



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, August 21, 2014
9:00A.M.**

South Florida Workforce Investment Board
Headquarters 7300 Corporate Center Drive,
2nd Floor
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
 - A. June 13, 2014
 - B. July 17, 2014
3. Information –June 2014 Financial Report
4. Information – Bank Reconciliation for July 2014
5. Information – July Monthly Job Placement Report

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SFWIB EXECUTIVE COMMITTEE

DATE: August 21, 2014

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

June 13, 2014 at 11:00 A.M

Greater Miami Convention & Visitors Bureau

701 Brickell Avenue, Suite 2700

Miami, FL 33131

<p>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. West, Alvin, <i>Chairman</i> 2. Piedra, Obdulio, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Fils-Aime, Sr., Daniel 5. Marinelli, Frederick 6. Perez, Andy 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 7. Gibson, Charles A. <p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gus Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Smith, Marian</p>	<p>AUDIENCE:</p> <p>Rodanes, Carlos – <i>New Horizons of South Florida</i></p> <p>St. Jean, Donard – <i>Campu Design USA</i></p>
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Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Alvin West called the meeting to order at 8:23am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

2. A. Approval of April 10, 2014 Meeting Minutes

2. B. Approval of April 24, 2014 Meeting Minutes

Mr. Andy Perez moved the approval of April 10, 2014 and April 24, 2014 meeting minutes. Motion seconded by Mr. Clarence Brown; Motion Passed Unanimously

3. Information – April 2014 Financial Report

Chairman West introduced the item then requested Finance Assistant Director, Gus Alonso to further present. Mr. Alonso reviewed with the Committee the following unaudited accompanying notes to the financial report for the period of July 1, 2013 through April 30, 2014:

Revenue:

- Accepted \$20,00 in TAA funds
- Accepted \$2,363 in UC Funds
- Accepted \$51,666 in WP Branding funds

Expenses:

- Headquarters - \$614 increase
- Adult Services - \$9,142 decrease
- Youth Services - \$50,000 increase
- Unallocated Funds - \$74,029 increase
- Training and Support Services Cost - \$34,359 decrease

Explanation of Significant Variances

1. Refugee Services – 55.6% vs 83.3%
2. Training and Support Services – low (25.8% vs. 83.3%)
3. Other Program and Contracts – low (17.5% vs. 83.3%)

Vice-Chairman Piedra inquired about May's financials and Executive Director Rick Beasley explained.

Mr. Perez briefly shared with the Committee the possibilities of resolving an on-going concern regarding training and support dollar allocations. Vice-Chairman Piedra requested information regarding training and support service reconciliations. Mr. Alonso further explained by reviewing in details each column of the financials related to support services.

There was continued discussion regarding the process of Pell grants, issued and obligated funds.

Mr. Perez requested staff create a policy and process for disbursement of Pell grants and other scholarships.

Chairman West recommended including footnotes in the financials.

[Mr. Daniel Fils-Aime arrived]

Vice-Chairman Piedra inquired about the various funding cycles and Mr. Alonso further explained.

Chairman West recommended including information regarding reconciled funds.

Mr. Perez inquired about committed funds and Mr. Alonso provided details.

There was continued discussion regarding vouchers and the process for materializing them.

4. Information – Bank Reconciliation for May 2014

Chairman West introduced the item and Mr. Alonso further discussed and reviewed with the Committee May 2014 Bank Reconciliation. Mr. Beasley additionally shared with the Committee about a recent exit conference held by the Department of Economic Opportunity (DEO).

No further questions or discussions.

5. Information – SFWIB Nominating Committee

Chairman West introduced the item and Mr. Beasley further discussed, announcing the names of members to be part of the SFWIB Nominating Committee:

1. Mr. Thomas Roth
2. Mr. Bernardo Adrover
3. Mr. Jeff Bridges
4. Ms. Edith Zewadski-Bricker (added)

Mr. Clarence Brown moved the approval to accept the nominees as amended. Motion seconded by Mr. Andy Perez; **Motion Passed as Amended with Unanimous Consent**

6. Recommendation as to Approval of the 2014-2015 Budget

Mr. Beasley presented the item and announced that the Department of Economic Opportunity and CareerSource South Florida will be implementing a performance base funding model. He moreover reviewed with the Committee the 2014-15 budget chart comprised of the following major sections:

1. Prior Budget Year Obligations/Reserves
2. 2014-15 State Funding
3. 2014-15 Program Budget
4. 2014-15 Cost Distributions
 - a. HQ (Program and Administration)
 - b. Training and Support Services
 - c. Career Center Facility Costs
 - d. Provider Contract

Chairman West requested staff provide additional information regarding the per placement cost that increased from the previous reporting period. Mr. Beasley provided details, and then explained why changing the current reimbursement model would possibly increase the number of placements. Chairman West further asked staff explain how would next year's goal of 92,000 placements be achieved with the current amount budgeted. Programs Manager, Juan Hernandez appeared before the Committee and explained that the goal is to achieve more with the same amount of allocated funds. He further noted that other regions have successfully achieved their goals using the proposed new model. Chairman West asked whether there would be training on the implementation of the new model. Mr. Hernandez further explained.

