



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD (AND EXECUTIVE COMMITTEE)

AGENDA ITEM NUMBER: 2B

AGENDA ITEM SUBJECT: MEETING MINUTES

DATE: December 17, 2015 at 9:30AM
 Miami Dade College North Campus
 11380 NW 27th Avenue
 Miami, FL 33167

| SFWIB MEMBERS IN ATTENDANCE | SFWIB MEMBERS NOT IN ATTENDANCE | SFW STAFF |
|---|---|--|
| <ol style="list-style-type: none"> 1. Piedra, Obdulio <i>Chairperson</i> 2. Bridges, Jeff, <i>Vice-Chairman</i> 3. Adrover, Bernardo 4. Brecheisen Bruce 5. Boilini, Gina 6. Brown, Clarence 7. Datorre, Roberto 8. Davis-Raiford, Lucia 9. del Valle, Juan- Carlos 10. Ferradaz, Gilda 11. Gibson, Charles 12. Manrique, Carlos 13. Montoya, Rolando 14. Perez, Andre 15. Roth, Thomas 16. Scott, Kenneth 17. Zewadski-Bricker, Edith | <ol style="list-style-type: none"> 18. Arboleda, Carlos 19. Chi, Joe 20. Clayton, Lovey 21. Fils-Aime, Sr., Daniel 22. Diggs, Bill 23. Gaber, Cynthia 24. Garza, Maria 25. Gazitua, Luis 26. Huston, Albert Jr. 27. Jordan, Barbara 28. Ludwig, Philipp 29. Regueiro, Maria C. 30. Rod, Denis 31. Russo, Monica 32. Socorro, Ivonne 33. West, Alvin | <p>Beasley, Rick Almonte, Ivan Alonso, Gus Butkowski, Dennis Garcia, Christine Gomez, Maria Jean-Baptiste, Antoinette Kavehers, Cheri Perrin, Yian Smith, Marian Smith, Robert</p> |
| | | <p>Assistant County Attorney (s)</p> <p>Shanika Graves - Miami-Dade County Attorney's office – SFWIB's Legal Counsel</p> |

OTHER ATTENDEES

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| <p>Allison, Carshena – <i>BCA Watson Rice, LLP</i></p> <p>Banks, Theron – <i>Greater Miami Service Corps.</i></p> <p>Benavides, Vanessa – <i>United Way of Miami-Dade</i></p> <p>Brito, Hilma – <i>Arbor E & T Rescare</i></p> <p>Castillo, Alicia – <i>Adults Mankind Organization (AMO)</i></p> <p>Coney, Kareem – <i>Florida International University (FIU)</i></p> <p>Farinas, Irene – <i>Adults Mankind Organization (AMO)</i></p> <p>Finch, James – <i>Department of Economic Opportunity (DEO)</i></p> <p>Flores, Oscar – <i>Compu-Med</i></p> <p>Gonzalez, Teresa – <i>Miami Dade College</i></p> <p>K, John – <i>Miami Dade College</i></p> <p>Kyriakakis, Jesse – <i>United Way of Miami Dade</i></p> <p>Mendez, Jessy – <i>Community Coalition, Inc.</i></p> | <p>Mitchell, Carlena – <i>Miami-Dade County Public Schools</i></p> <p>Perez, Christ – <i>The Academy</i></p> <p>Quiros, Vivian – <i>Sullivan & Cogliano</i></p> <p>Rodriguez, Maria – <i>Youth Co-op, Inc.</i></p> <p>Sela, Jose – <i>Ser Jobs for Progress, Inc.</i></p> <p>Selaya, Juan – <i>Broward</i></p> <p>Someillia, Ana – <i>Adults Mankind Organization (AMO)</i></p> <p>Thomnpkins, Ronald – <i>BCA Watson Rice, LLP</i></p> <p>Urrutia, Humberto – <i>The Academy</i></p> <p>Vanias, Andrea – <i>Unknown</i></p> <p>Wilma, Brito - <i>ARBOR E& T, Rescare</i></p> <p>Zeno, Miriam – <i>SER Jobs for Progress, Inc.</i></p> <p>Thompson, Robert – <i>BCA Watson Rice, LLP</i></p> |
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Agenda items are displayed in the order in which they were discussed.

