



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

**Wednesday, January 21, 2009
8:30 A.M.**

South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive
5th Floor - Conference Room 3
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. August 12, 2008
 - B. September 10, 2008
 - C. December 3, 2008
3. November 2008 Finance Report
4. Recommendation to Accept Reed Act Funds
5. Recommendation to Accept Unemployment Compensation Funds
6. Recommendation to Accept Job Corps Funds

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



2.A

SFWIB - Finance Committee

January 21, 2009

Minutes of SFWIB Finance Committee Meeting August 12, 2008

South Florida Workforce Investment Board
 Finance Committee Meeting
 August 12, 2008, Noon.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	ADDITIONAL SFWIB MEMBERS	OTHER ATTENDEES
1. Jeff Bridges, <i>Chairperson</i> 2. Bernardo Adrover 3. Willie Carpenter 4. Charles Gibson 5. Ramiro Inguanzo	Margolis, Edward, <i>SFWIB Chairperson</i> Manrique, Carlos	Beaven, Heather – <i>Jobs for Florida Graduates (JFG)</i> Conklin, Coleen – <i>Jobs for Florida Graduates (JFG)</i> Harvey, Hilary – <i>Jobs for Miami</i> Iglesias, Laura – <i>Jobs for Miami</i> Mitchell, Carlena – <i>Miami-Dade County Public Schools</i> Pattee, Curt – <i>Ernst & Young LLP</i> Rabbito, Catherine – <i>Easter Seals</i> Tirado, Ruth – <i>ABC Institute</i> Weeks, Susan – <i>ABC Institute</i> Williams, Lionel – <i>Ernst & Young LLP</i>
COMMITTEE MEMBERS NOT IN ATTENDANCE 6. Jeffrey Blacher 7. Robert Datorre	SFW STAFF Beasley, Rick Alonso, Gustavo Kistner, Ken Pierre, Linda Quiñones, Dulce	

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Jeff Bridges, Committee Chair, called the meeting to order at 12:07 p.m. Introductions of those in attendance were noted and a quorum was present.

2. Approval of Finance Committee Meeting Minutes of February 14, 2008, March 12, 2008, May 7, 2008, June 19, 2008, and June 25, 2008.

Mr. Charles Gibson moved approval of the Finance Committee meeting minutes of February 14, 2008, March 12, 2008, May 7, 2008, June 19, 2008, and June 25, 2008. The motion was seconded by Mr. Bernardo Adrover and carried.

3. June 2008 Finance Report

Mr. Rick Beasley, SFWIB Executive Director, presented the un-audited finance report for the months ending June 30, 2008, and reviewed the items on the second page of the report containing notes to be brought to the Member’s attention.

Mr. Beasley reported that expenditures were lower than expected due to the possible rescission of funds by the State that did not take place. He noted that some Reed Act funds had been used for the purchase of the mobile units, and added that most of our funding, which does not include funding such as Reed Act funds, could be rolled over to the next fiscal year.

Although Reed Act funds cannot be used for training, charges were adjusted to cover some core and intensive services of the adult & dislocated workers.

Mr. Beasley commented that at the next meeting he would provide the SAMS report for the past fiscal year.

Mr. Manrique expressed a concern regarding training and support services. He added that Mr. Beasley is correct, but he has concerns remaining regarding the WIA, and WIA Dislocated funding, and that traditionally TANF funding is difficult to spend. He is concerned that the funds might run out early in the fiscal year.

There was discussion regarding savings, if any due for the Career Centers. Mr. Beasley noted that there would be no change in the budget because the staff was retained, and there are still eleven centers. Mr. Margolis noted that that change would be reflected on the next budget year.

4. Internal Controls Review Presentation

Mr. Beasley introduced the item and explained that the Agency for Workforce Innovation (AWI) released an RFP to obtain consulting services from CPA firms with extensive experience in the area of internal control to conduct onsite internal control reviews of selected AWI sub-recipients. The firm of Ernst & Young LLP was selected to conduct these reviews for South Florida Workforce Investment Board.

Mr. Curt Pattee gave an overview of the process used to complete the review. Copies of the Ernst & Young report *Agency for Innovation Regional Workforce Board #23 – Miami Dade/Monroe, Finance Committee Presentation, 12 August 2008* were distributed.

Mr. Lionel Williams reported that Region 23 had the fewest number observations of all other reviews. There were positive observations as well in the Governance, Financial Systems, Information Technology, Participant Programs, and Compliance with Sub-Recipient Monitoring areas.

