



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

**Thursday, February 26, 2009
8:00 A.M.**

Doubletree Miami Mart/Airport Hotel and Exhibition Center
711 NW 72nd Avenue
Salon A
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. January 21, 2009
3. SFWIB Strategic Planning Discussion
4. December 2008 Finance Report
5. 2007-2008 Audit Report Presentation
6. Review of AWI Financial Monitoring and Tool
7. Recommendation to Accept and Allocate Reemployment and Eligibility Assessment (REA) Funds
8. Recommendation to Allocate WIA and Wagner Peyser Incentive 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.

SFWIB - Finance Committee

February 26, 2009

**Minutes of SFWIB Finance Committee Meeting
January 21, 2009**

South Florida Workforce Investment Board
 Finance Committee Meeting
 January 21, 2009, 8:30 A.M.
 South Florida Workforce Investment Board Headquarters
 7300 Corporate Center Drive, 5th Floor - Conference Room 3

<p>COMMITTEE MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. Jeff Bridges, <i>Chairperson</i> 2. Bernardo Adrover 3. Charles Gibson 4. Robert Datorre 5. Ramiro Inguanzo 	<p>COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 6. Willie Carpenter <p>SFW STAFF</p> <p>Beasley, Rick Alonso, Gustavo Glancy, Anne Kistner, Ken</p>	<p>OTHER ATTENDEES</p> <p>Barroso, Lupe – <i>CANC</i> Oller, Virama – <i>Transition, Inc.</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i></p>
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Agenda items are displayed in the order they were discussed.

2. Call to Order and Introductions

Mr. Jeff Bridges called the meeting to order at 8:47 a.m. Introductions of those in attendance were provided. He noted that a quorum was not achieved.

3. Approval of Finance Committee Meeting Minutes of August 12, 2008, September 10, 2008, and December 3, 2008.

[Mr. Charles Gibson and Mr. Roberto Datorre arrived, thereby achieving a quorum.]

Mr. Charles Gibson moved to approve the minutes of the August 12, 2008, September 10, 2008, and December 3, 2008, Finance Committee meetings. The motion was seconded by Mr. Roberto Datorre, and approved.

4. November 2008 Finance Report

Mr. Beasley reviewed the un-audited finance report, for the period of July 1, 2008 through November 30, 2008 beginning with the notes on page 2.

Revenue:

- Reed Act - Reflects additional \$222,660 in award dollars received from the State.

Expenses:

- Youth Services: Reflects service providers transfer of funding for Training and Support Services, causing a net effect of (\$4,407).
- Training and Support Services: Reflects requests from service providers to transfer a portion of their Contract funds to Training and Support Services totaling \$4,407.

Explanation of Significant Budget Variances

- Refugee Services (page # 11) is under anticipated projections by 12.70% (28.97% vs. 41.67%). This variance can be attributed to some service partners not drawing down 100% of their funds because they did not produce the contracted unit of service for the contract that ended 9/30/08. Also for the new contract beginning 10/1/08, unit production is low (13% vs. 16%).
- WIA Youth Services (pages #4) is under anticipated projections, approximately 68.52% vs. 83.33% (since awards have only been awarded for a six month period).
- Please note the agency-wide expenditure rate is at 78.18% (page #3) due to Children Trust contracts that ended 9/30/08, which had approximately an 86% (Page #13) expenditure rate, elevating these percentages.
- Training and Support Services is significantly low, 18.96% vs. 41.67% (page 3). This is a category that is always closely monitored due to the constant low expenditure rates. Historically, expenditure rates increase significantly at the end of the fiscal year.

5. Recommendation to Accept Reed Act Funds

Mr. Roberto Datorre moved to accept the additional Reed Act funding. The motion was seconded by Mr. Charles Gibson, and approved.

5. Recommendation to Accept Unemployment Compensation Funds

Mr. Roberto Datorre moved to accept the additional Unemployment Compensation funds. The motion was seconded by Mr. Charles Gibson, and approved.

