



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

**Thursday, August 18, 2011
8:00 A.M.**

Doubletree Hilton Miami Airport Hotel Convention Center
711 N.W. 72nd Avenue
Miami, FL 33126
2nd Floor of the Convention Center

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. April 14, 2011
 - B. June 23, 2011
3. Finance Reports
 - A. June 2011 Financial Report
 - B. June 2011 ARRA Financial Report
4. Information – Cash Reconciliation for July 2011
5. Recommendation as to Approval to Accept and Allocate Trade Adjustment Assistance (TAA) Funds
6. Recommendation as to Approval to Allocate WIA Adult Funds to the Digital Access Initiative
7. Recommendation as to Approval to Allocate funds to the City of Miami Career Center



2.A

SFWIB - Finance Committee

August 18, 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

August 18, 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.



3.A

SFWIB – Finance Committee

August 18, 2011

June 2011 Financial Report

BACKGROUND

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

Attachment



3.B

SFWIB – Finance Committee

August 18, 2011

June 2011 ARRA Financial Report

BACKGROUND

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

Attachment



4.

SFWIB – Finance Committee

August 18, 2011

Cash Reconciliation for July 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 July 2011 is attached and will be reviewed.

Attachment

**South Florida Workforce
Reconcile Cash Accounts**

**Reconciliation Date: 6/30/11
Cash Account: 1102 Cash -General Operating Account**

Beginning Book Balance	798,128.67
Less Checks Drawn	(5,134,944.09)
Plus Deposits	
Checks Voided	2,506.80
Deposits	8,927,001.93
Plus Other Items	0.05

Unreconciled Items:

Ending Book Balance	<u><u>4,592,693.36</u></u>
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Bank Balance	5,578,747.22
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Less Checks Outstanding	(986,053.86)
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Plus Deposits In Transit
Transfer to operating

Unreconciled Items:

Reconciled Bank Balance	<u><u>4,592,693.36</u></u>
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Unreconciled difference	<u><u>0.00</u></u>
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Prepared by:

Odell J. Ford Jr.
Odell J. Ford Jr.

7/5/11

Approved by:

[Signature]
7/6/11

SFW2
Check/Voucher Register - OF Bank Rec Void Checks
From 6/1/2011 Through 6/30/2011

<u>Check Number</u>	<u>Payee</u>	<u>Effective Date</u>	<u>Document Date</u>	<u>Check Amount</u>
44249	TechMedia Marketing, LLC	6/8/2011	6/8/2011	(2,479.80)
45112	Judy Karpis	6/8/2011	6/8/2011	(27.00)
Report Total				(2,506.80)

**South Florida Workforce
Reconcile Cash Accounts**

Reconciliation Date: 7/31/11

Cash Account: 1102 Cash -General Operating Account

Beginning Book Balance	4,592,693.36
Less Checks Drawn	(7,537,245.89)
Plus Deposits	
Checks Voided	97,715.89
Deposits	4,160,131.50
Plus Other Items	(139.13)
Unreconciled Items:	
Ending Book Balance	<u><u>1,313,155.73</u></u> ✓
Bank Balance	2,952,075.07
Less Checks Outstanding	(1,638,919.34)
Plus Deposits In Transit	
Transfer to operating	
Unreconciled Items:	
Reconciled Bank Balance	<u><u>1,313,155.73</u></u> ✓
Unreconciled difference	<u><u>0.00</u></u>

Prepared by:

Odell J. Ford Jr. 8/4/11
Odell J. Ford Jr.

Approved by:

[Signature] 8/4/11

SFW2
Check/Voucher Register - OF Bank Rec Void Checks
From 7/1/2011 Through 7/31/2011

<u>Check Number</u>	<u>Payee</u>	<u>Effective Date</u>	<u>Document Date</u>	<u>Check Amount</u>
45359	Jocelyn R. Fulton	7/18/2011	7/18/2011	(5.61)
45653	Monica Arias	7/18/2011	7/18/2011	(26.01)
45895	Shutterstock, Inc	7/25/2011	7/25/2011	(2,559.00)
46014	Florida Power & Light Company	7/11/2011	7/11/2011	(113.77)
46374	Haitian American Foundation	7/29/2011	7/29/2011	(95,000.00)
46540	Arbor E & T, LLC	7/14/2011	7/14/2011	(11.50)
Report Total				(97,715.89)



5.

