



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

Thursday, December 15, 2011

8:00 A.M.

Miami Dade College West Campus

3800 NW 115th Avenue, 3rd Floor

Miami, Florida

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. April 14, 2011
 - B. June 16, 2011
 - C. October 20, 2011
3. Finance Report – October 2011
4. Information – Cash Reconciliation for November 2011
5. Recommendation as to Approval to Accept Additional WIA Adult Funds
6. Recommendation as to Approval to Accept Additional WIA Dislocated Worker Funds
7. Recommendation as to Approval to Accept and Allocate Additional FSET Funds
8. Recommendation as to Approval to Allocate Additional Carry-Forward Funds
9. Recommendation as to Approval to Accept and Allocate Trade Adjustment Assistance Funds
10. Recommendation as to Approval of Budget Adjustments
11. Recommendation as to Approval of Fiscal Year 2010-11 Financial Audit Reports
12. Recommendation as to Approval to Issue a Request for Qualifications for External Auditing Services



2.A

SFWIB - Finance Committee

December 15, 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 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. 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 SFW STAFF Beasley, Rick Garcia, Christine Smith, Marian	Mitchell, Carlana - <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.



2. B.

SFWIB - Finance Committee

December 15, 2011

Minutes of SFWIB Finance Committee Meeting – June 23, 2011

South Florida Workforce Investment Board
 Finance Committee Meeting
 June 23, 2011 at 8:00 A.M.
 Doubletree Airport Hotel – Convention Center
 711 NW 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Androver, Bernardo 2. Zewadski-Bricker, Edith	3. Piedra, Obdulio, <i>Chairperson</i> 4. Gibson, Charles A., <i>Vice-Chair</i> 5. Carpenter, Willie 6. Bridges, Jeff 7. Chi, Joe 8. Datorre, Roberto 9. Inguanzo, Ramiro SFW STAFF Alonso, Gustavo Garcia, Christine	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. Bernardo Adrover chaired the meeting due to Mr. Obdulio Piedra’s absence. He called the meeting to order at 8:20a.m., asked those present to introduce themselves and noted that a quorum had not been achieved.

2. A. Approval of Finance Committee Meeting Minutes for April 14, 2011.

Minutes could not be approved due to lack of quorum.

3. Finance Reports

3. A. April 2011 Financial Report

Gus Alonso, SFWIB Finance Director presented the following preliminary un-audited financial reports for the period of July 1, 2010 through April 30, 2011:

Budget Adjustments:

The revenue increased by a total of \$750,000 due to AWI transferring funds from ARRA funding to non-ARRA in an effort to rapidly spend the ARRA funds and the following funds were affected:

- Healthcare Initiative \$250,000
- WIA Reemployment \$200,000
- TANF Case Management and Outreach Program \$300,000

Expenses

- Adult Services increased by \$1,198,791
- Youth Services decreased by \$13,200
- Unallocated Funds increased by \$224,400
- Training and Support Services increased by \$767,193
- Other programs decreased by \$3,750
- Subcontracted Services are currently at 48%

Mr. Alonso further discussed the following Variance Explanations:

3. The Refugee Services budget is under expended by 38.4% (44.6 vs. 83.0%)
4. Training and Support Services is significantly below budget by 35.4% vs. 83%
5. Other Programs and Contracts are also under budget by 37.2% (45% vs. 83%)

Mr. Adrover inquired about the comparison from prior years for training and support services. Mr. Alonso responded that over the years, training and support services have always been expended toward the end of the program year. He gave an example of Monroe County that is currently the lowest. Ms. Zewadski-Bricker asked if unused funds can be allocated to On-the-Job Training. Mr. Alonso responded that it's possible under the conditions that it meets On-the-Job Training requirements. Mr. Alonso also noted that unused funds are carried forward. Mr. Adrover recommended discussing this issue at the next Executive Committee meeting in order to find ways for exhausting available funds.

3. B. April 2011 ARRA Financial Report

Mr. Alonso presented the item and noted that the standard rate for ARRA is currently at 93% however, only 55% has been spent. Mr. Adrover requested further explanation and Mr. Alonso provided details.

Mr. Adrover also inquired about Headquarters' expenses and Mr. Alonso provided an explanation.

An individual from the audience inquired about the balance for dislocated worker funds. Mr. Alonso responded there's currently \$2,000,000 left and the goal is to spend all of it.