Mr. Adrover inquired as to the number unemployed persons who have been placed in jobs. Mr. Beasley responded that a report would be provided at the next meeting.

6. Recommendation to Accept Job Corps Funds

Mr. Charles Gibson moved to accept the additional Job Corps funds. The motion was seconded by Mr. Roberto Datorre, and approved.

The meeting adjourned at 9:28A.M.



3.

SFWIB – Finance Committee

February 26, 2009

SFWIB Strategic Planning Discussion

Discussion Item

BACKGROUND

SFWIB held its annual Retreat on November 7-8, 2008. The retreat gave members the opportunity to discuss the boards' past accomplishments, priorities, existing strategic work plan and future goals.

At the December 18, 2008, Board meeting, John Metcalf, SFWIB Retreat facilitator provided a presentation on the results of the Board Retreat and highlighted changes made to the SFWIB Strategic Plan.

At its January 6, 2009, meeting, the Executive Committee reviewed and discussed the SFWIB revised Strategic Plan.

The Board Chair would like each Committee to review and take action on following and to report back to the Executive Committee.

- To define SFWIB success
- Develop recommendations on what areas to target and recommendations for the first three actions to be taken, and
- Including non-SFWIB members to work with their committee.



4.

SFWIB – Finance Committee

February 26, 2009

December 2008 Finance Report

BACKGROUND

The un-audited finance report for the month ending December 31, 2008, will be reviewed.

Attachments



5.

SFWIB – Finance Committee

February 26, 2009

2007-2008 Audit Report Presentation

BACKGROUND

The Federal Single Audit Act of 1984 (Public Law 98-502), the Federal Single Audit Act Amendments of 1996 (P.L. 104-156) and Office of Management and Budget (OMB) Circular A-133 require an independent financial and compliance audit of each non-federal entity that is a recipient or sub-recipient of Federal funding and has cumulative expenditures of Federal funds of \$500,000 or more in a fiscal year.

In addition, any recipient of the Agency for Workforce Innovation (AWI) that expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year from all combined state sources must have a state single audit conducted for that fiscal year.

The audit is conducted annually and is one of the ways that the Board accomplishes its fiscal oversight role of SFWIB.

Sharpton, Brunson & Company, P.A. was competitively procured in August 2007 to perform the required audit.

Sharpton, Brunson & Company, P.A. during the period October 2008 to February 2009 performed the Fiscal Year 2007-2008 audit. There were no findings for the Fiscal Year 2007-2008 audit and the previous years findings were resolved.

A representative of Sharpton, Brunson & Company, P.A. will provide a presentation on the Fiscal Year 2007-2008 Audit Report.

Attachments



Audit Results & Financial Overview

June 30, 2008



SHARPTON, BRUNSON & COMPANY, P.A.

