



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

Thursday, June 17, 2010

8:00 A.M.

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

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. April 15, 2010
3. Finance Reports
 - A. April 2010 Financial Report
 - B. April 2010 ARRA Financial Report
4. Informational – Cash Reconciliation for May 2010
5. Recommendation as to Approval to Accept PY 2009 to 2010 Reemployment and Eligibility Assessments (REA) Funds
6. Recommendation as to Approval to Issue a Request for Qualifications for External Auditing Services
7. Recommendation as to Approval of SFWIB Fiscal Year 2010 to 2011 Budget and Allocations

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

June 17, 2010

Minutes of SFWIB Finance Committee Meeting
April 15, 2010

South Florida Workforce Investment Board
Finance Committee Meeting
April 15, 2010, 8:00 A.M.
Doubletree Miami Mart/Airport Hotel
711 NW 72nd Avenue, Palm Room
Miami, FL 33126

| COMMITTEE MEMBERS IN ATTENDANCE | COMMITTEE MEMBERS NOT IN ATTENDANCE | OTHER ATTENDEES |
|---|--|--|
| 1. Piedra, Obdulio, <i>Chairperson</i> 2. Androver, Bernardo 3. Bridges, Jeff 4. Chi, Joe 5. Datorre, Roberto 6. Inguanzo, Ramiro 7. Zewadski-Bricker, Edith | 8. Carpenter, Willie 9. Gibson, Charles A SFW STAFF Alonso, Gustavo Garcia, Christine | Fuentes, Ricardo – <i>Hialeah One Stop Center</i> Houston, Noah - <i>Transition</i> Mitchell, Carlana – <i>MDCPS</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i> |
| ADDITIONAL BOARD MEMBERS IN ATTENDANCE | | |

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Obdulio Piedra, SFWIB Finance Committee Chairperson, called the meeting to order, asked those present to introduce themselves and noted that a quorum was achieved.

2. Approval of Finance Committee Meeting Minutes

Mr. Joe Chi moved the approval of the minutes dated February 18, 2010. It was seconded by Mr. Androver; Motion Passed.

3A. February 2010 Financial Report

Gus Alonso, SFW Assistant Director of Finance presented the un-audited financial report for February 2010. Mr. Alonso went over the first section of the revenue in the commentary page that summarizes the major changes for the above month:

- AWI Past-Thru amounts increased by a net total of \$362,814 as a result of additional allocation received from the State of Florida
- Career Center Services: An increase of \$1,935 from the previous month
- Training and Support Services: A decrease of \$1,935 from the previous month.
- Refugee Services: Under projected spending levels mainly due to the start up of a new refugee program which began January 2010

Mr. Adrover inquired about the percentage of unused funds at the end of the year. Mr. Alonso informed him that it was due to an under spent 3-month Refugee Program that ended December 31, 2010.

Mr. Adrover asked if the remaining funds can be allocated to another program. Mr. Alonso responded that the funds can only be used for the refugee program.

Mr. Piedra inquired about the Temporary Protection Status (TPS) and the new target population. Mr. Alonso responded that he doesn't have a specific answer to his question; however, he mentioned that there aren't enough jobs to place people and two providers turned down the increased awards due to the contract stipulations.

Mr. Chi inquired about the two providers. Mr. Alonso's response was Youth Co-op and City of Hialeah

[Mr. Beasley arrived]

Mr. Datorre inquired about the benchmarks with Department of Children & Families (DCF) and asked if the company provided subsidies for the participants? Mr. Alonso responded saying no, SFWIB gets paid for every benchmark performed. Additionally, SFWIB has been in contact with DCF in attempt to negotiate the contract.

[Mr. Bridges arrived]

Mr. Chi asked about entrepreneurship alternatives for the refugee program. Mr. Beasley responded saying he will consider asking DCF about it; however, there is no training tied to the program.

Mr. Alonso went on to discuss the other programs and contracts section.

Mr. Datorre asked when does the project begins and ends. Mr. Beasley responded that it ends June 30th of this year.

Mr. Datorre also inquired about the remaining funds and wanted to know if SFWIB is expected to receive any additional funding this year. Mr. Beasley responded that the funds would be carried over and SFWIB is expected to receive additional funding. All of the programs mentioned were created by the Board using every funding stream currently available.

Mr. Bridges inquired about the Cash Advance (CA) project adjustments. Mr. Beasley responded that the adjustments were reallocated to the Phoenix Project.

Mr. Piedra recommended making a report available that shows the allocations to Monroe County.

3B. February 2010 ARRA Financial Report

Mr. Alonso presented the un-audited ARRA financial report for period April 1, 2009 through February 28, 2010.

The item was moved by Mr. Datorre and seconded by Mr. Bridges; **Motion Passed**

4. Informational – Cash Reconciliation for February 2010

Mr. Alonso presented the item and discussed the following:

- Operating Account -\$2 million; reconciled every month
- \$4.5 million in deposits and \$4.5 million in expenditures
- Checks are cut twice a week

Piedra gave explanation regarding their attempts to close out the escrow account.

Adrover asked if the checks require two signatures. The response was yes.

Piedra mentioned that the control system was tested by the examiner and they are in place.

5. Recommendation as to Approval to Accept Unemployment Compensation Funds

Mr. Piedra read the item.

