



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
EXECUTIVE COMMITTEE MEETING**

**THURSDAY, AUGUST 15, 2013  
9:00 A.M.**

Doubletree by Hilton Miami Airport Hotel  
Convention Center, 2<sup>nd</sup> Floor  
711 NW 72nd Avenue  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Meeting Minutes
  - a. May 14, 2013
  - b. June 20, 2013
3. Information – May 2013 Financial Report
4. Information – Cash Reconciliation for June 2013
5. Recommendation as to Approval to Accept Local Veterans Employment and Training Supplemental Funds
6. Recommendation as to Approval to Accept an Extension of the End Date of the WIA NEG OJT Grant.
7. Recommendation as to Approval to Accept Emergency Unemployment and Re-employment Supplemental Funds
8. Recommendation as to Approval to Re-Allocated Refugee Program funds.
9. Information – 2012/13 Fiscal Year-End Financial Audit
10. Recommendation as to Approval to Allocate \$25,000 for an Information Technology Penetration Testing Services.
11. Recommendation as to Approval to Transfer \$488,680 from Program Cost to Training Support Services
12. Recommendation as to Approval to Accept and \$35,000 in Supplemental Nutrition Assistance Funds

**SFWIB EXECUTIVE COMMITTEE**

**DATE: JUNE 25, 2013**

**AGENDA ITEM NUMBER: 2A**

**MEETING MINUTES**

**May 14, 2013 at 8:15 A.M**

**South Florida Workforce Investment Board Headquarters**

**7300 Corporate Center Drive, 5th Floor - Conference Room 3**

<b>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. West, Alvin, <i>Chairman</i></li> <li>2. Piedra, Obdulio, <i>Vice-Chairman</i></li> <li>3. Brown, Clarence</li> <li>4. Fils-Aime, Sr., Daniel</li> <li>5. Marinelli, Frederick</li> <li>6. Gibson, Charles A.</li> <li>7. Perez, Andy</li> </ol>	<p><b>**None**</b></p> <p><b>SFWIB MEMBERS:</b></p> <p>Clayton., Lovey  Huston, Albert  Lanman, Don  Rod, Denis</p> <p>Zewadski-Bricker, Edith</p> <p><b>SFWIB STAFF</b></p> <p>Beasley, Rick  Alonso, Gus  Garcia, Christine  Hernandez, Juan  Jean-Baptiste, Antoinette  Kavehersi, Cheri  Morgan, Myria  Smith, Marian</p>	<p>Correoso, Chris – <i>Dade Medical College</i></p> <p>Flores, Oscar – American Advanced Technicians Institute (AATI)</p> <p>Marino, Nayibe – <i>American Advanced Technicians Institute (AATI)</i></p> <p>St. Jean, Donard – <i>Dade Institute of Technology (DIOT)</i></p>

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 8:15am, asked all those present to introduce themselves and noted that a quorum of members had been achieved. He noted that an Emergency Board meeting is scheduled to commence immediately following this meeting. Therefore, he requested that the members vote on the action items first.

**2.A Approval of March 5, 2013 Executive Committee Meeting Minutes**

Mr. Charles Gibson moved the approval of the Executive Committee minutes for March 5, 2013. Motion was seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

**8. Recommendation as to Approval to Accept Local Veteran Employment and Training Supplemental Funds**

[Mr. Frederick Marinelli]

Mr. West introduced the item. Executive Director Rick Beasley further discussed and read it into record, noting staff's recommendation for the Committee's approval to recommend to the Board the acceptance of \$14,164.00 in Local Employment and Training Supplemental Funds.

Mr. Obdulio Piedra moved the approval to accept local veteran employment and training supplemental funds. Motion was seconded by Mr. Daniel Fils-Aime; **Further Discussion(s):**

Mr. Perez recommended this region focus on the veteran population, which is projected to enormously increase over the next few years. Mr. West asked whether there had been any discussion by the state regarding additional funding to serve the veterans. Mr. Beasley briefly provided an update. Mr. Piedra asked whether all training costs would be covered by the GI bill and Mr. Beasley further explained.

