



## **SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

### **FINANCE COMMITTEE MEETING**

**Thursday, December 16, 2010  
8:00 A.M.**

Miami Dade College West Campus  
3800 NW 115<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Miami, Florida

#### **AGENDA**

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
  - A. August 19, 2010
  - B. October 21, 2010
3. Finance Reports
  - A. October 2010 Financial Report
  - B. October 2010 ARRA Financial Report
4. Information – Cash Reconciliation for November 2010
5. Information – External Audit Update
6. Recommendation as to Approval to Renew SFWIB-Per Scholas, Inc. Digital Access Initiative
7. Recommendation as to Approval to Accept ARRA WIA UI Reemployment OJT Grant Funds
8. Recommendation as to Approval to Accept ARRA WIA Specialized and Intense TANF Case Management and Outreach Grant Funds
9. Recommendation as to Approval to Modify Capital Equipment Budget

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

December 16, 2010

Minutes of SFWIB Finance Committee Meeting  
August 19, 2010

South Florida Workforce Investment Board  
Finance Committee Meeting  
August 19, 2010, 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	ADDITIONAL BOARD MEMBERS IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> <li>1. Piedra, Obdulio, <i>Chairperson</i></li> <li>2. Adrover, Bernardo</li> <li>3. Bridges, Jeff</li> <li>4. Chi, Joe</li> <li>5. Datorre, Roberto</li> <li>6. Gibson, Charles A</li> <li>7. Inganzo, Ramiro</li> <li>8. Zewadski-Bricker, Edith</li> </ol>	<p><b>SFWIB STAFF</b></p> <p>Beasley, Rick Alonso, Gustavo Garcia, Christine Edwards, Phillip Ford, Odell, Jr.</p>	<p>Carter, Mike – <i>NCT Group CPAS</i> Houston, Noah – <i>Transition, Inc.</i> Larrimodi, Rudy – <i>Sharpton Brunson &amp; Company</i> Maginley, Donnovan - <i>McGladrey</i> Mitchell, Carlena – <i>Miami-Dade County Public Schools (MDCPS)</i> Molina, Angelica – <i>Sharpton Brunson &amp; Company</i> Nelson, Adam – <i>McGladrey</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i> Sharpton, Darryl – <i>SBC</i> Stephens, Nadine - <i>SBC</i></p>
<p><b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p>		
<ol style="list-style-type: none"> <li>9. Carpenter, Willie</li> </ol>		

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Mr. Bernardo Adrover, SFWIB Chairperson, called the meeting to order, asked the members present to introduce themselves and noted that a quorum has not been achieved yet.

**3A. June 2010 Financial Report**

Gus Alonso, SFWIB Assistant Director of Finance, presented the following preliminary un-audited financial reports:

- Agency Summary:
  - The budget increased due to additional funding for the Florida Back to Work Program. He also noted that it may not be possible to spend the entire funds before the program end date of September 30, 2010.
  - He noted the error in Take Stock in Children budget rate which shows 147%. The percentage is a combined budget rate for Take Stock in Children and 500 Role Model.
- WIA Youth
- WIA Adult
- Dislocated Worker
- TANF-NON Custodial Parent
- TANF
- Florida Back to Work ARRA-TANF
- WIA National Emergency Grant
- WIA Health Care Initiative
- Workforce Innovation New Generation Solutions (WINGS)

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

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

[Mr. Piedra arrived]

[Mr. Gibson arrived]

[Mr. Datorre arrived]

[Quorum Achieved]

Mr. Datorre moved the approval of the June 2010 ARRA Financial Report. It was seconded by Ms. Zewadski-Bricker; Motion Passed

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

Mr. Alonso presented the item.

Mr. Datorre inquired about the amount of voided checks. Mr. Alonso responded that there weren't many and provided further explanation.

**5. Recommendation as to Approval to Accept PY 2010 ARRA WIA Digital Access Initiative Funds**

Mr. Piedra read the item.

Mr. Datorre moved the approval to accept PY 2010 ARRA WIA Digital Access Initiative Funds. It was seconded by Mr. Gibson; Motion Passed

**6. Recommendations as to Approval to Allocate Refugee Program Funds for OJT Services**

Mr. Piedra read the item.

Mr. Datorre moved the approval to accept Allocate Refugee Program Funds for OJT Services. It was seconded by Mr. Gibson; Motion Passed

**7. Recommendation as to Approval of the Selection of an External Independent Audit Firm**

Mr. Piedra read the item.