1. Call to Order and Introductions

As a result of the full board meeting that was short of a quorum of members present, the Executive Committee was called to order at 9:38am and the following members were present:

- ✓ SFWIB Chairman Piedra

✓ Vice-Chairman Jeff Bridges

✓ Juan Carlos del-Valle

✓ Gilda Ferradaz

✓ Andy Perez

(Quorum Achieved)

4. Executive Director's Report

Executive Director Rick Beasley reviewed with the members his report and each member received a copy. The report contained information regarding: (1) FEDERAL – Appropriations; (2) FEDERAL – Every Student Succeeds Act of 2015; and (3) STATE – Local Planning Guidance; (4) STATE – WIOA State Implementation Teams; (5) LOCAL – Career Center Performance.

4. b. Department of Economic Opportunity Performance Update

SFWIB Chairman Piedra introduced Mr. James Finch of DEO who appeared before the Board and presented the following:

- Florida Workforce System
- PY 2015-16 Total Statewide Funding
- PY 2015-16 Total Local Amount
- PY 2014-15 Direct Client Services & Administrative Expenditures
- PY 2014-15 ITA Expenditure Requirement
- PY 2014-15 Percentage of Expenditures on Out-of-School Youth
- PY 2014-15 Participants Served: WP and WIA Combined
- PY 2014-15 Participants Enrolled in Training
- PY 2014-15 Performance Incentives
- Employer Penetration Incentive Awards
- Common Measures
- Corrective Action
- Programmatic Monitoring and Oversight
- PY 2014-15 Summary of Local Findings
- WIOA Update
- WIOA Timeline

Chairman Piedra thanked Mr. Finch for his presentation.

6. Finance & Efficiency Council

6. C. Recommendation as to Approval of the Fiscal Year 2014-15 Audit and renew the FY 2016-17 Audit Contract with TCBA Watson Rice, LLP.

Chairman Piedra introduced the item and Finance and Efficiency Council Chairman Perez further presented. He later introduced Carshena Allison and Robert Thompkins of BCA Watson Rice, LLP. Both appeared before the members and presented Fiscal Year 2014-15 audits:

No further questions or discussions.

Vice-Chairman Bridges further requested a vote be taken.

Mr. Beasley noted that the audit cannot be approved by the Board due to lack of quorum. However the Executive Committee has the authority to vote on the approval to ratify the audit.

Mr. Datorre inquired about the deadline to submit the final audit report. Mr. Beasley responded December 31st. Mr. Beasley further clarified into record that staff will submit the audit, but will ratify the submission of the audit. The Executive Committee can move the approval of the contract (ratify the approval of the audit).

Dr. Montoya requested clarification as to whether the presentation had been made to the Committee and not the full board and whether the auditors would be required to present again. Mr. Beasley responded, "No."

Chairman Piedra noted that the item would be bifurcated. However, the Executive Committee would take a vote to approve the extension of the contract for the next fiscal year.

Item had been moved for the approval to extend the contract. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously** (motion passed by consensus of the members present)

Chairman Piedra proudly announced this is the eighth consecutive year of no findings and he commended staff for the great work.

6a. Information – Finance Reports

Chairman Piedra introduced the item and Mr. Beasley further discussed and presented the following accompanying notes to the Financial Report (unaudited) for the period of July 1, 2015 through October 31, 2015:

Budget Adjustments

- Revenues: Not adjustments
- Expenses:
 - ✓ Headquarters increased by \$1,418,918
 - ✓ Refugee Services increased by \$10,831,892
 - ✓ Set Aside funds decreased by \$200,000
 - ✓ Unallocated funds decreased by \$12,522,250
 - ✓ Facilities Cost increased by \$271,440
 - ✓ Training and Support Services increased by \$271,440
 - ✓ Other Program and Contracts increase by \$400,000

Explanation of Significant Variances

- Training and Support Services Expenditures - low (7.7% versus 33.3%)

6b. Information – Cash Reconciliation

6b.i November 2015

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

No further questions or discussions.