Mr. West inquired about the current services provided to veterans and Mr. Marinelli responded that City of Hialeah, Veterans Affairs office, located near the Hialeah Downtown Career Center provides services to veterans. Mr. West asked whether the employees at the career centers are trained to provide information on the various services available to veterans and Mr. Beasley responded, "Yes." Mr. Piedra asked whether there's a tracking tool in place and SFWIB Programs Manager, Juan Hernandez further explained.

**Motion Passed with Unanimous Consent**

**9. Recommendation as to Accept Emergency Employment and Re-Employment Supplemental Funds**

Mr. 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 \$84,868.00 in Emergency Employment Services Supplemental Funds. SFWIB Assistant Director, Gus Alonso provided further details.

Mr. Frederick Marinelli moved the approval to accept \$84,868.00 in Emergency Employment and Re-Employment Services Supplemental Funds. Motion was seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

**10. Recommendation as to Approval Authorization to Transfer Rapid Response funds and Allocate WIA Adult Funds**

Mr. West introduced the item and Mr. Beasley further discussed noting staff's recommendation to the Committee for approval by the Board to: 1) request a transfer of \$900,000 in Rapid Response funding to WIA Adult funds; 2) to support a Young Adult Work Experience Program targeting communities with high arrest/crime areas for the period of June 1, 2013 to December 31, 2013.

Mr. Frederick Marinelli moved the item for the discussion. Motion was seconded by Mr. Charles Gibson; **Further Discussion (s):**

Mr. Marinelli questioned the accuracy of the Miami-Dade County Policy Department's list of zip codes and crime statistics, as he noted that the report is missing a few zip codes in the City of Hialeah. Mr. Beasley explained that the list was provided by Miami-Dade County Police Department (M-DCPD).

[Mr. Clarence Brown]

Mr. Piedra asked whether \$900,000 would be enough for this program and Mr. Beasley responded that the goal is to serve 500 youth participants. Mr. Piedra further inquired about the age group for this program and Mr. Beasley responded ages 18-24. Mr. Perez inquired about funding for students ranging ages 14-18 years. Mr. Beasley explained.

**Motion Passed with Unanimous Consent**

**3. Information – February 2013 Financial Report**

Mr. West introduced the item and Mr. Beasley further discussed. SFWIB Finance Assistant Director, Gus Alonso reviewed with the Committee the following highlights to the financial report unaudited accompanying notes for the period of July 1, 2012 through January 31, 2013:

**Budget Adjustments**

**Revenues:**

- ✓ WIA increased by a total of \$104,842

**Expenses:**

- ✓ Refugees Services increased by \$341,928
- ✓ Youth Services increased by \$13,894
- ✓ Set Asides decreased by \$106,053
- ✓ Unallocated decreased by \$2,156,086
- ✓ Facility Cost increased by \$84,443
- ✓ Training and Transportation increased \$1,813, 916
- ✓ Other Programs & Contracts increased by \$116,800

### **Budget Variances**

- ✓ Training and Support Services - low (40.41% vs. 67%)
- ✓ Other Programs and Contracts – low (44.1% vs. 67%)

No further questions or discussions.

#### **4. Information – March 2013 Financial Report**

Mr. Alonso also reviewed with the Committee the following highlights to the Financial Report unaudited accompanying notes for the period of July 1, 2012-April 30, 2013:

### **Budget Adjustments**

#### **Revenues:**

- ✓ WIA increased by a total of \$985, 165.48

#### **Expenses:**

- ✓ Headquarters expenditures increased by \$1,347
- ✓ Refugees Services increased by \$578,945
- ✓ Youth Services decreased by (\$14,350)
- ✓ Training and Support Services decreased by \$14,350
- ✓ Other Programs & Contracts increased by \$10,889
- ✓ Unallocated Funds increased by \$393,924

### **Budget Variances**

- ✓ Refugee Service – under budget (52.3% vs. 75%)
- ✓ Training and Support Services - low (32.2% vs. 75%)
- ✓ Other Programs and Contracts – low (20% vs. 75%)

Mr. West requested additional information regarding training and support services and Mr. Alonso provided further details.