4. Information – Cash Reconciliation for May 2011

Mr. Alonso presented the item.

No further questions or discussions.

5. Information – Fiscal Year 2010-11 AWI Monitoring Report

Mr. Alonso presented the item.

Mr. Adrover complimented staff for their hard work on the results of the monitoring report.

6. Information – TANF Funds

Mr. Alonso presented the item.

No further questions or discussions.

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

Mr. Alonso presented the items and noted there were minor changes made to the budget (item# 9) after meeting with the Finance Committee. One of the changes was lowering the percentage of headquarters' cost as requested by the Committee.

Mr. Adrover asked that staff highlight the changes for the Board's review.

The above items (7-9) could not be approved due to lack of quorum; however they were recommended to the Board by consensus of the members present

Mr. Adrover asked if there were any additional questions or comments, thanked all those for coming and adjourned the meeting at 8:45am.



2. C.

SFWIB - Finance Committee

December 15, 2011

Minutes of SFWIB Finance Committee Meeting – October 20, 2011

South Florida Workforce Investment Board
 Finance Committee Meeting
 October 20, 2011 at 8:00 A.M.
 Doubletree by Hilton Miami Airport Hotel
 711 NW 72nd Avenue
 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. Zewadski-Bricker, Edith	6. Gibson, Charles A., <i>Vice-Chairperson</i> 7. Carpenter, Willie 8. Inguanzo, Ramiro SFW STAFF Alonso, Gustavo Garcia, Christine	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, Chairman called the meeting to order at 8:39a.m., asked those present to introduce themselves and noted that a quorum had been achieved.

2. A. Approval of Finance Committee Minutes for August 18, 2011

Mr. Joe Chi moved the approval of August 18, 2011 meeting minutes and motion was seconded by Mr. Jeff Bridges; Minutes Passed

3. Finance Reports

3. A. August 2011 Financial Report

Mr. Piedra introduced the item and Mr. Gustavo Alonso, Finance Director further discussed the following budget adjustments as a result of allocations approved by the Board in August 2011:

Funding Budget Adjustments:

- Additional TAA funds allocated by the State in the amount of \$200,000

Expenditure Budget Adjustments:

- ✓ **Headquarter (HQ)** - Increased by \$10,000 from the previous month due to TAA funding allocations

- ✓ **Adult Services** - Increased by \$1,530,700 from the previous month due to City of Miami Career Center Allocations
- ✓ **Youth Services** - Transfer made between program services and training/support services in the amount of \$26,722
- ✓ **Facilities Cost** - Increased by \$20,000 from the previous month due to TAA allocations
- ✓ **Training & Support Services** - Increased by \$170,000 from the previous month due to TAA allocation. There was also an increase of \$29,722 as a result of provider-requested budget transfers from program services to training and support services. Additionally, the budget increased by \$400,000 reflecting the UM-MDC Life Sciences Park Project.
- ✓ **Other Programs & Contracts** – Increased in the amount of \$193,188 from the previous month due to the following allocations:
 - \$168,000 for the Inspector Service Academy
 - \$47, 800 for the Digital Access Program
 - TANF non-custodial budget was decreased by \$22,612

Explanation of Significant Budget Variances

1. The Youth Adult Program – under budget at 23.9% vs. 66% (a 3 month program)
2. Training and Support Services – significantly lower

Mr. Piedra had questions regarding the current participation rate for youth adult program and Mr. Beasley explained that it's currently 59%; however, unused funding will be carried forward to the next program year.

Mr. Bridges inquired about current expenditures and allocation restrictions then later recommended that remaining funds be reallocated to the young adult population for the next program year.

Mr. Piedra inquired about City of Miami's grand opening date and Mr. Alonso responded that a date is currently pending while SFWB awaits the State's approval. Mr. Beasley later added that he's scheduled to attend the City of Miami's commission meeting to discuss the new career center. Mr. Piedra requested that an update be provided at a later date.

Mr. Piedra also requested staff to provide additional explanation regarding training and support services allocation.

Mr. Jeff Bridges moved the approval of August 2011 Financial Report and seconded by Mr. Bernardo Adrover; Motion Passed

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

Mr. Piedra introduced the item and Mr. Alonso further discussed.

Mr. Piedra asked who does Odell Ford, SFWB Finance Administrator report to as he's concerned there might be a potential conflict with the segregation of duties for reconciliations. Mr. Alonso responded that Mr. Ford directly reports to him. Mr. Bridges later recommended the Executive Director be primarily involved in the review and approval process of bank documents.