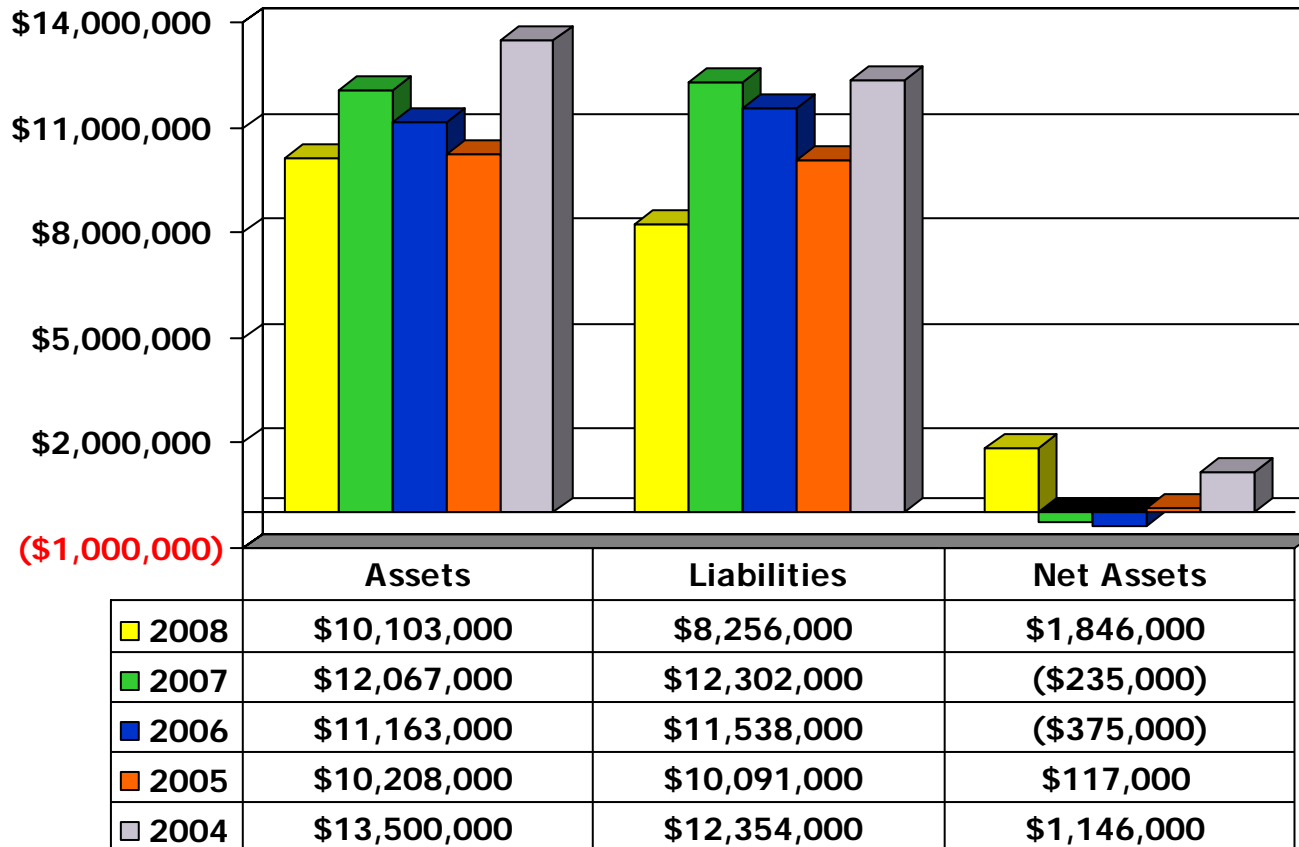
Certified Public Accountants & Business Consultants

- Audit Of Financial Statements Pursuant To Generally Accepted Auditing Standards And Government Auditing Standards
- Review Of Internal Controls Governing Financial Operations, As Well As Laws and Regulations
- Tests Of Compliance With Major Federal Awards
- Audit In Accordance With The Provisions of Chapter 10.550, Rules of Florida's Auditor General

