near future. Driven by a reduction of enrollment at the colleges/universities, more than 1MM in funding has been allocated for the following apprenticeship programs:

- Warren Henry
- Bean Automotive (25 apprentices)
- Early Learning Coalition
- Miami Dade College Helpdesk Technician (15 apprentices)
- Miami-Dade County Transit Department's Sr. Diesel Technician Program (40 apprentices).

SFWIB staff will be increasing outreach to meet the demand for skilled workers.

Mr. Perez shared concern of an upcoming recession; has there been conversations with the State in preparation?

Mr. Beasley advised that there has been discussion with the State as of yet. Conversations with the Chambers and Beacon Council have yielded no concern, as there has not been any signals of a slowdown. He reminded the Council of the many tools SFWIB staff developed

Minutes Prepared by: Ebony Morgan
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in response to the COVID-19 pandemic; namely the: Rapid Response Strategy, Layoff Aversion Program for small businesses, Operation Impact for local constituents (training and wage supplement up to \$1,000), and the Call Center to aid with unemployment claims, if necessary. The aforementioned tools could be employed quickly should a recession occur.

Vice Chair Roth advised that he is hearing the same chatter; however, there has been very little impact and/or action. He is waiting for the corporate earnings and GDP reports, which may foreshadow what is to come.

There were no questions or further discussion.

4. Information - Bank Reconciliation – April 2022 and May 2022

Mr. Beasley introduced the item; Ms. Bennett continued the presentation to discuss the bank reconciliations for April 2022 and May 2022.

Drawdowns for the month of May have been completed and covered all expenses. DEO required the final drawdown of the program year to be executed by June 14, 2022, which will cover SFWIB expenditures for the next 30 days.

Mr. Beasley explained what “drawdowns” are and the restrictions associated with that activity. We are prohibited from withdrawing all allocated funds for the program year at once. Instead, funds are pulled down to meet the expenditures. Too much cash on hand can be a finding. Additionally, because funds – once drawn - are stored in banking accounts, discretion should be exercised. LWDBs are restricted from using interest as program income; any monies accrued must be returned to the state.

There was further discussion around deposits for the months of April and May.

There were no questions or further discussion.

[Ms. Maxwell joined the meeting]

5. Information – Activity Report – Fiscal Monitoring Activity Reports

Mr. Beasley introduced the item; Ms. Bennett further presented the OCI Fiscal Monitoring Activity Report for the period of April 1, 2022 through May 31, 2022.



The following organizations were included: Youth Co-Op, Inc. (ISY & OSY), The School Board of Miami-Dade County, and Adults Mankind Organization, Inc. (ISY & OSY).

- **Youth Co-Op, Inc.** - Received four new findings, namely:
 - 1) Finding/disallowment: A disallowment in the amount of \$180.00; YCOP failed to include the One-Stop delivery system common identifier of the “American Job Center (AJC)” or “a proud partner of the AJC Network” and the official logo of the South Florida Workforce Investment Board (SFWIB) on purchased business cards.
 - 2) Finding: The Affirmation/Acknowledgement Form, required within ten (10) business days of employment, volunteerism, or performance work for any CSSF funded program.
 - 3) Finding: A credit card purchase for two (2) printers was incorrectly allocated and recorded as a CSSF expenditure. The cost was submitted for reimbursement; however the not in the approved budget. Weaknesses in internal controls were also noted as credit card reconciliations were not performed for sampled period.
 - 4) Finding: Sampled staff did not complete Tier 1 certification within 10 business days of hire; additionally, a number of contractually required reports were outstanding and submitted to CSSF after the finding was discovered and discussed with CSSF management.

- **The School Board of Miami-Dade County** – One findings; two observations:
 - 1) Finding: The Affirmation/Acknowledgement Form, required within ten (10) business days of employment, volunteerism, or performance work for any CSSF funded program.
 - 2) Observation#1: Sample participant timesheets reflected noncompliance with minority working hours vs. break requirements for select occupations. The number of incidents have been reduced over the last couple of years – going from 84% of the sample reflecting noncompliance to 18%.
 - 3) Observation #2: Recordkeeping deficiencies with the timesheets of the sampled participants.

- **Adults Mankind Organization, Inc. (AMOR) – No findings**
 - 1) AMOR was commended for maintaining adequate documentation, internal controls, and compliance with regulations and requirements of the contract.



[Ms. Maxwell introduced herself for the record.]

2A. Approval of Finance and Efficiency Council Meeting Minutes – April 28, 2022

Chairman Gibson presented the Finance and Efficiency Council Meeting Minutes for review and approval.

Motion by to approve the Finance and Efficiency Council meeting minutes from April 28, 2022.

Ms. Maxwell seconded the motion; **item is passed without dissent.**

The Council was mistakenly informed that quorum was achieved. With five (5) members present, quorum was not achieved; the April 28, 2022 minutes will be re-introduced for approval during the August 18, 2022 SWIB FEC meeting.

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