Chairman West also requested staff explain the return on investment and funding cycles. Mr. Beasley provided details.

Mr. Piedra recommended modifying the budget by removing the refugee line item to avoid any confusion regarding current available funds.

Mr. Beasley continued presenting the budget. However, there were concerns with regards to the way funds are budgeted for the current and coming year (2014-15). Mr. Beasley and staff further explained.

Mr. Brown who works in the public/ government entity, commented that he is highly in support of performance base models as the County budget process is vaguely different from a private entity's. He additionally shared with the Committee about the current processes implemented in his department of Miami-Dade County to explain why performance budgeting is the best and logical way.

7. Recommendation as to Approval to Reallocate Support Services Funds Among Youth Co-Op, Inc. Career Centers

Mr. Beasley presented the item and read it into record noting staff's recommendation for the Committee's approval to reallocate training funds from the WIA Dislocated Worker Program to WIA Adults Program.

Vice-Chairman Piedra moved the approval to reallocate training funds from the WIA Dislocated Worker Program to WIA Adults program. Motion seconded by Mr. Clarence Brown: **Motion Passed Unanimously**

8. Recommendation as to Approval to Allocate Funds for CareerSource Branding Project

Mr. Beasley presented the item and read into record the recommendations to allocate funds for CareerSource Branding Project.

Mr. Clarence Brown moved the approval to allocate funds for CareerSource Branding project. Motion seconded by Chairman Piedra; **Motion Passed Unanimously**

9. Recommendation as to Approval to Allocate TANF Program Funds

Mr. Beasley presented the item and read into record the recommendations to allocate \$9,800.00 in TANF Program funds.

Mr. Clarence Brown moved the approval to allocate TANF program funds. Motion seconded by Vice-Chairman Piedra; **Motion Passed Unanimously**

10. Recommendation as to Approval to Accept and Allocate UC Funds

Mr. Beasley presented the item and read into record the recommendation to allocate to accept and allocate \$178,112.05 in UC program funds.

Mr. Clarence Brown moved the approval to accept and allocate UC Program Funds; Motion seconded by Vice-Chairman Piedra; **Further Discussion:**

Vice-Chairman Piedra questioned the short deadline for staff to allocate the funds.

Motion Passed Unanimously

[The Committee resumed to the discussion of item# 6]

[Mr. Daniel Fils-Aime left]

Item# 6 Approval of 2014-15 Budget:

Vice-Chairman Piedra moved the approval of 2014-15 budget. Motion seconded by Mr. Clarence Brown; **Further Discussion:**

Mr. Beasley gave an update on current leases. He additionally provided details regarding the reduction of square footage for cost saving purposes, and the relocation of Carol City Career Center.

Chairman West asked whether this agency carries a Directors and Officers Insurance (D&O) insurance policy. Mr. Beasley responded, "Yes".

Vice-Chairman Piedra inquired about the total number of access points and Assistant Director of Administration, Marian Smith responded at total of eight. He further inquired about performance

measures for access points. Mr. Hernandez explained. Vice-Chairman Piedra further recommended staff strategically identify mass transit points for new career center locations.

There being no further business to come before the Committee, the meeting adjourned at 1:19pm.

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SFWIB EXECUTIVE COMMITTEE

DATE: August 21, 2014

AGENDA ITEM NUMBER: 2B

MEETING MINUTES

July 17, 2014 at 8:15 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, Suite 500

Miami, FL 33126

<p>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. West, Alvin, <i>Chairman</i> 2. Piedra, Obdulio, <i>Vice-Chairman</i> 3. Fils-Aime, Sr., Daniel 4. Gibson, Charles A. 5. Perez, Andy 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 6. Brown, Clarence <p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gus Garcia, Christine Hernandez, Juan Infante, Adela Kavehersi, Cheri Morgan, Myria Smith, Marian</p>	<p>AUDIENCE:</p> <p>Rodanes, Carlos – <i>New Horizons of South Florida</i></p> <p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>St. Jean, Donard – <i>Campu Design USA</i></p>
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Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Alvin West called the meeting to order at 8:30am, asked all those present introduce themselves, and noted into record that a quorum had not been achieved.

