



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, APRIL 10, 2014
8:15 A.M.**

South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive
5th Floor
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
3. Information February 2014 Financial Report
4. Information Bank Reconciliation for March 2014
5. Recommendation as to Approval to Accept \$2,363 in Emergency Unemployment Program Supplemental Funds
6. Recommendation as to Approval to Accept \$51,666 in Wagner Peyser program funds.
7. Recommendation as to Approval to Accept \$20,000 in TAA Program funds for administration costs.
8. Recommendation as to Approval to Accept \$35,024.39 in State Funds.
9. Recommendation as to Approval to Reallocate Support Services funds among Youth Coop, Inc. career centers



SFWIB EXECUTIVE COMMITTEE

DATE: April 10, 2014

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

February 27, 2014 at 9:15 A.M

Doubletree Hotel – Convention Center

711 NW 72nd Avenue

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. Brown, Clarence 4. Fils-Aime, Sr., Daniel 5. Marinelli, Frederick 6. Perez, Andy 7. Gibson, Charles A. 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <p>*****</p> <p>OTHER SFWIB MEMBERS:</p> <p>Montoya, Rolando Rod, Denis</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gus Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri</p>	<p>AUDIENCE:</p> <p>Cooper, Jamie - <i>New Horizons</i></p> <p>Flores, Oscar – <i>America Advanced Technicians Institute.</i></p> <p>Frances, Marcos – <i>Transition, Inc.</i></p> <p>Perez, Chris – <i>The Academy</i></p> <p>Quirros, Vivian – <i>Sullivan & Cogliano</i></p> <p>Rams, Marilyn – <i>AARP Foundation</i></p> <p>Rodanes, Carlos – <i>New Horizons</i></p> <p>Vincent, Yanithe – <i>Hebron Technical Institute</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. Approval of December 19, 2013 Meeting Minutes

Mr. Clarence Brown moved the approval of January 9, 2014 meeting minutes. Motion seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

6. Recommendation as to Approval to Accept Unemployment Compensation Program Supplemental Funds

Chairman West introduced the item and Executive Director Rick Beasley further discussed, noting staff's recommendation for the Committee's approval to accept \$14,000 in emergency unemployment compensation supplemental funds.

Mr. Clarence Brown moved the approval to accept unemployment compensation program supplemental funds. Motion seconded Mr. Frederick Marinelli; **Motion Passed Unanimously**

[Mr. Charles Gibson]

7. Recommendation as to Approval to Accept DEO Project Connect Supplemental Funds

Chairman West introduced the item and Mr. Beasley further discussed, noting staff's recommendation for the Committee's approval to recommend to the Board to accept \$14,474.00 in emergency employment and re-employment services supplemental funds.

Mr. Clarence Brown moved the approval to accept \$14,474.00 in emergency employment and re-employment services supplemental funds. Motion seconded by Mr. Frederick Marinelli; **Motion Passed Unanimously**

3. Information – December 2013 Financial Report

Chairman West introduced the item and Mr. Beasley further discussed and reviewed with the Committee the highlights to the financial report unaudited accompanying notes for the month of December 2014.

No further questions or discussions.

4. Information – Cash Reconciliation for January 2014

Chairman West introduced the item and Mr. Beasley further discussed.

Mr. Piedra inquired about the status of the implementation of the new ACH system and Mr. Beasley provided an update. Mr. Piedra recommended that a column be added called, “less ACH transactions” in the cash reconciliation report.

5. Information – CareerSource Branding Update

Deferred

There being no further business to come before m[TP #9001 CID 8>BDC BT100110003108.98 \$2.71



SFWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: MARCH 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 February 2014 are being presented to the Executive Committee

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: MARCH 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 March 2014 is being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**South Florida Workforce
Reconcile Cash Accounts**

Reconciliation Date: 2/28/14

Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,348,924.82	
Less Checks Drawn	(3,966,757.41)	203
Plus Deposits		
Checks Voided	0.00	0
Deposits	3,696,757.74	54
Plus Other Items	(413.15)	4
Unreconciled Items:		
Ending Book Balance	<u><u>1,078,512.00</u></u>	
Bank Balance	2,957,225.57	
Less Checks Outstanding	(1,878,713.57)	92
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>1,078,512.00</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by:

Odell J. Ford Jr.

Approved by:

[Signature] 3/6/14



FWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: EMERGENCY UNEMPLOYMENT COMPENSATION PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: FWIB Staff recommends that the Executive Committee recommends to the Board the approval to accept \$2,363.00 in Emergency Unemployment Program Supplemental Funds

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

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

BACKGROUND:

On February 28, 2014, the FWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) for \$2,363.00 in Emergency Unemployment Program Supplemental Funds, increasing the total award amount for fiscal year 2013/14 to \$109,951.00.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: CAREER SOURCE SOUTH FLORIDA BRANDING

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends that the Executive Committee recommends to the Board the approval to accept \$51,666.00 in Wagner Peyser program funds.

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

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

BACKGROUND:

On February 21, 2014, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$51,666.00 in Wagner Peyser Program Funds. These funds are being provided to assist with branding transition-related costs such as new signage, business stationary, and website updates to reflect the new universal brand.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



FWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM -
ADMINISTRATIVE COSTS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: FWIB Staff recommends that the Executive Committee recommends to the Board the approval to accept \$20,000 in TAA Program funds for administration costs.

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

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

BACKGROUND:

On February 27, 2013, the FWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$20,000 in TAA Program Funds. These funds may be used to pay for those non-merit based supervisory/management and general administrative overhead costs associated with the general management and administration of the TAA program.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: STATE FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends that the Executive Committee recommends to the Board the approval to accept and allocate \$35,024.39 in State funds to ResCare, Inc.

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

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

BACKGROUND:

On February 27, 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$31,289.83 in State Funds, and on March 21, 2014 SFWIB received another NFA for an additional \$3,734.56 in State Funds. The purpose of these awards is to provide funding for allowable, unreimbursed expenditures incurred in the Welfare Transition and SNAP programs.

In Fiscal Year 2011-12, the DEO monitors suggested that SFWIB discontinue the practice of allowing for-profit entities (ResCare, Inc.) to bill for a reasonable amount of profits, pending a formal review by the DEO legal staff of the allowability of such payments with TANF and SNAP funds. Accordingly, SFWIB did not pay profits during fiscal year 2012-13. In February of 2014, the DEO completed their review and determined that profit payments are in fact allowed under the TANF and SNAP programs.

Res Care, Inc. (Arbor) has requested retroactive payment of profits for fiscal year 2012/13. Since the 2012-13 TANF and SNAP program had already been closed out, DEO issued this award to enable SFWIB to pay the profits without impacting the current 2013-14 funding.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 4/10/2014

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: REALLOCATION OF TRANSPORTATION FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends that the Executive Committee recommends to the Board the approval to reallocate support services funds from among Youth Coop, Inc. career centers, as set forth below.

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

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

BACKGROUND:

On February 27, 2013, the SFWIB received a request from Youth Coop, Inc. to transfer TANF support services funds for transportation to the Northside career center from the following career centers:

Little Havana	\$ 5,000.00
Perrine	\$ 6,000.00
Homestead	\$ 2,000.00
Total	\$ 13,000.00

Northside's allocation of support services has been used and there is still a need for additional transportation funding to meet the needs of customers.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT