



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**FINANCE COMMITTEE MEETING**

**Thursday, August 19, 2010  
8:00 A.M.**

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

**AGENDA**

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
  - A. June 9, 2010
  - B. June 17, 2010
3. Finance Reports
  - A. June 2010 Financial Report
  - B. June 2010 ARRA Financial Report
4. Informational – Cash Reconciliation for June 2010
5. Recommendation as to Approval to Accept PY 2010 ARRA WIA Digital Access Initiative Funds
6. Recommendation as to Approval to Allocate Refugee Program Funds for OJT Services
7. Recommendation as to Approval of the Selection of an External Independent Audit Firm



2.A

**SFWIB - Finance Committee (Budget Meeting)**

**August 19, 2010**

**Minutes of SFWIB Finance Committee Meeting  
June 9, 2010**

South Florida Workforce Investment Board  
 Finance Committee Meeting  
 June 9, 2010, 9:00 A.M.  
 South Florida Workforce Headquarters  
 7300 Corporate Center Drive, Suite 500  
 Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>ADDITIONAL BOARD MEMBERS IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Piedra, Obdulio, <i>Chairperson</i></li> <li>2. Carpenter, Willie</li> <li>3. Chi, Joe</li> <li>4. Datorre, Roberto</li> <li>5. Gibson, Charles A</li> <li>6. Zewadski-Bricker, Edith</li> </ol>	<p><b>SFW STAFF</b>            Beasley, Rick</p> <p>Alonso, Gustavo            Edwards, Phillip            Garcia, Christine            Jean-Baptiste, Antoinette</p>	<p>Castaneda, Lourdes – <i>GCCC</i>            Cepedes, Margarita - <i>UNIDAD</i>            Cordoba, Manny - <i>SER</i>            Lopez, Omar - <i>GCCC</i>            Mitchell, Carlana – <i>Miami-Dade County Public Schools (MDCPS)</i>            Silva, Marcie - <i>AATI</i></p>
<p><b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>7. Androver, Bernardo</li> <li>8. Bridges, Jeff</li> <li>9. Inguanzo, Ramiro</li> </ol>		

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 and asked those present to introduce themselves.

- **Funding and Allocations**
  - 2010/11 Funding
    - New Funding, Estimated Carryover and Total
  - 2010/11 Allocations
    - New Funding, Estimated Carryover and Total
  - Funding Assumptions
- **Funding Changes**
  - 2010-11 Funding
  - 2009-10 Adj. Budget
  - 2010-11 +/- 2009-10
- **Headquarters Expenses**

Mr. Piedra inquired about the refugee population. He asked if the Temporary Protection Service (TPS) made a great impact and requested for the population.

Mr. Beasley responded that he doesn't think so, but it mainly consists of Cuban and Haitians in the Region 23 jurisdiction. He went on to say that the greatest impact right now is the economy.

Mr. Gibson inquired about Florida Back to Work and Mr. Beasley explained to him how the program operates and noted that the program will end in September.

Mr. Gibson further asked about the program start date. Mr. Beasley responded the program started in January, but funding wasn't received until April. He further mentioned about the three pending amendments for the Florida Back to Work program, the unemployment benefits and Youth employment.

Mr. Gibson also asked if the unused funds for the Florida Back to Work have to be refunded. Mr. Beasley said the Florida Back to Work dollars are TANF ARRA funds, so unused funds will be reverted back to Washington.

In regards to headquarters' cost, Mr. Piedra asked if we can add an additional column that provides yearly information on F.E.E. Mr. Beasley responded that staff will be able to provide him with an analysis.

[Mr. Chi arrived]

Mr. Carpenter inquired about the Board expenses and Mr. Beasley responded that Board expenses are costs incurred for meetings held in other facilities and business related travel expenses for board members.

Mr. Beasley mentioned to the Board regarding the new office copiers that will be purchased.

[Mr. Gibson stepped out]

Mr. Piedra inquired about the \$18,000 renovation expense.

Mr. Gustavo Alonso, Assistant Director of Finance responded that renovations would consist of relocating cubicles. There were rearrangements done last year due to the stimulus program that required additional staff and space. Mr. Beasley also mentioned the carpet cleaning expenses.

[Mr. Gibson came back]

Mr. Piedra inquired about the \$19,000 allocation for electricity. Mr. Beasley said it's for the purpose of keeping the air-condition running on weekends when staff is in the office as well as the server expenses incurred last year.

