



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**FINANCE COMMITTEE MEETING**

**Thursday, June 23, 2011  
8:00 A.M.**

Doubletree Miami Airport Hotel – Convention Center  
711 NW 72<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
  - A. April 14, 2011
3. Finance Reports
  - A. April 2011 Financial Report
  - B. April 2011 ARRA Financial Report
4. Information – Cash Reconciliation for May 2011
5. Information – Fiscal Year 2010-11 AWI Monitoring Report
6. Information – TANF Funds
7. Recommendation as to Approval to Accept Program Year 2010-11 Reemployment and Eligibility Assessment (REA) Funds
8. Recommendation as to Approval to Renew Audit Services Agreement
9. Recommendation as to Approval of SFWIB Fiscal Year 2011-12 Budget



2.A

**SFWIB - Finance Committee**

*June 23, 2011*

**Minutes of SFWIB Finance Committee Meeting  
April 14, 2011**

South Florida Workforce Investment Board  
Finance Committee Meeting  
April 14, 2011 at 8:00 A.M.  
Doubletree Miami Mart/Airport Hotel  
711 NW 72<sup>nd</sup> Avenue, Palm Room  
Miami, FL 33126

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. Carpenter, Willie 4. Datorre, Roberto 5. Zewadski-Bricker, Edith	6. Androver, Bernardo 7. Bridges, Jeff 8. Chi, Joe 9. Inguanzo, Ramiro  <b>SFW STAFF</b>  Beasley, Rick Garcia, Christine Smith, Marian	Mitchell, Carlena - <i>Miami-Dade County Public Schools (M-DCPS)</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 8:22a.m., asked those present to introduce themselves and noted that a quorum has been achieved.

**2. A. Approval of Finance Committee Meeting Minutes for February 24, 2011.**

Ms. Edith Zewadski-Bricker moved the approval of the minutes for February 24, 2011. It was seconded by Mr. Willie Carpenter; Minutes Passed.

**3. Finance Reports**

**3. A. February 2011 Financial Report**

Christine Garcia, SFWIB Assistant Controller for Finance presented the following preliminary un-audited financial reports for the period of July 1, 2010 through February 28, 2011:

As of February 2011, estimated 63%, actual 43%

- Headquarters 49.9%
- Subcontracted Services 48%
- Training and Support Services 25.4%

- Other Programs & Contracts 37.4%

Ms. Garcia noted that the financials were revised and two rows were inadvertently left out of the contract in the second book under subcontract services, however, the numbers remain the same.

She further discussed the following budget adjustments:

1. As requested by the Finance Committee chair, the Florida Back to Work ARRA program totaling \$19 million and ARRA National Emergency Grant totaling \$377,000 were moved from the Workforce Services financials to the ARRA financials with no net change to the combined financials.
2. With regards to the Youth Services Program Budget, Training and Support Services were increased by \$300 and subcontracted services were decreased by the same amount.

Mr. Piedra explained to the Committee that the entire ARRA funding must be used by the end of the program year (June 30, 2011).

Variance Explanations:

- The refugee services budget is under expended by 27.9% as the term of the contract overlaps two SFWIB fiscal years; only 48% of the carried forward dollars were expended for the carried forward portion of the contract that ended on September 30, 2010. For the period of October 1, 2010 through September 30, 2011, the expenditure rate is at 35% where the standard rate is 42%.
- Training Support Services is significantly below budget (25.4% vs. 67%)
- Other programs and contracts are under budget by 30% as well as reflecting a shortfall due to programs that have yet to begin or contracts for which the subcontractors have yet to bill SFWIB. Some of the programs are the Public Safety Academy, Department of Juvenile Justice, and Migrant Worker scholarships.

Mr. Datorre asked can an extension be granted in order to fully exhaust current funds. Mr. Beasley explained that unused funds with the exception of TANF (Temporary Assistance for Needy Family), can be carried over to the next program year for a maximum of two years. He further said he doesn't recommend any modifications be done at this present time.

Mr. Piedra noted there will be a major cut in TANF dollars as proposed by the State, however, Mr. Beasley added that SFWIB has been advocating to the State Legislature regarding our position for funding reductions. He further said there will be trickle effects because majority recipients on TANF need to have a workforce component. Therefore, it will be very difficult to provide employment to those seeking if the proposed cuts pass.

Mr. Roberto Datorre moved the approval of the February 2011 Financial Reports. It was seconded by Mr. Anthony Gibson; Motion Passed.