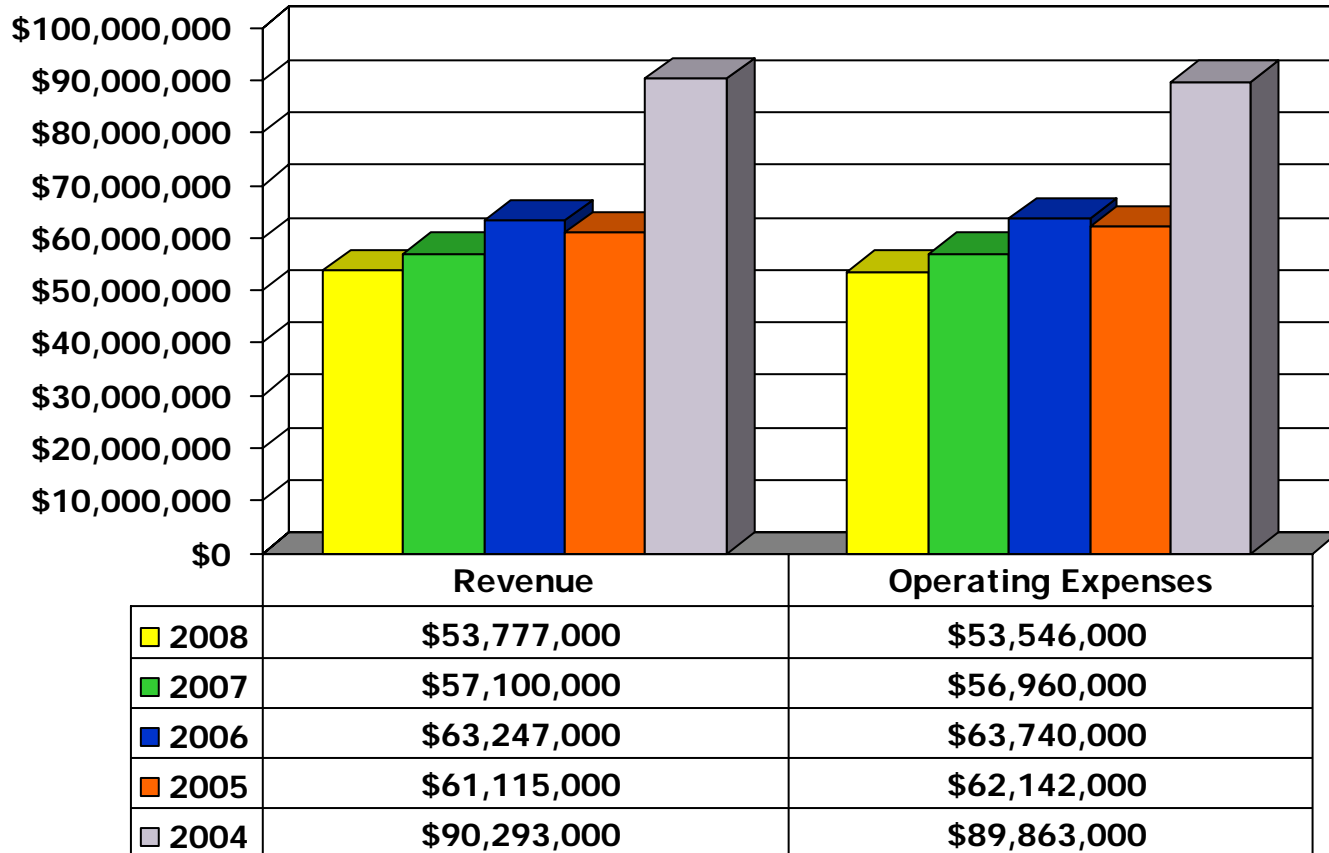
- **Unqualified Audit Opinion On Financial Statements And OMB Circular A-133 Report**
- **No Significant Deficiencies Nor Material Weaknesses Were Noted In The Internal Control Systems**
- **No Matters Of Noncompliance Were Noted Pursuant To OMB Circular A-133**

- **Workforce Investment Act Cluster:**
 - Adult
 - Dislocated Worker
 - Youth
- **Welfare Transition Program**
- **Refugee and Entrant Assistance Program**
- **Food Stamp Employment Training**
- **REED Act**
- **Unemployment Compensation**
- **Reemployment & Eligibility Assessment**