Mr. Piedra further asked about the office lease renewal date and its space. Mr. Beasley responded that it's a 5 year new lease and SFW is currently on year two of the lease plan. He also said that there has been attempts made to reduce the space, however, it was found that it wouldn't be cost efficient.

Mr. Piedra went on to inquire about the current servers. Mr. Beasley responded that the last year 2 new servers and wiring upgrades for the career centers were bought last year. Mr. Piedra asked about hurricane season preparation. Mr. Beasley responded that monthly back-ups are done and hurricane preparation training has been completed with all staff.

Mr. Carpenter inquired about the penalty clause on the office lease. Mr. Beasley responded that there is no penalty if the lease is broken; however, SFW must provide six months advance notice prior to breaking the lease.

Mr. Silvio Parodi, SFWIB IT Manager arrived to provide further explanation regarding the back-up servers. He mentioned that the back-up servers for SFW are located in South Miami (Miller & 87<sup>th</sup> avenue) and data is being backed-up daily.

Mr. Beasley went over the ARRA Budget and discussed the following areas:

**ARRA Budget**

- **Funding and Allocations Assumptions July 2010- June 2011**
  - ARRA Funding
    - New Funding, Estimated Carryover and Total
  - ARRA Allocations
    - New Funding, Estimated Carryover and Total
  - Funding Assumptions
- **ARRA HQ Expense Budget**
- **ARRA Budget – HQ Allocation Rate**
- **ARRA Career Center Facility Budget**

Mr. Carpenter inquired about the amount of money received in stimulus. Mr. Beasley responded \$2.9 – \$3 million for youth in which \$2.5 million has been allocated; \$3.3 million for adults and 2 million was allocated. The total stimulus received was \$21. 7million.

Mr. Carpenter asked will the Board receive a detailed report once the stimulus dollars have been depleted. Mr. Beasley responded yes.

Mr. Piedra asked if the directors bond was allocated to ARRA. Mr. Beasley said no.

Mr. Piedra was concerned about the administrative cost, so he asked for a report on the amount of scholarships, their completion and success rates.

Mr. Piedra again thanked all those present for attending and adjourned the meeting at 10:23 am.



2.B

SFWIB - Finance Committee

August 19, 2010

**Minutes of SFWIB Finance Committee Meeting  
June 17, 2010**

South Florida Workforce Investment Board  
 Finance Committee Meeting  
 June 17, 2010, 8:00 A.M.  
 Doubletree Miami Mart/Airport Hotel  
 711 NW 72<sup>nd</sup> Avenue, Palm Room  
 Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>ADDITIONAL BOARD MEMBERS IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Piedra, Obdulio, <i>Chairperson</i></li> <li>2. Zewadski-Bricker, Edith</li> </ol>	<p><b>SFW STAFF</b></p> <p>Alonso, Gustavo            Garcia, Christine</p>	<p>Alvarez, Alex – <i>Take Stock in Children</i>            Cepedes, Maragarita - <i>UNIDAD</i>            Houston, Noah - <i>Transition</i>            Mitchell, Carlana – <i>Miami-Dade County Public Schools (MDCPS)</i>            Pichardo, Jorge – <i>Youth Co-Op, Inc.</i></p>
<p><b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Androver, Bernardo</li> <li>2. Bridges, Jeff</li> <li>3. Carpenter, Willie Chi, Joe</li> <li>4. Datorre, Roberto</li> <li>5. Gibson, Charles A</li> <li>6. Inguanzo, Ramiro</li> </ol>		

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 the members present to introduce themselves and noted that since a quorum has not been achieved, this will only be an informational meeting.

**3A. April 2010 Financial Report**

Gus Alonso, SFW Assistant Director of Finance presented the un-audited financial report for April 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 decreased by \$400 in TAA

- Training and Support Services has an increase of \$68,000 in additional TAA allocations as a result of additional funds approved by the Board on February 22, 2010.
- Refugee Services, other programs and contracts are under budgeted

**3B. April 2010 ARRA Financial Report**

Mr. Alonso presented the un-audited ARRA financial report for period April 1, 2009 through June 30, 2010.

**4. Informational – Cash Reconciliation for May 2010**

Mr. Alonso presented the item.

Mr. Piedra inquired about the number of reconciliations as he noticed that it is currently down to one instead of two. Mr. Alonso explained that the money from the old account has been transferred to the operating account.

**5. Recommendation as to Approval to Accept PY 2009 to 2010 Reemployment and Eligibility Assessments (REA) Funds**

Mr. Piedra read the item.

There was no motion set for this item; however, it was recommended to the full Board.