Mr. Joe Chi moved the approval of the cash reconciliation for September 2011 and seconded by Mr. Bernardo Adrover; Motion Passed

5. Recommendation as to Approval to Accept and Allocate Additional LVER Funds

Mr. Piedra read the item into record and Mr. Alonso further discussed.

Mr. Bernardo Adrover moved the approval to accept and allocate additional LVER funds. Motion was seconded by Mr. Joe Chi; **Motion Passed**

All in favor with no opposition

6. Recommendation as to Approval to Reallocate Refugee Employment Program Funds

Mr. Piedra presented the item and noted that Cuban American National Council, Inc. voluntarily de-obligated \$200,000 of its award due to falling short of its target placements. However, another provider, Adult Mankind Organization, Inc. exceeded its target placement and requested \$81,088 in additional funding. For this reason, staff recommended that the Finance Committee recommend to the Board the approval to reallocate Refugee Employment and Training Program (RET) funds consisting of the following revised award:

- Cuban American National Council, Inc. - \$538,812
- Adults Mankind Organization, Inc. - \$1,485,327

Mr. Bernardo Adrover moved the approval to reallocate refugee employment program funds. Motion was seconded by Mr. Jeff Bridges; **Motion Passed**

All in favor with no opposition

Mr. Bridges raised a question pertaining to item #4 regarding two checks that were dated for October 2011, but cleared in September 2011. Mr. Alonso explained the purpose for post-dating the checks for rent expenses, was to ensure that checks were timely remitted by the 1st of the month. Mr. Bridges further recommended that staff avoid post-dating checks; instead, rent should be booked as prepaid expense.

Mr. Piedra asked if there were any additional questions or concerns then adjourned the meeting at 9:16am.



3.

SFWIB – Finance Committee

December 15, 2011

October 2011 Financial Report

BACKGROUND

The un-audited financial report for the month ending October 31, 2011 will be reviewed.

Attachment



4.

SFWIB – Finance Committee

December 15, 2011

Cash Reconciliation for November 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 reconciliation report for November 2011 is attached.

Attachment



5.

SFWIB – Finance Committee

December 15, 2011

Approval to Accept Additional WIA Adult Program Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept additional WIA Adult Program funds as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which includes \$7,588,814 in funding for the WIA Adult program. On November 14, 2011, the Department of Economic Opportunity (DEO) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for an additional \$700,530 in PY 2011-12 WIA Adult funds.

The WIA Adult program provides employment and training services to all adults, plus specialized training services to economically disadvantaged adults facing serious barriers to employment. State law requires that 50% of the funding be allocated for training and support services.



6.

SFWIB – Finance Committee

December 15, 2011

**Approval to Accept Additional WIA
Dislocated Worker Program Funds**

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept additional WIA Dislocated Worker Program funds as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which includes \$8,730,576 in funding for the WIA Dislocated Worker program. On November 14, 2011, the Department of Economic Opportunity (DEO) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for an additional \$840,086 in PY 2011-12 WIA Dislocated Worker funds.

The WIA Dislocated Worker program provides employment and training services to workers affected by plant closures and other layoffs. State law requires that 50% of the funding be allocated for training and support services.



7.

SFWIB – Finance Committee

December 15, 2011

Approval to Accept and Allocate Additional FSET Program Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept and allocate additional FSET Program funds as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which includes \$1,198,249 in funding for the FSET program for October 2011 to June 30, 2012. On October 26, 2011, the Department of Economic Opportunity (DEO) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for \$1,454,240, which represents an additional \$255,991 in FSET funding.

The FSET program provides employment and training services to individuals that are receiving food stamp financial assistance.

Staff recommends the following allocations:

	FSET
Perrine	\$ 21,713
Little Havana	\$ 20,719
West Dade	\$ 14,438
North Miami Beach	\$ 12,448
Carol City	\$ 31,462
Hialeah Gardens	\$ 14,807
Homestead	\$ 14,438
Miami Beach	\$ 7,276
City of Hialeah	\$ 10,459
Northside	\$ 65,481
Transitions	\$ -
Facilities	\$ 12,800
HQ Adm/Prog.	\$ 12,800
Monroe County	\$ 17,151
TOTAL	\$255,991



8.