[Meeting recessed for 12 minutes prior to the audit presentations]

**Presentation # 1 - NCT Group CPA's, LLP**

Questions:

- Mr. Datorre asked if NCT Group CPA has any local offices in Dade County. The presenter responded that the closest office is in Sebring, which is about 2.5hrs from Miami.
- Mr. Piedra inquired about cost being kept at a minimum with travel expenses. He responded that they work longer hours in order to get the auditing done.
- Ms. Zewadski-Bricker inquired about their methods and strategies and the presenter further explained.
- Mr. Gibson asked have they encountered any cases where there were deficiencies and how were they handled? The presenter responded that they first gather as many facts as possible, present it to the Executive Director, give staff a chance to research and the firm follows auditing standard procedures.

**Presentation #2 – Sharpton, Brunson & Company, PA**

[Jeff Bridges arrived]

Questions:

- Mr. Piedra inquired about the cost and their response was between \$115,000 -\$120,000.
- Mr. Chi asked if they currently have an office in South Florida. Their response was yes, in Miami and Ft. Lauderdale.
- Mr. Gibson asked what service improvements they would recommend for South Florida Workforce (SFW). The presenters further gave explanation.

**Presentation #3 – McGladrey & Pullen, LLP**

Questions:

- Mr. Chi asked if they currently have an office in South Florida. Their response was yes, Coral Gables and Downtown.

- Mr. Datorre inquired about their experience with providing auditing services for workforce organizations as it wasn't listed in the handout they provided. Further explanation was provided regarding their experience.
- Piedra inquired about the cost and they responded \$120,000.

The final scores of the three auditing firms were announced by Gus Alonso and the Committee Chair. The firm that scored the highest was Sharpton, Brunson & Company.

Mr. Datorre moved the approval of the selection of Sharpton, Brunson & Company. It was seconded by Mr. Bridges; **Motion Passed**

**2. Approval of Finance Committee Meeting Minutes for June 9, 2010 and June 17, 2010**

Mr. Chi moved the approval of the Finance Committee Minutes for June 9, 2010 and June 17, 2010. It was seconded by Mr. Datorre; **Motioned Passed**

Mr. Piedra asked if there were any additional questions or comments prior to adjourning the meeting at 9:47am.



2.B

SFWIB - Finance Committee

December 16, 2010

Minutes of SFWIB Finance Committee Meeting  
October 21, 2010

South Florida Workforce Investment Board  
Finance Committee Meeting  
October 21, 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	ADDITIONAL BOARD MEMBERS IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> <li>1. Piedra, Obdulio, <i>Chairperson</i></li> <li>2. Adrover, Bernardo</li> <li>3. Zewadski-Bricker, Edith</li> </ol>	(None)	Cordoba, Manny – <i>SER-Jobs</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>
<p><b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>4. Bridges, Jeff</li> <li>5. Carpenter, Willie</li> <li>6. Chi, Joe</li> <li>7. Datorre, Roberto</li> <li>8. Gibson, Charles A</li> <li>9. Inganzo, Ramiro</li> </ol>	<p><b>SFW STAFF</b></p> Alonso, Gustavo Garcia, Christine	

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Mr. Bernardo Adrover, SFWIB Chairperson called the meeting to order, asked the members present to introduce themselves and noted that a quorum has not been achieved yet.

### **3. Finance Reports**

#### **3A. August 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 August 31, 2010:

- There were additional Disability Navigator funds allocated by the State totaling \$109,174.
- Temporary Assistance for Needy Family (TANF) funds in the amount of \$620,443.44 were approved by the Board on June 17, 2010 to continue enhancing refugee eligible TANF Participants.
- There was a transfer between the facility budget and headquarter budget totaling \$970 to eliminate a shortage in the latter budget for General Liability.
- Explanation of Significant Variances:
  - Refugee Services is under anticipated projections, 33.5% vs. 67% over a three month period.
  - Training and Support Services is significantly low, 3.1% vs. 16.67%
  - Other programs and contracts are under anticipated projection of 15.3% mainly due to programs and contracts that are yet to begin and the significant budget amount of the Florida Back to Work program that is slowly progressing.

Mr. Piedra asked if the calculations for the Refugee Services contract can be prorated since it does not coincide with SFW's program year. Mr. Alonso responded that it may be possible.

Mr. Alonso went over the Agency Summary page (3), specifically the column that covers the Budget vs. Actual Rate. He also went over the following:

- WIA Youth
- WIA Dislocated Worker
- TANF- Non Custodial Parent

Mr. Adrover inquired about the progress of SFW's budget and Mr. Piedra explained that SFW is following the same historical patterns where programs tend to gear up during the first month and catch up to their budgeted amount roughly within the first quarter of the fiscal year.

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

Mr. Alonso presented the un-audited ARRA financial report for period July 1, 2010 through August 31, 2010.

