



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
FINANCE COMMITTEE MEETING**

**Thursday, April 14, 2011  
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. February 24, 2011
3. Finance Reports
  - A. February 2011 Financial Report
  - B. February 2011 ARRA Financial Report
4. Informational – Cash Reconciliation for March 2011
5. Informational – Allocation of TAA Funds
6. Recommendation as to Approval to Allocate Carry-Forward Funds of \$6,136 to the Disability Navigator Program
7. Recommendation as to Approval to Allocate \$1,198,792 in WIA Adult Program 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

April 14, 2011

**Minutes of SFWIB Finance Committee Meeting  
February 24, 2011**

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Piedra, Obdulio, <i>Chairperson</i> 2. Gibson, Charles A., <i>Vice Chair</i> 3. Androver, Bernardo 4. Bridges, Jeff 5. Datorre, Roberto 6. Inguanzo, Ramiro 7. Zewadski-Bricker, Edith	8. Carpenter, Willie 9. Chi, Joe  <b>SFW STAFF</b>  Alonso, Gustavo Beasley, Rick Garcia, Christine	Brunson, Anthony, <i>Sharpton, Brunson &amp; Company</i>  Girnun, Arnie, <i>New Horizons</i> Pichardo, Jorge, <i>Youth Co-Op, Inc.</i>

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 at 8:15a.m. and asked those present to introduce themselves.

[Mr. Ramiro Inguanzo and Mr. Jeff Bridges arrived]

**2. A. Approval of Finance Committee Meeting Minutes for December 16, 2010**

Mr. Roberto Datorre moved the approval of the minutes for December 16, 2010. It was seconded by Mr. Bernardo Adrover; Minutes Passed.

**3. Finance Reports**

**3. A. December 2010 Financial Report**

Gus Alonso, SFW Assistant Director of Finance presented the following preliminary un-audited financial reports for the period of July 1, 2010 through December 31, 2010:

Mr. Alonso informed the Committee that there were no budget adjustments in December.

Mr. Alonso reviewed variance explanations as follows:

- Refugee Services expenditures are under budget, 27.1% vs. 50% over a six month period. The term of this contract (October to September) overlaps two SFW fiscal years (July to June).

For the carried forward portion of the contract that ended on September 30, 2010, only 48% of the dollars were expended. For the period of 10/1/10-9/30/11 expenditures are at 18%, vs. a standard rate of 25%.

The refugee services contract is performance based. Funding is earned as job placements are made. Budget under-runs result mainly from lower than budgeted job placements.

2. Training and Support Services is significantly low, 19.7% vs. 50%. This category will continue to be monitored closely.
3. Other Programs and Contracts are under budget by 34%. This variance is mainly due to programs and contracts that have not begun, and the significant budget under run in the Florida Back to Work program.

Mr. Alonso went over the Revenue and Expenditures Compared to Budget Agency Summary page, specifically the column that covers the Budget vs. Actual Rate. Mr. Alonso called the Committee's attention to the Florida Back to Work budgeted at \$18.9 million and the expenditure rate was only at 14.5 % (2.7 million). This number was skewing the other numbers.

Mr. Adrover was concerned about the Florida Back to Work program and suggested that for future reports, staff provide a column that showed prior year expenditures to be able to compare how programs were progressing. Staff agreed with Mr. Adrover's suggestion.

Mr. Datorre stated that programs that are not performing well need to be monitored closely so that funds can be transferred to other programs that are more successful. Mr. Piedra stated that generally staff knew which programs will utilize the funds and which would not.

Dislocated Workers numbers were discussed. The expenditure rate was low this reporting period, but the funds had been allocated and it was expected that it will be utilized during the year.

### **3. B. December 2010 ARRA Financial Report**

Mr. Alonso presented the un-audited ARRA financial report for period July 1, 2010 through December 31, 2010. Mr. Alonso reminded the Committee that funds under this stimulus program would come to an end on June 30, 2011. The Region was working very hard at spending all or most of the funds before the deadline. Any funds not spent would go back to the funding source. An analysis was done that showed that funds are not being spent in Monroe County; staff was looking at other ways to spend the funds under On-the-Job Training programs. Ms. Zewadski-Bricker stated she will touch base with the Director to find a solution to spend the funds.