3. Information – May 2014 Financial Report

Chairman West introduced the item and SFWIB Finance Assistant Director, Gus Alonso further presented. He reviewed with the Committee the following unaudited accompanying notes to the financial report for the period of July 1, 2013 through May 31, 2014:

Revenue:

- UC Funds - \$178,112

Expenses:

- Headquarters - \$46,851 increase
- Adult Services - \$140,172 decrease
- Youth Services - \$4,846 increase
- Set Asides - \$18,000 decrease
- Unallocated Funds - \$111,164 decrease
- Facilities Costs - \$120,253 increase
- Training and Support Services Costs - \$414,646 decrease
- Other Programs and Contracts \$409,800

Explanation of Significant Variances

1. Refugee Services – 59.3% vs 91.7%
2. Training and Support Services – low (30% vs. 91.7%)
3. Other Program and Contracts – low (14.6% vs. 91.7%)

Chairman West inquired about the ‘UC’ acronym and Mr. Alonso explained that it stands for “Unemployment Compensation.”

Chairman West inquired about total amount spent on the recent branding change from SFWIB to CareerSource South Florida. SFWIB Administration Assistant Director Marian Smith responded. Vice-Chairman Piedra asked for the total amount spent by this region in comparison to the amount reimbursed to this region by the state. Staff responded that this information had not been readily available, but will be provided at a later date.

Mr. Perez requested that a taskforce be created to discuss concerns regarding training expenditures. Chairman West recommended this topic be discussed by the EDIS Committee.

[Mr. Charles Gibson arrived]

Vice-Chairman Piedra requested information regarding the maximum amount of days funds remain obligated. Mr. Perez responded 30-days. Vice-Chairman later asked whether staff separated those obligated beyond the 30-day period from the Fiscal Summary with Obligations report. Mr. Beasley explained the invoicing process, and specifically gave examples of public schools processes. He also explained the current challenges with Pell grants. Vice-Chairman Piedra asked whether the public schools account for 50% of the stated funds. Mr. Beasley further explained.

Mr. West requested a detailed reconciliation report for training dollars. Vice-Chairman requested it be detailed by career centers.

Mr. Beasley continued the discussion with the review of the Fiscal Summary with Obligations report. There was continued discussion regarding the \$4.6 million in column number seven of the report.

The following had been recommended by the Committee:

- Identify current demands
- Determine whether there's a demand for training
- Determine how much should be budgeted for each program
- Create a deadline for the use of training funds. And if not used within the specified deadline, funds would be reallocated to another program in order to ensure training funds are fully expended
- Recruit more qualified training vendors

Mr. Beasley also recommended looking at the supply/demand matrix.

Chairman asked, "What drives the dollars?" Mr. Beasley responded both the demand of employers and jobseekers.

2. A. Approval of Meeting Minutes

Mr. Andy Perez moved the approval of meeting minutes. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

4. Information – Bank Reconciliation for June 2014

Chairman West introduced the item. Mr. Alonso further discussed and reviewed with the Committee June 2014 Bank Reconciliation.

Mr. Gibson inquired about the primary purpose for presenting this item. Vice-Chairman Piedra explained it is to ensure the monthly bank statements have been reconciled and signed by appropriate staff for auditing purposes.

5. Recommendation as to Approval to Accept Wagner Peyser PY 13-14 Performance Incentives

Chairman West introduced the item and Mr. Beasley further discussed and read into record staff's recommendation for the approval to accept \$183, 072 in WP program funds.

Mr. Andy Perez moved the approval to accept Wagner Peyser PY 13-14 Performance Incentives. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

6. Recommendation as to Approval to Accept and Allocate Supplemental SNAP Funds

Chairman West introduced the item and Mr. Beasley presented, noting staff's recommendation for the Committee's approval to recommend to the Board the approval to accept and allocate \$11,666 in SNAP program funds.

Vice-Chairman Obdulio Piedra moved the approval to accept and allocate supplemental SNAP funds. Motion seconded by Mr. Charles Gibson; **Further Discussion(s):**

Vice-Chairman Piedra inquired about the allocations for headquarters and facilities. Mr. Beasley explained.

Added-on Item:

7. Renewal of UNIDAD In-School Youth Contract for Three Months and Release of an In-School Youth Program Request for Proposal

Chairman West introduced the item and Mr. Beasley further discussed and requested the following actions:

1. The ratification of a three month contract for UNIDAD of Miami Beach to provide services for the In-School Youth Program from July 1, 2014 to September 30, 2014
2. Authorize staff to release an In-School Youth Program RFP

Vice Chairman Obdulio Piedra moved the approval for three months and release of an In-school youth program request for proposal. Motion seconded by Mr. Andy Perez; **Motion Passed with Unanimous Consent**

There being no further business to come before the Committee, the meeting adjourned at 9:20am.