Mr. Piedra mentioned that this item will be forwarded to the full Board by consensus of the Committee.

Mr. Datorre moved the approval of the June 2010 ARRA Financial Report. It was seconded by Ms. Zewadski-Bricker



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

Mr. Alonso presented the item.

Mr. Piedra asked if SFW follows standard dual control procedures for the reconciliations mentioned. Mr. Alonso's responded, "Yes" and he explained that there are two required signatures which are the preparer's and reviewer's signatures.

**5. Recommendation to Approve Allocation of Additional Carry-Forward Funds**

**5A. Background – Allocate Carry-Forward Funds for Monroe County**

**5B. Background – Allocate Reemployment and Eligibility Assessment Funds**

**5C. Background – Allocate Unemployment Compensation Program Funds**

**5D. Background – Allocate TANF Funds for Career Center Providers**

**5E. Background – Allocate TANF dollars to Develop a Subsidized Employment Fund (SER)**

**5F. Background – Allocate Non-Custodial TANF Funds to Gulf Coast Jewish Family Services, Inc.**

**5G. Background - Allocate Funding for a RFP for a Youth Offenders Employment Program**

**5H. Background - Allocate Funding to Fairfield Index, Inc to Operationalize SFWIB's Strategic Plan**

**5I. Background - Allocate Funding to the City of Miami for Workforce Services**

**5J. Background - Allocate Funding for Florida Back to Work Close-Out**

Mr. Piedra read the items and Mr. Beasley gave further explanation for each.

**6. Recommendation to Approve Allocation of Unused ARRA Facility Costs Funds**

**7. Recommendation to Approve Allocation of Trade Adjustment Assistance Funds**

**8. Recommendation to Approve Allocation of Disability Navigator Funds**

**9. Recommendation to Approval of a City of Miami Gardens Honors Internship Pilot Project**

Mr. Piedra noted due to lack of quorum, the above items will be recommended to the full Board. Prior to concluding the meeting, he gave an update on the audit examination in which he mentioned that it's currently on-going.

Mr. Piedra asked if there were any additional questions or comments prior to adjourning the meeting at 9:03am.



**3.A**

**SFWIB – Finance Committee**

***December 16, 2010***

**October 2010 Financial Report**

**BACKGROUND**

The un-audited financial report for the month ending October 31, 2010 will be reviewed.

*Attachment*



**3.B**

**SFWIB – Finance Committee**

***December 16, 2010***

**October 2010 ARRA Financial Report**

**BACKGROUND**

The un-audited ARRA financial report for the month ending October 31, 2010 will be reviewed.

*Attachment*



4.

**SFWIB – Finance Committee**

***December 16, 2010***

**Cash Reconciliation for November 2010**

**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 report for November 2010 is attached and will be reviewed.

*Attachment*



5.

**SFWIB – Finance Committee**

*December 16, 2010*

**External Audit Update**

**Information Item**

**BACKGROUND**

The Fiscal Year 2008-2009 SFWIB audit is almost complete. Anthony Brunson, CPA, partner at Sharpton Brunson, & Company, P.A., is managing the audit and will present a status update on it to the Finance Committee.



6.

**SFWIB – Finance Committee**

***December 16, 2010***

**Approval to Renew SFWIB-Per Scholas, Inc.  
Digital Access Initiative**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to renew the SFWIB-Per Scholas, Inc. contract for Program Year 2010-2011 to deliver digital literacy services throughout Region 23.

**BACKGROUND**

At its August 19, 2010 meeting, the SFWIB approved staff's acceptance of \$250,000.00 in ARRA WIA Digital Access Initiative funds from Workforce Florida, Inc. The dollars are to be applied during the 2010-2011 Program Year. The purpose of the initiative is to facilitate digital literacy training for WIA eligible adults, dislocated workers, youth, and low-income hard to reach residents.

In order to fulfill the intent of the initiative, SFWIB will contract with Per Scholas, Inc., a non-profit social venture committed to delivering access to technology to low-income communities. The initiative's funds will be used to refurbish old Career Center computers and provide technology training and support to eligible participants. The participants who successfully complete training will receive a refurbished computer and AT&T internet access.