7. C. Recommendation as to Approval of Workforce Services Contractors

Chairman Piedra introduced the item and Mr. Beasley further presented the recommendation to authorize staff to negotiate contracts with Workforce Services RFP respondent based on available funding. He further noted that Arbor E & T ResCare had been the only respondent and contract will be granted to this entity contingent upon the documents for due diligence.

Mr. Andy Perez moved the approval of Workforce Serves Contractor (Arbor E & T ResCare). Motion seconded by Mr. Juan Carlos del Valle; **Motion Passed Unanimously**

Chairman Piedra briefly advised the Committee that all other items would be deferred to the next scheduled full board meeting. However, prior to meeting adjournment, Mr. Datorre inquired about item 5B of which, the Committee later discussed

5. B. Recommendation as to Approval to Release an RFQ for IT Penetration Audit Services

Mr. Datorre inquired about the \$50,000 allocation. Mr. Beasley further explained.

Dr. Montoya briefly provided an overview of what had been discussed at the Finance and Efficiency Council meeting. He later questioned whether a vote could not be taken. Mr. Beasley explained that the Executive Committee is only tasked with the authority to vote on contract related items (no policy related items). Dr. Montoya asked whether if the RFQ is a policy related item. Mr. Beasley explained that the request is to release an RFQ. Dr. Montoya shared his concern regarding potential delays considering the fact the next full Board meeting is scheduled in February 2016. Mr. Beasley noted that the Committee can approve to move forward operationally. However, the item would be brought back to the full board for approval to release the RFQ and selection of a contractor.

The consensus of the Board members present moved the approval to move forward with the RFQ process operationally.

5. A. Recommendation as to Approval to of the South Florida Workforce Investment Board 2016 Board Meeting Calendar

Chairman Piedra recommended all to take a copy of next year's calendar with them for reference.

3. Chairman's Report

Chairman Piedra briefly gave his report by providing the following 2015 highlighted achievements:

- ✓ Successful transition from Workforce Investment Act (WIA) to Workforce Innovation Opportunity Act (WIOA)
- ✓ Another successful year of clean audit
- ✓ Successful Performance Rate (increase in Job Placements and Return on Investments (ROI))
- ✓ Region 23 recognized as Regional Workforce Board of the Year for Veteran's Performance
 - Successful Partnership with United Way of Miami-Dade for veteran's program
- ✓ Successful Youth Program
- ✓ Successful Future Banker's Program
- ✓ Successful Ready to Work Program with Miami-Dade County
- ✓ Potential Partnership with Black Male College Explorer Program
- ✓ Successful Partnership with the National Flight Academy
- ✓ Successful Employ Miami-Dade Program
- ✓ Successful Partnerships with Brickell Civic Center and successes of Mobile Assistant Centers and Access Points

He emphasized the importance of changing the way we do business.

He thanked SFWIB staff and vendors for their outstanding work.

Deferred Items:

- 2. A. Approval of SFWIB Meeting Minutes of October 15, 2015**
- 6d. Recommendation as to Approval to Accept \$166,664 in TANF Funds**
- 6. E. Recommendation as to Approval to Adjust 2015-16 Budget for the Actual Carry Forward Amounts**
- 6. F. Recommendation as to Approval to Update the Accounting Policies and Procedures**
 - 7. Global Talent and Competitiveness Council**
- 7. A. Recommendation as to Approval to Allocate Funds to City Year Miami Program**
- 7. B. Recommendation as to Approval of TRANCON Training**
- 7. D. Recommendation as to Approval to Allocate WIOA Adult Funds to United Way of Miami-Dade County**
 - 8. Performance Council**
- 8a. Information – Refugee Employment and Training Program Performance Overview**
- 8b. Information – Refugee Employment and Training Program Balanced Scorecard Update**
- 8c. Information – Workforce Services Balanced Scorecard and Job Placements Update**
- 8d. Information – Workforce Services Regional Performance Overview**
- 8e. Information – Youth Partner’s and Regional Performance**
- 8f. Information – Consumer Report Card Update**
- 8g. Information – September and October Performance Incentives of \$300 to Each of the Top Two (2) Workforce Services Professionals in the Region**

There being no further business, the meeting adjourned at 10:38am.