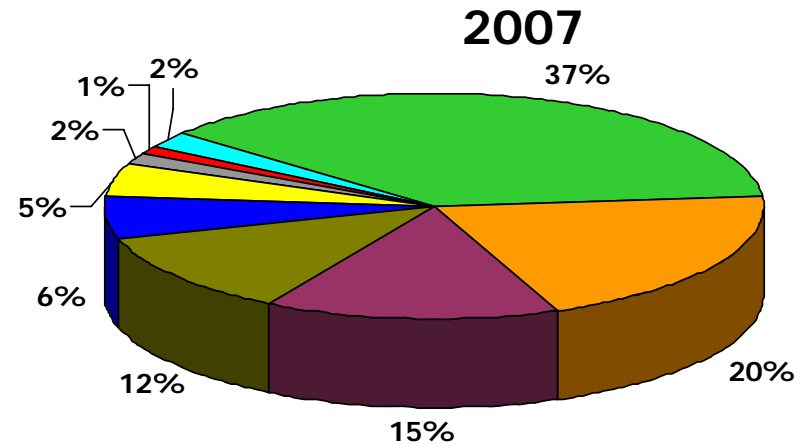
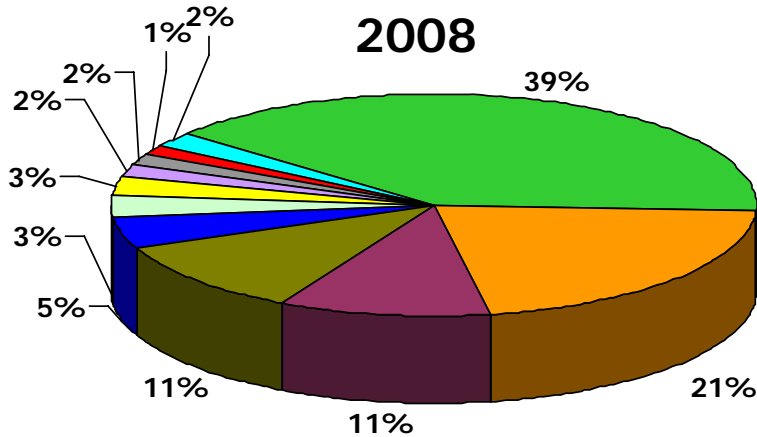
Statements of Net Assets



Statements of Activities



Overview of Operating Expenses



- Welfare Transition Program - \$21,258,000
- Refugee and Entrant - \$11,502,000
- WIA-Adult Services - \$5,649,000
- WIA-Youth Services - \$5,716,000
- WIA-Dislocated Workers - \$2,579,000
- Food Stamp Employment Training - \$1,686,000
- Children Trust - \$1,489,000
- REED Act - \$842,000
- Wagner Peyser - \$929,000
- Reemployment Eligibility Assessment - \$749,000
- Other Programs - \$1,147,000

- Welfare Transition Program - \$21,339,000
- Refugee and Entrant - \$11,504,000
- WIA-Adult Services - \$8,301,000
- WIA-Youth Services - \$6,750,000
- WIA-Dislocated Workers - \$3,587,000
- Children Trust - \$2,683,000
- Wagner Peyser - \$935,000
- Reemployment Eligibility Assessment - \$625,000
- Other Programs - \$1,236,000

Grand Total \$53,546,000

Grand Total \$56,960,000

➤ **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

- Our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles.

➤ **Significant Accounting Policies and Unusual Transactions**

- Accounting policies used are those commonly used in the governmental industry-which are disclosed in the financial statements.
- Unusual transactions noted involve prior years estimated liabilities.

- **Management Judgments and Accounting Estimates**
 - Allocation of cost among federal funded programs
 - Receivables due from grantor agencies
 - Service providers accrued expenses

- **Significant Audit Adjustments**
 - Deferred revenue amounts

- **Major Issues Discussed with Management Prior to Retention**
 - Status of prior years' unidentified deferred revenue amounts
 - Status of prepaid transportation costs - \$651,000 questioned costs

➤ **Disagreements with Management and Audit Difficulties**

- No disagreements were encountered with management during the audit.

➤ **Status of Prior Years' Findings and Comments - Resolved**

- Prior years' unidentified deferred revenue amounts
- Prepaid transportation cards - \$651,000 questioned costs