



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

**Thursday, October 20, 2011
8:00 A.M.**

Double Tree by Hilton Miami Airport Hotel
711 NW 72nd Avenue
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. August 18, 2011
3. Finance Reports
 - A. August 2011 Financial Report
4. Information – Cash Reconciliation for September 2011
5. Recommendation as to Approval to Accept and Allocate Additional LVER Funds
6. Recommendation as to Approval to Reallocate Refugee Employment Program Funds

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2.

SFWIB - Finance Committee

October 20, 2011

**Minutes of SFWIB Finance Committee Meeting
August 18, 2011**

South Florida Workforce Investment Board
Finance Committee Meeting
August 18, 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. Piedra, Obdulio, <i>Chairperson</i> 2. Adrover, Bernardo 3. Inguanzo, Ramiro	4. Gibson, Charles A., <i>Vice-Chair</i> 5. Carpenter, Willie 6. Bridges, Jeff 7. Chi, Joe 8. Datorre, Roberto 9. Zewadski-Bricker, Edith SFW STAFF Alonso, Gustavo Garcia, Christine	Cordoba – Manny – <i>SER Jobs for Progress, Inc.</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, Chairman called the meeting to order at 8:39a.m., asked those present to introduce themselves and noted that a quorum had not been achieved. As such, all items were informational.

2. A. Approval of Finance Committee Minutes for April 14, 2011 and June 23, 2011

Minutes could not be approved due to lack of quorum.

3. Finance Reports

3. A. June 2011 Financial Report

3. B. June 2011 ARRA Financial Report

Mr. Piedra presented the above items (3A & 3B) and briefly discussed the Agency Summaries. He later requested Gus Alonso, SFWIB Finance Director to further discuss. Mr. Alonso noted that the information provided is a preliminary closing while service providers continue submitting their final invoices for the program year. A final closing statement will be available at a later date for the auditors review. He also noted that total expended was only 65% vs. 100%; however, majority of the remaining funds will be carried forward to the next program year.

Mr. Adrover inquired about under-expended contracts and both Mr. Alonso and Mr. Piedra provided explanation regarding ARRA stimulus funding that needed to be expended by program year 2010-11. Mr. Adrover also inquired about Training and Support Services which is under expended by 60.7% and Mr. Alonso explained.

Mr. Adrover commented that he rather the funding be spent within the community than carried forward to the next program year. He also inquired about City of Miami's new career center and Mr. Piedra responded that it's currently pending as the location is being finalized. The new career center will be within the Lindsey Hopkins Technical Education Center at 750 N.W. 20th Street, Miami, Florida to serve one of the highest unemployment areas.

4. Information – Cash Reconciliation for July 2011

Mr. Piedra presented the item.

No further questions or discussions.

5. Recommendation as to Approval to Accept and Allocate Trade Adjustment Assistant (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

Mr. Piedra presented the above items (5, 6 & 7).

New Business:

Mr. Adrover expressed concerns regarding the lack of quorum at prior meetings. Mr. Piedra noted that he has requested staff to research whether the Finance Committee can legally become an ad-hoc of the Executive Committee as he would like both meetings combined along with additional members added to address both financial and executive matters.

Mr. Piedra concluded the meeting by asking if there were any additional questions or concerns then adjourned the meeting at 8:56am.



3.

SFWIB – Finance Committee

October 20, 2011

August 2011 Financial Report

BACKGROUND

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

Attachment



4.

SFWIB – Finance Committee

Ocotober 20, 2011

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

Attachment



5.

SFWIB – Finance Committee

October 20, 2011

Approval to Accept and Allocate Additional Local Veteran Employment Program Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to authorize staff to accept and allocate additional Local Veteran Employment Program (LVER) funds as set forth below.

BACKGROUND

On August 18, 2011, the SFWIB approved the Fiscal Year 2011-12 budget which includes \$243,851 in funding for the LVER. On July 26, 2011, the Department of Economic Opportunity (DEO) released a Notification of Fund Availability (NFA) to Regional Workforce Board 23 for PY 2011-12 LVER funds in the amount of \$290,784.00, \$46,933 more than the original budget amount.

The LVER provides a variety of reemployment services and benefits to veterans returning to their local communities following service in the US military.

Staff recommends that the \$46,933 be allocated as set forth below:

	SFW BUDGET	AWI AWARD	Diff
Salaries (DEO staff)	\$ 236,410	\$ 236,409	\$ (1)
Pass Thru (SFWIB)	\$ 7,441	\$ 54,375	\$ 46,934
Total	\$ 43,851	\$ 290,784	\$ 46,933



6.

SFWIB – Finance Committee

October 20, 2011

Approval to Reallocate Refugee Employment Program Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommend to the Board the approval to reallocate Refugee Employment and Training Program (RET) funds as set forth below.

BACKGROUND

The RET grant is a performance-based; funds are earned based on the number of participant placements. Funds are allocated at the beginning of the program year based on placement estimates. Program year 2011 funding ended on September 30, 2011.

One of the program providers, Cuban American National Council, Inc. fell short of the placement target and voluntarily de-obligated \$200,000 of its award. Another provider, Adults Mankind Organization, Inc., exceeded its placement target and requested \$81,088 in additional funding.

Staff recommends the provider re-allocations in the following table.

	ORIGINAL AWARD	CHANGE IN FUNDING	REVISED AWARD
Cuban American National Council, Inc.	\$ 738,812	\$ (200,000)	\$ 538,812
Adults Mankind Organization, Inc.	\$ 1,404,239	\$ 81,088	\$ 1,485,327