Mr. Datorre inquired about the funding cuts and Mr. Beasley responded that the cuts are based on the unemployment levels. Mr. Datorre asked about the budget process and Mr. Piedra responded saying the process will soon begin after the numbers are final. Mr. Beasley added that preliminary numbers were given and they were based on 2008/2009 data.

### **3. B. February 2011 ARRA Financial Report**

Mr. Piedra presented the item and mentioned to date, 85% of ARRA should have been expended; however, due to the transfer of the Florida Back to Work to ARRA, it's currently at 53%.

Mr. Datorre asked about the deadline for spending the funds and Mr. Piedra responded that everything must be spent by June 2011.

Ms. Zewadski-Bricker inquired about funding in Monroe County specifically youth services summer program and Mr. Piedra responded that the youth services funding comes from the general funds, not ARRA. He further said SFWIB has not received any funding from ARRA for this year's summer program. Ms. Zewadski-Bricker also inquired about the eligibility issues and Mr. Piedra explained that it's a policy matter. She later asked that staff follow-up with the issue for further discussion at the next meeting.

Mr. Roberto Datorre moved the approval of the February 2011 ARRA Financial Report. It was seconded by Mr. Charles Gibson; **Motion Passed.**

**4. Information – Cash Reconciliation for March 2011**

Mr. Piedra presented the item which covered two separate reconciliations; one for February 28, 2011 and the other for March 31, 2011 periods.

Mr. Gibson inquired about the number of voided checks. The chair requested that staff add a section to reflect the number of checks that were voided in the cash reconciliation report. Ms. Garcia provided an explanation for the voided checks. She said they were due to affidavits from recipients for checks never received and therefore replacement checks were issued. She also noted that replacement checks are issued after a thorough investigation is done then the initial check is voided in the system.

**5. Information – Allocation of TAA Funds**

Mr. Piedra read the item and mentioned the approved budget includes allocations to the service providers in the amount of \$544,460 in TAA funds; \$165,000 in TAA funds awarded by Workforce Florida, Inc. (WFI) on October 8, 2011; and an additional \$273,000 in TAA funds awarded on January 7, 2011.

No further discussions or actions were taken for this item.

**6. Recommendation as to Approval to Allocate Carry-Forward Funds of \$6,136 to the Disability Navigator Program**

Mr. Piedra read the item and noted that staff recommends to the board the approval to allocate Disability Navigator Carry-Forward funds totaling \$6,136.77.

Mr. Roberto Datorre moved the approval to Allocate Carry-Forward funds of \$6,136 to Disability Navigator Program. It was seconded by Edith Zewadski-Bricker; **Motion Passed.**

**7. Recommendation as to Approval to Allocate \$1,198,792 in WIA Adult Program Funds**

Mr. Piedra read the item and noted that a recommendation has been made for the Finance Committee to recommend to the Board the approval to allocate WIA Dislocated Worker funds in the amount of \$1,198,792.

Mr. Charles Gibson moved the approval to allocate \$1,198.792 in WIA Adult Program Funds. It was seconded by Mr. Roberto Datorre; **Motion Passed.**

Mr. Piedra asked if there were any additional questions or comments, thanked all those for coming and adjourned the meeting at 8:50am.



**3.A**

**SFWIB – Finance Committee**

***June 23, 2011***

**April 2011 Financial Report**

**BACKGROUND**

The un-audited financial report for the month ending April 30, 2011 will be reviewed.

*Attachment*



**3.B**

**SFWIB – Finance Committee**

***June 23, 2011***

**April 2011 ARRA Financial Report**

**BACKGROUND**

The un-audited ARRA financial report for the month ending April 30, 2011 will be reviewed.

*Attachment*



4.

**SFWIB – Finance Committee**

***June 23, 2011***

**Cash Reconciliation for May 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 May 2011 is attached and will be reviewed.

*Attachment*

**South Florida Workforce  
Reconcile Cash Accounts**

**Reconciliation Date: 4/30/11**

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

Beginning Book Balance	1,337,543.75
Less Checks Drawn	(4,232,167.92)
Plus Deposits	
Checks Voided	51,712.06
Deposits	4,752,087.90
Plus Other Items	0.00
Unreconciled Items:	
<b>Ending Book Balance</b>	<u><u>1,909,175.79</u></u> ✓
Bank Balance	2,787,635.53 ✓
Less Checks Outstanding	(878,459.74)
Plus Deposits In Transit	
Transfer to operating	
Unreconciled Items:	
<b>Reconciled Bank Balance</b>	<u><u>1,909,175.79</u></u>
<b>Unreconciled difference</b>	<u><u>0.00</u></u>

Prepared by: Odell J. Ford Jr. 5/3/11  
Odell J. Ford Jr.