The item was moved by Mr. Chi and seconded by Mr. Datorre; **Motion Passed**

6. Information – Allocation of Additional Food Stamp Employment and Training (FSET) Funds

Mr. Piedra discussed the item. Additional FSET funds were received and immediately allocated to the Career Centers with the approval of Mr. Adrover, SFWIB Chairman and Mr. Piedra, Finance Chairman.

[Mr. Inguanzo arrived]

7. Recommendation as to Approval to Accept Funds for a Shared Case Management Pilot Program Targeting DJJ and Foster Youth

Mr. Beasley discussed the item and mentioned the following:

- This is a 2 year pilot project implemented by Juvenile Justice and the State of Florida
- SFWIB received \$5500 for a Shared Case Management Pilot program targeting DJJ and Foster Youth due to the efforts done for that population

Mr. Bridges moved the approval to accept the funds. It was seconded by Mr. Datorre; **Motion Passed**

8. Recommendation as to Approval to Accept WIA State Level Incentives

Mr. Beasley discussed this item and mentioned that the \$31,250 was given to SFWIB due to having satisfactory performance.

Mr. Datorre moved the approval to accept the WIA State Level Incentives. The motion was seconded by Mr. Chi; **Motion Passed**

Mr. Beasley also discussed the planning estimates for the 2010/2011 fiscal year. SFWIB will receive an estimate of 24.8 million in WA Adult, Dislocated, Youth and Wackenkeiser funds. Further discussions regarding additional dollars will be determined sometime in May.

Mr. Piedra asked if there were any additional questions or comments. The meeting was adjourned at 9:03am.



3.A

SFWIB – Finance Committee

June 17, 2010

April 2010 Financial Report

BACKGROUND

The un-audited financial report for the month ending April 30, 2010 will be reviewed.

Attachment



3.B

SFWIB – Finance Committee

June 17, 2010

April 2010 ARRA Financial Report

BACKGROUND

The un-audited ARRA financial report for the month ending April 30, 2009 will be reviewed.

Attachment



4.

SFWIB – Finance Committee

June 17, 2010

Cash Reconciliation for May 2010

Informational

BACKGROUND

Based on the Internal Control Procedures recommended by the State, the Finance Committee at its April 2, 2009 meeting requested a monthly cash reconciliation report be provided to it.

The cash reconciliation for May 2010 is attached for the Committee members to review.

Attachment

**South Florida Workforce
Reconcile Cash Accounts**

Reconciliation Date: 05/31/10

Cash Account: 1102 Cash -General Operating Account

| | |
|--------------------------------|------------------------------|
| Beginning Book Balance | 1,222,028.08 |
| Less Checks Drawn | (4,799,547.98) |
| Plus Deposits | |
| Checks Voided | 17,284.00 |
| Deposits | 5,431,747.61 |
| Plus Other Items | 0.00 |
| Unreconciled Items: | |
| Ending Book Balance | <u><u>1,871,511.71</u></u> |
| Bank Balance | 3,639,488.04 ✓ |
| Less Checks Outstanding | (1,767,976.33) ✓ |
| Plus Deposits In Transit | |
| Transfer to operating | |
| Unreconciled Items: | |
| Reconciled Bank Balance | <u><u>1,871,511.71</u></u> ✓ |
| Unreconciled difference | <u><u>0.00</u></u> |

Prepared by:

Blanca M. Richardson
Blanca M. Richardson

Approved by:

[Signature]
[Signature]



5.

SFWIB – Finance Committee

June 17, 2010

Approval to Accept Program Year 2009-2010 Reemployment and Eligibility Assessments Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept the Program Year (PY) 2009 to 2010 Reemployment and Eligibility Assessments (REA) Funds as set forth below.

BACKGROUND

On May 18, 2010, the Agency for Workforce Innovation (AWI) released a Notification of Fund Availability (NFAs) to Regional Workforce Board 23 for PY 2009 Reemployment and Eligibility funds in the amount of \$1,344,000.

The REA program assists unemployed workers find jobs through early intervention and personalized assistance such as developing work search plans and other Career Center services.



6.

SFWIB – Finance Committee

June 17, 2010

**Approval to Issue a Request for Qualifications
for External Auditing Services**

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to issue a Request for Qualifications (RFQ) for external auditing services.

BACKGROUND

The current contract with Sharpton, Brunson & Company, P.A. for auditing services was competitively procured in summer of 2007. That contract expires on June 30, 2010 and is not subject to renewal.

SFWIB staff is seeking external auditing services in an amount not to exceed \$130,000 for the next Program Year, July, 1, 2010 to June 30, 2011. The audit process is scheduled to begin immediately following the close of the current fiscal year.



7.

SFWIB – Finance Committee

June 17, 2010

**Approval of the SFWIB 2010-11
Budget/Allocations.**

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval of SFWIB Program Year (PY) 2010-2011 budget and allocations.

BACKGROUND

The Finance Committee met on June 9, 2010 to discuss the attached SFWIB PY 2010 to 2011 budget and allocations. During that meeting, the Executive Director and Finance Manager clarified all Committee member queries.

Attached for the Committee’s review is the proposed SFWIB 2010-11 budget and allocations. Moreover, as requested in the June 9, 2010 meeting, program narrative justifications for Special Projects cost is attached for the Finance Committee members to review.