Mr. Ramiro Inguanzo moved the approval of the December 2010 Financial Reports. It was seconded by Mr. Bernardo Adrover; Motion Passed.

### **4. Information – Cash Reconciliation for January 2011**

Mr. Alonso presented the item which covered two separate reconciliation periods December 2010 to January 2011 and January 2011 to February 2011. SFWIB now has one account per the Committee's request. Staff had no issues to report.

**5. Information – SFWIB Accounting Policies and Procedures Manual Update**

Mr. Alonso informed the Committee that the Accounting Policies & Procedures Manual has been updated to include enhancements in internal controls procedures and changes in employee responsibilities. Mr. Alonso summarized the updates for the Committee members and mentioned that an additional update that was being implemented was not listed on the item, these had to do with new State travel guidelines. The final updated list will be presented at the next Committee meeting.

**6. Recommendation as to Approval to Accept and Allocate an Additional \$1,418.00 in Military Family Program funds**

Mr. Alonso informed the Committee that on July 2, 2010, Workforce Florida, Inc. (WFI) awarded SFWIB an additional \$1,418.00 in funds for the Military Family Employment Advocacy Program (MFEA) for the period of July 1, 2010 to June 30, 2011. The MFEA is a state program designed to deliver priority workforce services for eligible military and family members through Military Family Employment Advocates located in local One-Stop Career Centers.

Staff recommends that the \$1,418.00 be allocated to SFWIB Headquarters to supplement the operating expenditures already committed to this program.

Ms. Edith Zewadski-Bricker moved the approval to accept and allocate an additional \$1,418.00 in Military Family Program funds. It was seconded by Mr. Jeff Bridges; **Motion Passed.**

**7. Recommendation as to Approval to Allocate WIA Healthcare Program Carry-Forward funds to the Healthcare Training Initiative**

Mr. Alonso reported that on June 17, 2010 the SFWIB approved the Fiscal Year 2010-11 budget. The approved budget includes approximately \$162,500.00 in carry-forward funds for the WIA Healthcare Program. Following completion of the fiscal year-end financial reports, it was determined that there are additional carry-forward dollars totaling \$87,500.00.

Staff recommends that these additional funds be allocated to the Healthcare Training Initiative with the University of Miami and the Hospital Corporation of America, Inc. (HCA).

Mr. Jeff Bridges moved the approval to allocate WIA Healthcare Program carry-forward funds to the Healthcare Training Initiative funds. It was seconded by Mr. Roberto Datorre; **Motion Passed.**

**8. Recommendation as to Approval to Transfer \$568,781.00 in Wagner Peyser “Pass-Thru” funds to the State’s Salary Expenditure Line Items**

Mr. Alonso informed the Committee that on June 17, 2010, the SFWIB approved the Fiscal Year 2010-11 budget. The approved budget includes \$2,291,498 in Pass-Thru funds. Pass Thru funds are used to pay for a portion of the SFWIB Headquarters and facility costs. Following an analysis of the projected expenditures for the remainder of the 2010-11 Fiscal Year, it was determined that \$568,781.00 is available for re-allocation.

As part of the ARRA Wagner Peyser program, SFWIB hired 50 temporary agency employees to assist the regular Career Center staff with job placement and related services. ARRA Wagner Peyser funds were exhausted in December 2010. To allow these 50 employees to continue employment through June 30, 2011, \$568,781.00 in additional funds are needed.

Accordingly, SFWIB staff is recommending that the approved 2010-11 budget be adjusted as follows:

Wagner Peyser Pass-Thru Funds	\$ (568,781.00)
Wagner Peyser Temporary Staff (OPS) Funds	\$ 568,781.00
Total	\$ 0.00

Mr. Jeff Bridges moved the approval to transfer \$568,781 in Wagner Peyser Pass-Thru funds to the State's salary expenditure line items. It was seconded by Mr. Charles Gibson; **Motion Passed.**

**9. Recommendation as to Approval to Accept \$369,037.00 in Performance Incentive funds**

Mr. Alonso described the recommendation as to approval to accept \$369,037.00 in Performance Incentive funds as follows:

On January 21, 2010 Workforce Florida Inc. (WFI) awarded SFWIB \$369,037.00 in performance incentive funds. The funds were awarded for exceeding performance targets in two funding streams:

- Wagner Peyser: An \$80,076.00 award was received for use from January 19, 2011 to June 30, 2012 on any Wagner Peyser eligible activity; and
- WIA: A \$288,961.00 award was received for use from January 19, 2011 to June 30, 2012 on any WIA eligible activity.