Approved by: [Signature] 5/3/11



South Florida Workforce  
Reconcile Cash Accounts

Reconciliation Date: 5/31/11

Cash Account: 1102 Cash -General Operating Account

Beginning Book Balance	1,909,175.79
Less Checks Drawn	(5,015,758.23)
Plus Deposits	
Checks Voided	25.00
Deposits	3,904,686.11
Plus Other Items	0.00
Unreconciled Items:	
<b>Ending Book Balance</b>	<u><u>798,128.67</u></u>
Bank Balance	1,594,482.65 ✓
Less Checks Outstanding	(796,353.98)
<del>Plus Deposits In Transit</del>	
<del>Transfer to operating</del>	

Unreconciled Items:

**Reconciled Bank Balance** 798,128.67

**Unreconciled difference** 0.00 ✓

Prepared by: Odell J. Ford Jr. 6/6/11  
Odell J. Ford Jr.

Approved by: [Signature]



5.

**SFWIB – Finance Committee**

*June 23, 2011*

**FY 2010-11 AWI Monitoring Report**

**Information Item**

**BACKGROUND**

The Agency for Workforce Innovation (AWI) Monitoring Report for Fiscal Year 2010-11 is attached and will be reviewed. AWI contracted with KPMG, LLP to perform a monitoring of the adequacy of the internal and fiscal controls in place at SFWIB. Monitoring services are a required component of the federal regulations applicable to the Workforce Investment Act.

*Attachment*



6.

**SFWIB – Finance Committee**

***June 23, 2011***

**TANF Funds**

**Information Item**

**BACKGROUND**

On June 17, 2010, the SFWIB approved the FY 2010-11 budget. The approved budget includes a set aside of \$789,068 for a Subsidized Employment program. These funds have not been spent.

On October 21, 2010, the SFWIB approved an allocation of \$654,181 to the City of Miami for an initiative to deliver workforce services at a City of Miami-based facility. These funds also have not been spent.

The Agency for Workforce Innovation requires that all un-spent TANF funds be obligated by June 30, 2011 in order for SFWIB to carry them forward into the next fiscal year. To comply with the certified forward requirements, SFWIB staff is moving the un-spent TANF dollars to training /supportive service (SAMS).



7.

**SFWIB – Finance Committee**

***June 23, 2011***

**Approval to Accept PY 2010-11 Reemployment and Eligibility Assessment Funds**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept Reemployment and Eligibility Assessment (REA) funds.

**BACKGROUND**

On April 29, 2011, the Agency for Workforce Innovation (AWI) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for PY 2010-11 REA funds in the amount of \$216,583.00.

The REA program caters to UC claimants through the provision of one-on-one assessment interviews that include sharing labor market information, developing an employability plan, and assisting with job search and training referrals.

Staff recommends acceptance of the \$216,583.00 REA funds.



8.

**SFWIB – Finance Committee**

***June 23, 2011***

**Approval to Renew Audit Services Agreement**

### **RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to renew the external independent audit services agreement between SFWIB and Sharpton, Brunson & Company, P.A. for the period of July 1, 2011 to June 30, 2012, in an amount not to exceed \$120,000.

### **BACKGROUND**

Sharpton, Brunson & Company, P.A. (Sharpton) was competitively selected to provide independent external audit services to the SFWIB. The Fiscal Year 2010 professional agreement with Sharpton contained language permitting renewal for an additional year.

Under the terms of the agreement, Sharpton performed exceptionally well, completing the external audit by the deadline, thus allowing SFWIB to meet its regulatory and contractual requirements.

Approval of a renewal would allow Sharpton to commence the audit process immediately after the end of the current fiscal year.



9.

**SFWIB – Finance Committee**

***June 23, 2011***

**Approval of the SFWIB FY 2011-12 Budget**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval of the SFWIB FY 2011-12 Budget.

**BACKGROUND**

On Wednesday, June 15, 2011, the Finance Committee met to discuss a draft proposed FY 2011-12 Budget; Committee members asked staff questions and voiced suggestions. Attached for the Committee's review is the proposed SFWIB 2011-12 Budget.

*Attachment*