The report included a number of key observations and opportunities for improvement. Management's response is not included.

The closing remarks included their appreciation of the cooperation and assistance provided during the review by the Board, Executive Management Team, and staff.

It was noted as well, that the Workforce Board's Executive Management Team proactively began the process of addressing the recommendations by establishing new policies and operating standards designed to help minimize, mitigate, and/or limit the risks associated with the exposures identified.

Mr. Beasley informed the Members that he and the Executive Director of the Early Learning Coalition (ELC), Evelio Torres had discussed the possibility of performing peer reviews of SFW by ELC staff and peer reviews of ELC by SFWIB staff.

Mr. Margolis thanked the presenters and noted that the tone of the review report was appreciated.

Mr. Margolis suggested that management approval of system overrides to the MIP system should be investigated. Mr. Beasley noted that an override is sometimes necessary and that is a software issue. The functionality exists, but the package purchased by the State does not include that functionality.

Mr. Margolis asked for their opinion of the benefits of having quality assurance staff in the field. The response was that the OCI responsibility for that area was of benefit. Mr. Bridges requested that this topic be included on the next agenda.

Mr. Bridges requested that an action plan be provided at the next meeting to indicate actions taken to correct the reported observations. After review it would be forwarded to the Board for review, and then to the State, if appropriate. It seems appropriate to have a management response.

5. Approval of SFWIB 2008-2009 Budget

Mr. Beasley distributed the *Revised Budget Explanation of Changes*, and presented the funding revenue changes in new funding and carry-forward funding for the SFWIB FY 2008-2009 Budget. He also reported on the changes to expenditures for headquarters, training, facility costs, and contracts.

Mr. Bernardo Adrover moved approval of the SFWIB 2008-2009 Budget. The motion was seconded by Mr. Willie Carpenter and carried unanimously.

6. Approval to Renew Professional Services Agreement with Sharpton, Brunson & Company, P.A.

Mr. Beasley presented the item and noted that approval of this action would allow Sharpton, Brunson & Company, P.A. to begin the audit process immediately after the end of the current fiscal year.

Mr. Willie Carpenter moved approval to Renew Professional Services Agreement with Sharpton, Brunson & Company, P.A. The motion was seconded by Mr. Charles Gibson and carried unanimously

7. Financial Monitoring Report-Jobs for Miami

Mr. Beasley noted that SFWIB staff conducts financial monitoring of the Region's Service Partners. He presented the Executive Summary of the Financial Monitoring Report for Jobs for Miami (JFM) dated August 4, 2008, and added that the full report is available at the Committee.

Mr. Beasley noted that the report is presented in order to keep the Committee informed. JFM has been given until August 14th to provide requested documentation, and if not provided, SFW's relationship with JFM would be severed.

He added that an incident report prepared by Dulce Quinones, SFWIB Office of Continuous Improvement (OCI) would be sent today to the Inspector General.

Mr. Margolis noted that JFM is SFWIB's only African American provider, and all options need to be considered.

The meeting adjourned at 1:35 p.m.



2B.

SFWIB - Finance Committee

January 21, 2009

**Minutes of SFWIB Finance Committee Meeting
September 10, 2008**

South Florida Workforce Investment Board
 Finance Committee Meeting
 September 10, 2008, Noon.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

<p>COMMITTEE MEMBERS IN ATTENDANCE</p> <p>1. Bernardo Adrover</p> <p>COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <p>2. Jeff Bridges, <i>Chairperson</i></p> <p>3. Jeffrey Blacher</p> <p>4. Willie Carpenter</p> <p>5. Robert Datorre</p> <p>6. Charles Gibson</p> <p>7. Ramiro Inganzo</p>	<p>ADDITIONAL SFWIB MEMBERS</p> <p>Margolis, Edward, <i>SFWIB Chairperson</i></p> <p>SFW STAFF</p> <p>Beasley, Rick</p> <p>Alonso, Gustavo</p> <p>Glancy, Anne</p> <p>Kistner, Ken</p> <p>Pierre, Linda</p> <p>Quiñones, Dulce</p>	<p>OTHER ATTENDEES</p> <p>Rodriguez, Maria – <i>Youth Co-op, Inc.</i></p> <p>Mitchell, Carlena – <i>Miami-Dade County Public Schools</i></p> <p>Batista, Mercedes – <i>Arbor E&T</i></p> <p>Duran, Alex – <i>SER Jobs for Progress, Inc.</i></p>
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Agenda items are displayed in the order they were discussed.