DRAFT



SFWIB EXECUTIVE COMMITTEE

DATE: 8/21/2014

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FINANCIAL STATEMENTS

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

BACKGROUND:

Per the amended SFWIB By-Laws approved at the Board's January 5, 2012 meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the attached un-audited financial report for the month of June 2014 are being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 8/21/2014

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

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. Per the amended SFWIB By-Laws approved at the Board's January 5, 2012, meeting, the Executive Committee subsumes the role of the Finance Committee. Accordingly, the reconciliation report for July 2014 is being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**South Florida Workforce Investment Board
Reconcile Cash Accounts**

**Reconciliation Date: 7/31/14
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,296,930.62	
Less Checks Drawn	(6,042,555.94)	258
Plus Deposits		
Checks Voided	15,348.52	3
Deposits	4,639,430.90	64
Plus Other Items	(175.14)	1
Unreconciled Items:		
Ending Book Balance	(91,021.04)	
Bank Balance	1,985,032.20	
Less Checks Outstanding	(2,076,053.24)	102
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	(91,021.04)	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 8/5/14
Odell J. Ford Jr.

Approved by: S. Long 8/6/14



SFWIB EXECUTIVE COMMITTEE

DATE: 8/21/2014

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: JULY MONTHLY JOB PLACEMENT REPORT

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

BACKGROUND:

In January of 2012, CareerSource Florida launched two job placement performance reports. The first report is the Daily Job Placement Report. This report identifies the number job placements by workforce region on a daily basis. The second report is the Monthly Job Placement Report. This report is an accumulation of the daily job placements for a month by workforce Region.

For the month July 2014, CareerSource South Florida placed a total of 2,080 jobseekers into jobs. In comparing the number of job placements in the month of July 2013 to July 2014, CareerSource South Florida had 32.1 percent increase in the number of job placement.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

JULY MONTHLY JOB PLACEMENT REPORT

REGION	July-13		July-14		DIFFERENCE		% CHANGE	
	TOTAL PLACEMENTS	TOTAL RA PLACEMENTS	TOTAL PLACEMENTS	TOTAL RA PLACEMENTS	TOTAL PLACEMENTS	TOTAL RA PLACEMENTS	TOTAL PLACEMENTS	TOTAL RA PLACEMENTS
A	B	C	D	E	F	G	H	I
23	4,390	1,205	6,470	1,117	2,080	(88)	32.1%	-7.9%
5	657	103	868	123	211	20	24.3%	16.3%
22	2,844	1,168	3,154	839	310	(329)	9.8%	-39.2%
17	1,451	317	1,581	250	130	(67)	8.2%	-26.8%
7	259	53	277	43	18	(10)	6.5%	-23.3%
14	2,592	718	2,748	492	156	(226)	5.7%	-45.9%
20	1,314	356	1,374	252	60	(104)	4.4%	-41.3%
3	286	33	297	32	11	(1)	3.7%	-3.1%
13	1,504	364	1,533	289	29	(75)	1.9%	-26.0%
10	1,110	219	1,117	145	7	(74)	0.6%	-51.0%
8	2,550	845	2,474	726	(76)	(119)	-3.1%	-16.4%
12	3,480	1,280	3,338	946	(142)	(334)	-4.3%	-35.3%
15	4,488	999	4,070	667	(418)	(332)	-10.3%	-49.8%
2	626	121	566	98	(60)	(23)	-10.6%	-23.5%
11	1,480	446	1,324	315	(156)	(131)	-11.8%	-41.6%
4	764	152	649	97	(115)	(55)	-17.7%	-56.7%
24	1,619	495	1,364	327	(255)	(168)	-18.7%	-51.4%
16	1,571	397	1,298	244	(273)	(153)	-21.0%	-62.7%
21	2,054	759	1,651	510	(403)	(249)	-24.4%	-48.8%
1	947	283	755	138	(192)	(145)	-25.4%	-105.1%
18	1,164	362	925	238	(239)	(124)	-25.8%	-52.1%
9	925	146	700	74	(225)	(72)	-32.1%	-97.3%
19	390	49	285	43	(105)	(6)	-36.8%	-14.0%
6	402	32	288	35	(114)	3	-39.6%	8.6%
STW	38,867	10,902	39,106	8,040	239	(2,862)	0.6%	-35.6%