SFWIB will have the following responsibilities under the contract:

- Supply 200 old Career Center PCs for refurbishment
- Identify eligible participants
- Pay for AT&T Internet Access for eligible participants

And Per Scholas, Inc. will be responsible for the following:

- Refurbish 200 old Career Center PCs
- Provide OS and Office 2003 software
- Provide technology training to participants
- Provide technology support for participants

The initiative's total cost is broken down as follows:

• AT&T Internet Access/DSL Lite/ 1 year	\$ 48,000
• AT&T DSL Modem	\$ 5,000
• <b>Per Scholas, Inc. Hardware, Refurbishing, Training, 1 Year of Support and Distribution</b>	<b>\$ 12,094</b>
• Computers & Software	<u>\$180,000</u>
Total Cost	\$245,094

In contracting with Per Scholas, Inc. to deliver digital literacy services, the SFWIB Executive Director is recommending, consistent with Administrative Order No.: 3-38, that the competitive procurement process be waived as that is in the best interests of the SFWIB.



7.

**SFWIB – Finance Committee**

***December 16, 2010***

**Approval to Accept ARRA WIA UI  
Reemployment OJT Grant Funds**

## **RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to accept ARRA WIA Unemployment Insurance Reemployment funds of \$200,000.000.

## **BACKGROUND**

On October 8, 2010, the SFWIB submitted an ARRA WIA UI Reemployment On-the-Job Training (OJT) Grant Implementation Plan for Region 23 to the Agency for Workforce Innovation (AWI). Soon thereafter, the AWI approved the OJT Implementation Plan. Under the plan, SFWIB received \$200,000.00 for Region 23 businesses to provide job opportunities for Dislocated Workers who have been unemployed for one year or more.

Participants will be selected from eligible Dislocated Workers who have received Unemployment Insurance (UI) benefits for one year or more or who have exhausted their benefits and reside in high-unemployment areas such as Designated Target Areas (DTAs).

For businesses, the plan provides a means for them to ensure that new hires have the occupational skills required to successfully perform on-the-job by providing a subsidy to invest in employee training.

SFWIB staff estimates that the plan will allow an average of 33 workers who have lost their jobs over the past two years an opportunity to obtain employment. It is also estimated that the participants will receive an average hourly rate of \$13 per hour for 520 hours of training, and that the businesses will be reimbursed from 50 to 90 percent of the wages paid during the training period.

The ARRA WIA UI Reemployment grant allocation will cover administrative and staff costs such as follow-up and monitoring as well as costs associated with funding potential OJT projects. As with Employed Worker Training projects, providers will have the opportunity to submit OJT project requests from the pool of funds tied to this grant allocation.



8.

**SFWIB – Finance Committee**

***December 16, 2010***

**Approval to Accept the ARRA WIA  
Specialized and Intense TANF Case  
Management and Outreach Grant Funds**

## **RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to accept the ARRA WIA Specialized and Intense Temporary Assistance for Needy Families (TANF) Case Management and Outreach Grant for Subsidized Employment.

## **BACKGROUND**

The SFWIB submitted a Region 23 ARRA WIA Specialized and Intense TANF Case Management and Outreach Grant for Subsidized Employment Implementation Plan to the Agency for Workforce Innovation (AWI) on October 12, 2010. Not long after, the AWI approved the Implementation Plan. Under the plan, SFWIB received \$300,000.00 for Region 23 businesses to provide subsidized employment opportunities for TANF individuals who are reaching their time limits for receiving cash assistance and have minimum work skills and education.

For participating businesses, the plan includes a work readiness certification component to ensure that new hires have the occupational skills necessary to perform on-the-job. The plan also provides the businesses with a 100 percent reimbursement for the wages paid to the employee during the subsidized employment period.

SFWIB staff estimates that the plan will allow an average of 44 TANF eligible individuals the opportunity to obtain employment. It is also estimated that the participants will receive an average hourly rate of \$13 per hour for 520 hours of subsidized employment.

The ARRA WIA Specialized and Intense TANF Case Management and Outreach grant allocation will cover administrative and staff costs such as follow-up and monitoring as well as costs associated with funding potential subsidized employment projects. As with Employed Worker Training projects, providers will have the opportunity to submit subsidized employment project requests from the pool of funds tied to this grant allocation.





9.

**SFWIB – Finance Committee**

***December 16, 2010***

**Approval to Modify Capital Equipment Budget**

**RECOMMENDATION**

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to add a capital equipment expenditure line item to the Headquarters budget and to modify the budget as described below.

**BACKGROUND**

On June 17, 2010, the SFWIB approved the Fiscal Year 2010-11 budget. The approved budget did not include funds for the purchase of capital equipment. Following a lease versus buy analysis for the replacement of several copiers at SFWIB Headquarters, it was determined that the best option for SFWIB was to buy two copiers at a cost of \$17,000.00 each.

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

Equipment Rental	\$ (30,692.00)
Equipment Repair and Maintenance	\$ (5,108.00)
Capital Equipment Expenditures	<u>\$ 35,800.00</u>
Total	<u>\$ 0.00</u>