Mr. Jeff Bridges moved the approval to accept \$369,037.00 in Performance Incentive funds. It was seconded by Mr. Bernardo Adrover; **Motion Passed.**

**10. Recommendation as to Approval to Accept and Allocate an additional \$1,198,792.00 in WIA Dislocated Worker Program funds**

Mr. Alonso reported that on January 19, 2011, Workforce Florida Inc. (WFI) awarded SFWIB an additional \$1,198,792.00 in funds for the WIA Dislocated Worker Program for the period of July 1, 2010 to June 30, 2012. This grant provides funding to support the Dislocated Worker Program, which is designed to assist unemployed workers find jobs through early intervention and personalized assistance with work search plans, vocational training and other services offered at the Career Centers.

Two options are available to allocate these funds:

**Option 1:** Allocate funds to the providers in the same proportions as in the approved budget and use the funds to assist dislocated workers with traditional employment and vocational training activities. The attached chart shows the proposed allocations.

**Option 2:** Transfer the funds to the WIA Adult program and use the funds to provide summer employment and training opportunities to young adults (or older youth) ages 18 to 24.

Mr. Rick Beasley, Executive Director arrived to the meeting and informed the Committee that staff recommended the Committee approve Option 2. Mr. Beasley shared that unfortunately, no funding will be available for Summer Youth Employment this year. After having meetings with representatives of Miami-Dade County's CAA and DHS Departments wherein the possibility of serving youth was discussed. CAA and DHS stated that they, according to their resources can serve youth 14 – 17 years of age and SFWIB, if approved by the Board, could serve youth from 18- 24 years of age in an attempt to prevent youth from engaging in negative activities in our communities. Staff has touched base with the State who has no objections as long as the Board approves the transfer of the funds.

Mr. Jeff Bridges moved the approval to accept and allocate an additional \$1,198,792.00 in WIA Dislocated Worker Program funds to be used for Option 2. It was seconded by Ms. Edith Zewadski-Bricker; **Motion Passed.**

Staff stated that at the April 2011 meeting staff would present a final recommendation to both the committee and the Board.

**11. Recommendation as to Approval to Allocate an additional \$111,000 to the Homestead Career Center (Youth Co-Op, Inc.)**

Mr. Beasley informed the Committee that on June 17, 2010, the South Florida Workforce Investment Board approved the Fiscal Year 2010-11 budget. The approved budget included an estimated \$29,461,276 in carry-forward funds. Following the end of the financial closeouts with the State, it was determined that there were additional carry-forward dollars totaling \$4,757,374.

On October 21, 2010, the South Florida Workforce Investment Board approved supplemental allocations totaling \$4,481,249, leaving an un-allocated balance of \$276,125. On January 5, 2011, Youth Co-Op, Inc. requested an additional \$111,000 in funding for the Homestead Career Center. The requested funds would allow the Homestead Career Center to retain staff hired as part of the ARRA program in order to continue providing much needed services in their geographical area of responsibility.

Staff has thoroughly analyzed the Homestead Career Center request and recommends the following allocations from the unused carry-forward funds.

WIA Adult Program	\$ 32,000.00
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WIA Dislocated Worker Program	\$ 79,000.00
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Mr. Piedra stated that he had visited the Homestead Career Center and he was pleased with the facility.

Mr. Inguanzo asked if other centers had made similar requests and if other centers will be given the same alternative, if they required additional funds. Staff responded that no other center had made a similar request; and in the future, if any center makes a similar request, staff would need to go through the same exercise of analyzing the request and based on justification make recommendations to the Board.