8. Call to Order and Introductions

Mr. Bernardo Adrover called the meeting to order at 12:28 p.m. Introductions of those in attendance were noted and a quorum was not present.

9. Approval of Finance Committee Meeting Minutes of August 12, 2008.

As there was no quorum, the minutes of the August 12th meeting were not approved

10. July 2008 Finance Report

Mr. Beasley provided the finance report reported, for the period of July 1, 2008 through July 31, 2008 beginning with the notes on page 1.

The new budget format is meant to capture any adjustments made to the Board approved budget throughout the year. Adjustments may include funding changes made by the State, and Board approved changes throughout the year. This month there were no adjustments.

Spending in general is low in Career Center Services and Training and Support Services because it is the beginning of the fiscal year and Service Providers were getting their programs started, however they are expected to pick up next month.

Mr. Beasley provided a detailed report on the agency summary.

Mr. Beasley added that SFWIB is in good shape financially. Mr. Adrover added that the carry-forward funding amount may be much more than expected.

11. Internal Controls Review Action Plan

Mr. Beasley presented the Internal Control Review Report action plan as requested at the August 12, 2008, Finance Committee meeting. He added that the action plan would be a part of each Finance Committee agenda until completed. He added that any policies developed from this process would be brought to the full Board.

Mr. Margolis noted that no implementation strategy was included for Observations #2, "A periodic assessment is not performed by the Board of Directors or Committees to evaluate its performance against the established goals and objectives." Mr. Beasley responded that the issue is not financial, but that the Board and the Executive Director must develop a process to assess progress.

Mr. Adrover commented that the goals must be specific, and there should be a quarterly assessment of those goals. Mr. Margolis suggested that the defined goals be communicated to the full Board. Mr. Beasley will request of the SFWIB Retreat facilitator Mr. John Metcalf, to provide a self-assessment tool for use prior to the Retreat.

Mr. Adrover asked staff to poll SFWIB Members for available dates for the Retreat.

5. Recommendation as to a Pilot Cash Advance Initiative

Mr. Adrover noted that as there was no quorum present, the item was for information only. Mr. Beasley added that the item could be brought to the Full Board for consideration.

6. Financial Monitoring Report – JFM Update

Mr. Beasley presented the item and reported that Jobs for Miami, Inc. had been given until August 14, 2008, to provide requested documentation to SFWIB. Documents had been received from Jobs for Miami, Inc, but the information was not acceptable. The information submitted contained statements that items were paid, but no documentation was provided.

He added that if required information is not provided by Jobs for Miami, Inc. their contract would not be extended.

The meeting adjourned at 1:00 p.m.



2.

SFWIB - Finance Committee

January 21, 2009

**Minutes of SFWIB Finance Committee Meeting
December 3, 2008**

South Florida Workforce Investment Board
 Finance Committee Meeting
 December 3, 2008, 8:30 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

COMMITTEE MEMBERS IN ATTENDANCE	ADDITIONAL SFWIB MEMBERS	OTHER ATTENDEES
8. Bernardo Adrover 9. Charles Gibson COMMITTEE MEMBERS NOT IN ATTENDANCE 10. Jeff Bridges, <i>Chairperson</i> 11. Willie Carpenter 12. Robert Datorre 13. Ramiro Inguanzo	SFW STAFF Beasley, Rick Alonso, Gustavo Glancy, Anne Kistner, Ken Pierre, Linda Quiñones, Dulce	Mitchell, Carlana – <i>Miami-Dade County Public Schools</i> Elfers, Thomas – <i>SER Jobs for Progress, Inc.</i> Adderly, Kevin – <i>Sharpton, Brunson, & Co.</i>

Agenda items are displayed in the order they were discussed.

12. Call to Order and Introductions

Mr. Bernardo Adrover called the meeting to order at 8:50 a.m. Introductions of those in attendance were provided. Mr. Adrover noted that a quorum was not achieved.

13. Approval of Finance Committee Meeting Minutes of August 12, 2008, and September 10, 2008.

As there was no quorum, the minutes of the August 12, 2008, and September 10, 2008, meetings were not approved.

14. October Finance Report

Mr. Beasley provided the un-audited finance report, for the period of July 1, 2008 through October 31, 2008 beginning with the notes on page 2. He noted that the new report format is meant to capture adjustments made to the Board approved budget throughout the year.