SFWIB – Finance Committee

August 18, 2011

Approval to Accept and Allocate TAA Funds

RECOMMENDATION

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

BACKGROUND

On July 12, 2011, Workforce Florida, Inc. (WFI) awarded SFWIB \$200,000 in TAA funds for the time period of July 1, 2011 to June 30, 2012. The TAA program is designed to assist workers who have been laid off or jobs have been threatened as a result of foreign competition. Workers covered under a certified Trade Act petition are eligible to receive an array of services and benefits to include training, reemployment services, job search, relocation allowances, trade readjustment allowances, wage subsidy for older workers and health coverage tax credit benefits.

Staff recommends that the \$200,000 award be allocated as follows:

TAA ALLOCATIONS		
CAREER CENTER		ALLOCATION
		\$ 200,000.00
		\$ 156,600.00
Hialeah Gardens (Arbor E&T, LLC)		\$ 15,660.00
West Dade (Youth Co-Op, Inc.)		\$ 15,660.00
Hialeah Downtown (City of Hialeah)		\$ 15,660.00
Carol City (Arbor E&T, LLC)		\$ 15,660.00
Little Havana (Youth Co-Op, Inc.)		\$ 15,660.00
Miami Beach (Unidad of Miami Beach, Inc.)		\$ 15,660.00
North Miami Beach (Ser Jobs for Progress, Inc.)		\$ 15,660.00
Perrine (Youth Co-Op, Inc.)		\$ 15,660.00
Homestead (Youth Co-Op, Inc.)		\$ 15,660.00
Northside (Youth Co-Op, Inc.)		\$ 15,660.00
TOTAL		\$ 156,600.00
Monroe County (Youth Co-Op, Inc.)	6.70%	\$ 13,400.00
Facilities	10.00%	\$ 20,000.00
SFWIB HQ	5.00%	\$ 10,000.00
TOTALS		\$ 200,000.00



6.

SFWIB – Finance Committee

August 18, 2011

Approval to Allocate WIA Adult Funds to the Digital Access Initiative

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to allocate \$47,800 in WIA Adult funds to the Digital Access Initiative.

BACKGROUND

On August 19, 2010, the SFWIB accepted \$250,000 in Program Year (PY) 2010 ARRA WIA Digital Access Initiative funds to expand the Region 23 Digital Divide Initiative. The purpose of the initiative was to facilitate digital literacy training for WIA eligible adults, dislocated workers, youth, and low-income hard-to-reach residents.

The PY 2010 initiative funds were applied to refurbish dated Career Center computers and to provide technology training to eligible participants. The participants who successfully completed training received refurbished computers and one year of free ATT&T internet access.

For Fiscal Year 2011-12, it is estimated that the cost to continue the program will be \$47,800. That sum will be allocated from the WIA Adult grant and will be used to cover AT&T internet access costs for approximately 200 participants.



7.

SFWIB – Finance Committee

August 18, 2011

Approval to Allocate Funds to the City of Miami Career Center

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to allocate funds to the City of Miami for the operation of a Career Center.

BACKGROUND

SFWIB and the City of Miami partnered to spearhead an initiative to deliver workforce services through a City of Miami Career Center. The facility was donated by the City of Miami and is approximately 10,000 square feet. The primary goal of the Career Center is to combat the high unemployment rates in City of Miami neighborhoods.

The procurement of the City of Miami Career Center was approved at the Board’s October 21, 2010 meeting.

Staff recommends the allocations set forth below:

Funding Streams	Program / Administrative	Training
WIA Adult	\$ 191,852	\$ 253,863
WIA NER	\$ 4,471	\$ 6,485
WIA DW	\$ 241,039	\$ 318,949
WIA RR	\$ 48,492	\$ 64,166
TANF	\$ 801,869	\$ 146,580
FSET	\$ 122,454	\$ -
REA	\$ 83,096	\$ -
UC	\$ 37,427	\$ -
TOTALS	\$ 1,530,700	\$ 790,043