Mr. Jeff Bridges moved the approval to allocate an additional \$111,000.00 to the Homestead Career Center (Youth Co-Op, Inc). It was seconded by Mr. Bernardo Adrover; **Motion Passed.**

12. **Recommendation as to Approval of a SFWIB-Monster.com Government Solutions Contract**

On February 18, 2010, the SFWIB approved a contract with Monster.com, the globally popular internet career services portal, to offer job seekers a series of workshops designed to help them find meaningful employment. These workshops were sponsored via a partnership between Workforce Florida, Inc., the local Workforce Boards and Monster.com.

The workshops were designed to give job seekers an opportunity to meet with career experts and explore strategies to aid them develop skills to successfully navigate Moster.com and other internet job search portals. At these workshops, Moster.com career experts also furnished specific resume-building techniques so that job seekers can stand out in today's uniquely rough job market.

In total, 713 job seekers in Miami-Dade and Monroe counties attended these workshops, and 107 participants obtained employment at a cost per placement of only \$560.75.

Based on the success of this program and in an effort to diversify SFWIB employment services, SFWIB staff proposes to enter into another sole source contract with Monster.com for eleven more workshops at a total cost of \$66,000. In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, staff recommends that SFWIB waive the competitive procurement process as doing so is in the best interests of SFWIB. A two thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Moster.com an allocation of \$66,000. Unobligated WIA Dislocated funds will be used to fund this award.

Mr. Charles Gibson moved the approval of a SFWIB –Monster.com Government Solutions Contract. It was seconded by Mr. Roberto Datorre; **Motion Passed.**

13. **Recommendation as to Approval of Fiscal Year 2009-10 Financial Audit Report**

Mr. Piedra introduced Mr. Anthony Brunson, Partner of Sharpton, Brunson & Company, P.A. who will be making a presentation to the Committee of the results of the audit just completed.

Mr. Brunson called the Committee's attention to the copies of the power point presentation provided to the members and proceeded to describe the Program Year 2009-2010 Fiscal Year Audit Report conducted and finalized by his audit firm. Mr. Brunson was happy to report that no significant deficiencies nor material weaknesses were noted in the Internal Control Systems and no matters of non-compliance were noted pursuant to OMB Circular A-133.

Mr. Brunson added that his firm dispatched different auditors to conduct the audit for fiscal year 2009-2010, than those assigned to last fiscal year's audit.

The Committee members and Mr. Piedra joined to congratulate staff for having a clean audit report for the third year in a row, and thanked Mr. Brunson for his company's services.

The Committee unanimously approved the 2009-2010 fiscal year audit report as presented.

Mr. Datorre asked if there was a system in place that advertise/promote the services offered by SFWIB. Mr. Alonso responded that during the year on a continuous basis, SFWIB conducts outreach, promotional and networking activities.

Mr. Piedra announced that the Committee needs to be vigilant with spending due to the fact that funding cuts have been announced for the coming year.

Mr. Piedra asked if there were any additional questions or comments prior to adjourning the meeting at 9:15am.



**3.A**

**SFWIB – Finance Committee**

***April 14, 2011***

**February 28, 2011 Financial Report**

**BACKGROUND**

The un-audited financial report for the month ending February 28, 2011 will be reviewed.

*Attachment*





**3.B**

**SFWIB – Finance Committee**

***April 14, 2011***

**February 28, 2011 ARRA Financial Report**

**BACKGROUND**

The un-audited ARRA financial report for the month ending February 28, 2011 will be reviewed.

*Attachment*



4.

**SFWIB – Finance Committee**

*April 14, 2011*

**Cash Reconciliation for Feb. 2011**

**Information Item**

**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 February 2011 is attached and will be reviewed.

*Attachment*

**South Florida Workforce  
Reconcile Cash Accounts**

**Reconciliation Date: 2/28/11**

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

Beginning Book Balance	1,485,172.13
Less Checks Drawn	(3,764,225.31)
Plus Deposits	
Checks Voided	38,502.37
Deposits	3,443,812.08
Plus Other Items	0.00
Unreconciled Items:	
<b>Ending Book Balance</b>	<u><u>1,203,261.27</u></u> ✓
Bank Balance	1,737,767.86 ✓
Less Checks Outstanding	(534,506.59)
Plus Deposits In Transit	
Transfer to operating	
Unreconciled Items:	
<b>Reconciled Bank Balance</b>	<u><u>1,203,261.27</u></u>
<b>Unreconciled difference</b>	<u><u>0.00</u></u>

Prepared by: Odell J. Ford Jr. 3/2/11  
Odell J. Ford Jr.