Mr. Adrover requested that page numbers be referenced on the note pages to enable members to locate the information.

In addition, Mr. Adrover requested that information for past years be gathered to determine cyclical periods (seasonality.)

15. SFWIB Internal Controls Policy and/or Procedure Recommendations

Mr. Beasley presented the report.

A. Bank Reconciliation

The consensus was to move the item to the full Board.

B. Fidelity Bond Coverage

The consensus was to move the item to the full Board.

C. Formal Risk Assessment Process

Mr. Beasley reported that the SFWIB and the Early Learning Coalition would review each others organizations annually. The first review is tentatively scheduled to begin in February. Mr. Adrover advised that a completion date must be established and confirmed.

D. Finance Staff Annual Training

The consensus was to move the item to the full Board.

E. Vendor Master File-Monthly Report

The consensus was to move the item to the full Board.

F. Revise Policy and Procedure to conduct Payroll Reconciliation

The consensus was to move the item to the full Board.

G. Mandatory Leave policy for Key Positions

The consensus was to move the item to the full Board.

H. Ernst and Young Recommendation IT Network Strengthening

The consensus was to move the item to the full Board.

I. Ernst and Young IT Recommendation Application Change Procedures

The consensus was to move the item to the full Board.

J. Ernst and Young IT Recommendation Backup and Recovery Procedures

The consensus was to move the item to the full Board.

5. Recommendation as to Accept Reed Act Funds

The consensus was to move the item to the full Board.

6. Recommendation to Accept Food Stamp Employment and Training Program (FSET)

The consensus was to move the item to the full Board.

7. Recommendation to Accept Additional Reed Act Funds

The consensus was to move the item to the full Board.

8. Recommendation to Accept Workforce Investment Act (WIA) Dislocated Worker Funds

Mr. Beasley explained that Workforce Florida, Inc. (WFI) awarded SFWIB \$509,117 in WIA, Dislocated Worker funds for the period October 1, 2008-June, 2009. Accepting these funds would aid our region's performance in the WIA, Dislocated Worker Program, participation rates and the overall state performance.

The consensus was to move the item to the full Board.

Mr. Adrover noted that all items on the agenda had been covered and asked for any new business.

Mr. Beasley informed the Committee that the Executive Committee had discussed moving all committee meetings to the morning before each full Board meeting. He added that the new schedule would reduce the number of days Members would need to attend meetings.

Mr. Beasley added that the change to the SFWIB By-Laws regarding attendance would be included on the full Board agenda.

The meeting adjourned at 9:15 A.M.



3.

SFWIB – Finance Committee

January 21, 2009

November 2008 Finance Report

BACKGROUND

The un-audited finance report for the month ending November 30, 2008, will be reviewed.

Attachments



4.

SFWIB – Finance Committee

January 21, 2009

Recommendation to Accept Reed Act Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee accept the additional Reed Act funding.

BACKGROUND

On December 17, 2008, Workforce Florida Inc. (WFI) awarded SFWIB an additional \$3,000 in Reed Act funds for the period October 1, 2008 - June 30, 2009. The allocation was based on a Reed Act implementation plan submitted by SFWIB to AWI to conduct outreach for the region. The availability of the funds will aid the regions' performance with Temporary Assistance for Needy Families (TANF) participation rates and the overall state performance.

SFWIB staff recommends that the Finance Committee accept the additional Reed Act funding.



5.

SFWIB – Finance Committee

January 21, 2009

Recommendation to Accept Unemployment Compensation Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee accept the additional Unemployment Compensation funds.

BACKGROUND

On December 17, 2008, Workforce Florida Inc. (WFI) awarded SFWIB an additional \$402,874 in Unemployment Compensation funds for the period October 1, 2008 – June 30, 2009. The Unemployment Compensation funding allows SFW to assist Floridians receiving unemployment benefits seek employment.

SFWIB staff recommends that the Finance Committee accept the additional Unemployment Compensation funds.



6.

SFWIB – Finance Committee

January 21, 2009

Recommendation to Accept Job Corps Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee accept the additional Job Corps funds.

BACKGROUND

On October 1, 2008, Workforce Florida Inc. (WFI) awarded SFWIB an additional \$2,905 in Job Corps funds for the period July 1, 2008 – November 2008. The purpose of this additional funding was to provide funding for travel, postage, office supplies and fair share costs as needed.

SFWIB staff recommends that the Finance Committee accept the additional Job Corps funds.