SFWIB – Finance Committee

December 15, 2011

Approval to Allocate Additional Carry-Forward Funds

RECOMMENDATION

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

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget. The FY 11-12 approved budget included an estimated \$19,277,898 in carry-forward funds. Following the end of the financial closeouts with the State, it was determined that there are additional carry-forward dollars totaling \$3,211,850.

Staff recommends the following allocations for the use of the additional carry forward funds.

WIA Adult		WIA Dislocated	
Staff	Training	Staff	Training

Perrine	\$42,908	\$48,059	\$63,557	\$71,187
Little Havana	\$58,568	\$65,599	\$106,133	\$118,874
West Dade	\$36,622	\$41,018	\$148,872	\$166,744
North Miami Beach	\$75,838	\$84,943	\$34,048	\$38,135
Carol City	\$41,509	\$46,492	\$48,323	\$54,124
Hialeah Gardens	\$29,913	\$33,504	\$50,676	\$56,760
Homestead	\$21,747	\$24,357	\$41,567	\$46,557
Miami Beach	\$33,918	\$37,989	\$93,406	\$104,620
City of Hialeah	\$41,818	\$46,839	\$127,730	\$143,063
Northside	\$97,115	\$108,774	\$49,885	\$55,874
Transitions	\$25,338	\$28,380	\$68,244	\$76,437
Facilities	\$30,330	\$-	\$49,967	\$-
HQ Adm/Prog.	\$30,330	\$-	\$49,967	\$-
Monroe County	\$40,642	\$40,642	\$66,955	\$66,955
TOTAL	\$606,595	\$606,595	\$999,330	\$999,330



9.

SFWIB – Finance Committee

December 15, 2011

Approval to Accept and Allocate Trade Adjustment Assistance Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept and allocate Trade Adjustment Assistance Funds as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which did not include “Pass Thru” funds for the Trade Adjustment Assistance Program (TAA). Pass Thru funds are funds that the State awards to the regional workforce boards for use in defraying local Board costs incurred in connection with programs operated by the State. On August 16, 2011, the Florida Department of Economic Opportunity (DEO) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for \$29,500 in TAA pass thru funds.

The Trade Adjustment Assistance Program is a federal program established under the Trade Act of 1974 that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The TAA program offers a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be eligible for training, job search and relocation allowances, income support, and other reemployment services.

Staff recommends that the \$29,500 in TAA pass thru funds be accepted and allocated to the SFWIB facilities budget.



10.

SFWIB – Finance Committee

December 15, 2011

Approval of Budget Adjustments

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to modify the Fiscal Year Budget as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which included various assumptions with respect to the expected level of funding for the fiscal year. Subsequent to the Board approval of the budget, SFWIB received notifications of funding awards from the State which included award amounts different from those that had been included in the approved budget, as shown below:

Program	Award Amount	Budget Amount	Difference
Reemployment and Eligibility Assessments	\$ 1,127,690	\$ 1,128,273	\$ (583)
Military Family Employment	\$ 61,345	\$ 73,007	\$ (11,662)
Refugee Employment	\$ 10,659,000	\$ 11,220,000	\$ (561,000)

Staff recommends the Finance Committee’s approval to modify the Fiscal Year 2011/12 budget for the above differences.



11.

SFWIB – Finance Committee

December 15, 2011

**Approval of Fiscal Year 2010-11 Financial
Audit Reports**

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval of the Fiscal Year 2010-11 financial audit reports.

BACKGROUND

The fiscal year 2010-2011 SFWIB audit was recently completed by Anthony Brunson, CPA, who is a partner at Sharpton, Brunson & Company, P.A.

The audit of the financial statements was performed pursuant to generally accepted auditing standards, government auditing standards, and the Rules of Florida’s Auditor General. It included a review of internal controls as well as compliance with applicable laws and regulations.

The audit resulted in an unqualified audit opinion on the financial statements and OMB Circular A-133 Report. No significant deficiencies or material weaknesses were noted in the internal control systems, and no matters of noncompliance were noted pursuant to the OMB Circular A-133.

Mr. Brunson will present the audit results to the members of the committee.

Attachments



12.

SFWIB – Finance Committee

December 15, 2011

**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 and Company, P.A. for auditing services was competitively procured in 2009. That contract expires on June 30, 2012.

SFWIB staff is seeking external auditing services in an amount not to exceed \$130,000 for the audits of three Fiscal Years, 2012 to 2014. The 2012/13 audit process will begin immediately following the close of the current fiscal year.