**6. Recommendations as to Approval to Issue a Request for Qualifications for External Auditing Services**

Mr. Piedra discussed the item and mentioned that Sharpton Brunson & Company, P.A has been providing auditing services to SFW since 2007 and their contract will expire on June 30, 2010. As such, staff is seeking external auditing services in an amount not exceeding \$130,000 for the next Program Year (PY) of July 1, 2010 to June 30, 2011.

Ms. Zewadski-Bricker had some concerns about the short time frame for the RFQ process. Mr. Alonso responded that the final financial statements are not produced until sometime in July, which should give them ample time for the process.

**7. Recommendation as to Approval of SFWIB Fiscal Year 2010 to 2011 Budget and Allocations**

Mr. Alonso discussed the item. He went over the funding and allocations and mentioned the following:

- The funds are divided in 4 major categories; headquarters, facilities, training and provider contracts:
  - \$89 million for next year; \$9 million to headquarters; \$30 million to training, \$5 million to facilities and \$43 million to provider contracts.

Mr. Piedra gave compliments to staff for doing a wonderful job with the budget.

Ms. Zewadski-Bricker inquired about the administrative cost. Mr. Piedra responded that it's currently 10% of the total cost.

Alex Alvarez, Executive Director of Take Stock in Children gave a presentation.

Mr. Piedra requested the demographics for Haitian American students that are participants of Take Stock in Children

Mr. Piedra asked if there were any additional questions or comments. The meeting was adjourned at 9:10am.



**3.A**

**SFWIB – Finance Committee**

***August 19, 2010***

**June 2010 Financial Report**

**BACKGROUND**

The un-audited financial report for the month ending June 30, 2010 is attached for the members of the Committee to review.

*Attachment*





**3.B**

**SFWIB – Finance Committee**

***August 19, 2010***

**June 30 2010 ARRA Financial Report**

**BACKGROUND**

The un-audited ARRA financial report for the month ending June 30, 2010 is attached for the members of the Committee to review.

*Attachment*



4.

**SFWIB – Finance Committee**

*August 19, 2010*

**Cash Reconciliation for June 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. Accordingly, the cash reconciliation report for June 2010 is attached and will be reviewed.

*Attachment*

**South Florida Workforce  
Reconcile Cash Accounts**

**Reconciliation Date: 06/30/10**

**Cash Account: 1102 Cash -General Operating Account**

Beginning Book Balance	1,871,511.71	✓
Less Checks Drawn	(4,887,999.93)	✓
Plus Deposits		
Checks Voided	14,508.35	✓
Deposits	5,683,215.30	✓
Plus Other Items	523.18	✓
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>2,681,758.61</u></u>	✓
Bank Balance	3,430,355.58	✓
Less Checks Outstanding	(748,596.97)	
Plus Deposits In Transit		
Transfer to operating		
Unreconciled Items:		
<b>Reconciled Bank Balance</b>	<u><u>2,681,758.61</u></u>	
<b>Unreconciled difference</b>	<u><u>0.00</u></u>	

Prepared by: Blanca M. Richardson 7/02/10  
Blanca M. Richardson

Approved by: [Signature] 7/2/10

**South Florida Workforce  
Reconcile Cash Accounts**

**Reconciliation Date: 07/31/10  
Cash Account: 1102 Cash -General Operating Account**

Beginning Book Balance	2,681,758.61
Less Checks Drawn	(6,087,007.45)
Plus Deposits	
Checks Voided	597,873.66
Deposits	5,924,484.30 ✓
Plus Other Items	0.00
Unreconciled Items:	
<b>Ending Book Balance</b>	<u><u>3,117,109.12</u></u> ✓
Bank Balance	4,614,097.47 ✓
Less Checks Outstanding	(1,496,988.35)
Plus Deposits In Transit	
Transfer to operating	
Unreconciled Items:	
<b>Reconciled Bank Balance</b>	<u><u>3,117,109.12</u></u>
<b>Unreconciled difference</b>	<u><u>0.00</u></u>

Prepared by:

Blanca M. Richardson 08/05/10  
Blanca M. Richardson

Approved by:

[Signature] 8/5/10



5.

**SFWIB – Finance Committee**

*August 19, 2010*

**Recommendation to Accept PY 2010 ARRA  
WIA Digital Access Initiative Funds**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept the PY 2010 ARRA WIA Digital Access Initiative Funds as set forth below.

**BACKGROUND**

The SFWIB submitted a proposal to Workforce Florida Inc's Technology Committee to expand Region 23's Digital Divide Initiative. Under the proposal, SFWIB will focus on improving digital literacy amongst hard to reach low-income residents.