Approved by: [Signature] 3/2/11

South Florida Workforce  
Reconcile Cash Accounts

3/31/11

Reconciliation Date: ~~2/28/11~~

Cash Account: 1102 Cash -General Operating Account

Beginning Book Balance	1,203,261.27	
Less Checks Drawn	(5,488,296.41)	
Plus Deposits		
Checks Voided	96.00	
Deposits	5,622,482.89	
Plus Other Items	0.00	
Unreconciled Items:		
<b>Ending Book Balance</b>	<u>1,337,543.75</u>	✓
Bank Balance	2,655,333.53	✓
Less Checks Outstanding	(1,317,789.78)	✓
Plus Deposits In Transit Transfer to operating		
Unreconciled Items:		
<b>Reconciled Bank Balance</b>	<u>1,337,543.75</u>	✓
<b>Unreconciled difference</b>	<u>0.00</u>	

Prepared by:

Odell J. Ford Jr. 4/5/11  
Odell J. Ford Jr.

Approved by:

Adams 4/5/11



5.

**SFWIB – Finance Committee**

***Febraury 24, 2011***

**Allocation of TAA funds.**

**Information Item**

**BACKGROUND**

On June 17, 2010 the SFWIB approved the Fiscal Year 2010-11 budget. The approved budget included allocations to the service providers of \$544,460 in TAA funds. On October 8, 2010, Workforce Florida Inc. (WFI) awarded SFWIB \$165,000 in TAA funds and on January 7, 2011 WFI awarded SFWIB an additional \$273,000 in TAA funds. Since the provider allocations were previously approved in the budget, no additional Board action is required.



6.

**SFWIB – Finance Committee**

*April 14, 2011*

**Approval to Allocate Disability Navigator  
Carry-Forward Funds**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to allocate Disability Navigator Carry-Forward funds as set forth below.

**BACKGROUND**

On June 17, 2010 the South Florida Workforce Investment Board approved the Fiscal Year 2010-11 budget. The approved budget did not include carry-forward funds for the Disability Navigator Program. Following the completion of the fiscal year end financial reports, it was determined that there are additional carry-forward dollars totaling \$6,136.77.

Staff recommends that these additional funds be allocated to the Disability Navigator program that is operated directly by SFWIB staff.



7.

**SFWIB – Finance Committee**

***April 14, 2011***

**Recommendation to Allocate \$1,198,792.00  
in WIA Adult Program Funds**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to allocate WIA Dislocated Worker funds of \$1,198,792.00.

**BACKGROUND**

On January 19, 2011 Workforce Florida Inc. (WFI) awarded SFWIB an additional \$1,198,792.00 in funds for the WIA Dislocated Worker Program for the period July 1, 2010 to June 30, 2012. This grant provides funding to support the Dislocated Worker Program which is designed to assist unemployed workers find jobs through early intervention and personalized assistance with work search plans, vocational training and other services offered at the Career Centers.

On February 24, 2011 the Board approved the acceptance of these funds and the use of the funds to provide summer employment and training opportunities to young adults (older youth) ages 18 to 24. The Agency for Workforce Innovation has approved the transfer of 1,198,792 in Dislocated Worker dollars to Adult dollars. The attached chart shows the proposed allocations.

## Allocation of WIA Dislocated Worker Funds

<b>CAREER CENTERS</b>	<b>ALLOCATIONS</b>
Carol City	\$ 92,360
Transition, Inc	\$ -
Hialeah, City of	\$ 93,048
Hialeah Garden	\$ 80,319
Homestead	\$ 80,319
Little Havana	\$ 130,317
Miami Beach	\$ 80,319
North Miami Beach	\$ 168,745
Northside	\$ 216,088
Perrine	\$ 95,472
West Dade	\$ 81,486
<b>Total Miami Dade County</b>	<b>\$ 1,118,473</b>
<b>Monroe County</b>	<b>\$ 80,319</b>
<b>Total Allocations</b>	<b>\$ 1,198,792</b>