On June 25, 2010, the Agency for Workforce Innovation (AWI) released a Notification of Fund Availability (NFA) to Regional Workforce Board # 23 for PY 2010 ARRA WIA Digital Access Initiative Funds in the amount of \$250,000.

The award will facilitate digital literacy training for WIA eligible adults, dislocated workers, youth, and low-income hard to reach residents. The award caps administrative costs at 5%.



6.

**SFWIB – Finance Committee**

*August 19, 2010*

**Approval to Allocate Refugee Program  
Funds for OJT Services**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to allocate Refugee Program funds for On-the-Job Training Services as set forth below.

**BACKGROUND**

SFWIB has received two separate requests from current service providers to de-obligate \$35,000 (AMO \$18,000 and FEI \$27,000) in On-the-Job-Training (OJT) Services funds from the Refugee Employment Services Program. These funds are available for re-obligation to other service providers.

SFWIB has also received requests for additional OJT funds from the following service providers:

Community Coalition - \$10,000

Youth Co-op - \$22,000

<b>Total</b>	<b>\$32,000</b>
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SFWIB staff recommends that the additional allocations be approved.



7.

**SFWIB – Finance Committee**

*August 19, 2010*

**Approval of the Selection of an External Independent Audit Firm**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to negotiate a contract for external independent auditing services with the successful offeror-firm.

**BACKGROUND**

On July 13, 2010, staff released a Request for Qualifications (RFQ) for External Independent Audit Services to the public. The RFQ solicited responses from experienced and capable Certified Public Accounting firms to provide a single audit of SFWIB in accord with the Federal Single Audit Act, Office of Management and Budget Circular A-133, Florida Single Audit Act, and AWI Final Guidance 05-019.

An Offerors Conference was held on July 21, 2010, giving the offerors an opportunity to voice questions about the RFQ. Following the Conference, staff posted the answers to those questions on the SFWIB website.

A total of seven proposals were submitted by the July 30, 2010, 4:00 p.m. deadline. However, staff disqualified one of the timely submissions as it did not contain the required Operational Documents.

The RFQ specifies that the evaluation process consist of both a technical and oral presentation review. A Technical Review Public Forum was held on August 9, 2010, during which the raters announced their scores per offeror. The technical evaluation scoring sheet is attached. Offerors who scored 80 points and higher have been invited to deliver an oral presentation before the Finance Committee at its August 19, 2010 meeting.

The average of the technical and oral presentation scores will determine the offerors' final score. In the absence of a conflict, the Finance Committee will select the offeror-firm with the highest final score and recommend that offeror to the Board for approval.

*Attachment*

External Independent Audit Services

Requesting Firm	External Independent Audit Services															
	Organizational Experience and Capabilities (50 points)					Proposed Scope of Services (25 points)					Proposed Fees and Cost Effectiveness (25 points)					Final rating Score (Average Score of Raters)
	Raters					Raters					Raters					
	Jeff Bridges	Roberto Datorre	Odell Ford	Edith Zewadski-Bricker	Average Score Across Raters	Jeff Bridges	Roberto Datorre	Odell Ford	Edith Zewadski-Bricker	Average Score Across Raters	Jeff Bridges	Roberto Datorre	Odell Ford	Edith Zewadski-Bricker	Average Score Across Raters	
The NCT Group CPA's, LLP	47.00	29.00	50.00	50.00	44.00	17.00	17.00	21.00	24.00	19.75	19.00	17.00	20.00	17.00	18.25	
Sharpton, Brunson & Company, PA	48.00	46.00	50.00	48.00	48.00	25.00	25.00	24.00	25.00	24.75	22.00	20.00	25.00	19.00	21.50	94.25
Wipfli, LLP	37.00	28.00	40.00	43.00	37.00	20.00	22.00	17.00	22.00	20.25	13.00	12.00	10.00	14.00	12.25	69.50
McGladrey & Pullen, LLP	48.00	38.00	50.00	45.00	45.25	22.00	25.00	21.00	22.00	22.50	19.00	18.00	15.00	13.00	16.25	84.00
Verdeja & De Armas, LLP	28.00	35.00	42.50	37.00	35.63	14.00	21.00	20.00	19.00	18.50	20.00	15.00	20.00	19.00	18.50	72.63
Goldstein Schechter Koch, PA	43.00	27.00	40.00	35.00	36.25	21.00	16.00	25.00	17.00	19.75	25.00	22.00	20.00	23.00	22.50	78.50