Mr. Piedra inquired about the billing process for service provider contracts. Both Mr. Alonso and Mr. Beasley explained.

Mr. Perez requested staff correct the budget variance for Training and Support Services and he inquired about outstanding vouchers. Mr. Beasley provided an update.

Mr. West asked staff to prepare a simpler format to present the financials.

#### **5. Information – Cash Reconciliation for March 2013**

Mr. Beasley introduced the item and Mr. Alonso further discussed.

No further questions or discussions.

#### **6. Information – Cash Reconciliation for April 2013**

Mr. Alonso presented the item.

No further questions or discussions.

**11. Information – SFWIB Strategic Plan Update**

Mr. Beasley introduced the item. SFWIB Assistant Director Marian Smith further discussed and provided a brief summary.

Mr. West inquired about the status of the Business Roundtable and SFWIB Business Services Manager, Cheri Kavehersi further explained.

Mr. West inquired about the status of the Secret Shopper Service. Both Mr. Beasley and SFWIB Program Manager, Juan Hernandez provided and update.

Mr. West inquired about a marketing strategy to get information out regarding the various employment and training programs SFW has to offer.

Mr. West inquired funding for this year's youth for the summer. Both the Chairman of the Youth Council, Mr. Clarence Brown and SFWIB's Youth Programs Manager, Myria Morgan provided an update on Project 4.

Mr. West additionally inquired about the grant process and Mr. Beasley further explained

Mr. West stressed the importance of ensuring staff find additional resources for next year's summer youth employment program.

There being no further business to come before the Committee, the meeting was adjourned at 9:35 am.



**SFWIB EXECUTIVE COMMITTEE (SPECIAL MEETING)**

**DATE: JUNE 25, 2013**

**AGENDA ITEM NUMBER: 2B**

**MEETING MINUTES**

**June 20, 2013 at 9:00 A.M**

**South Florida Workforce Investment Board Headquarters**

**7300 Corporate Center Drive, 5th Floor - Conference Room 3**

<b>EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. West, Alvin, <i>Chairman</i></li> <li>2. Piedra, Obdulio, <i>Vice-Chairman</i></li> <li>3. Brown, Clarence</li> <li>4. Fils-Aime, Sr., Daniel</li> <li>5. Marinelli, Frederick</li> <li>6. Gibson, Charles A.</li> </ol>	<ol style="list-style-type: none"> <li>7. Perez, Andy</li> </ol> <p><b>SFWIB MEMBERS:</b></p> <p>Lanman, Don            Rod, Denis            Zewadski-Bricker, Edith</p> <p><b>SFWIB STAFF</b></p> <p>Beasley, Rick            Alonso, Gus            Garcia, Christine            Jean-Baptiste, Antoinette            Kavehersi, Cheri</p>	

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 9:00am, asked all those present to introduce themselves and noted that a quorum of members had been achieved.

**2. Information - April 2013 Financial Report**

Mr. West introduced the item and Executive Director Rick Beasley further discussed. SFWIB Finance Assistant Director, Gus Alonso reviewed with the Committee the following highlights to the financial report unaudited accompanying notes for the period of July 1, 2012 through April 30, 2013:

## **Budget Adjustments**

### **Revenues:**

- ✓ WIA Dislocated Worker increased by \$985,165.48

### **Expenses:**

- ✓ Headquarters expenditures increased by \$1,347
- ✓ Refugee Services increased by \$578,945
- ✓ Youth Services decreased by (\$14,350)
- ✓ Training and Support Services increased by \$14,350
- ✓ Other Programs and Contracts increased by \$10,899
- ✓ Unallocated Funds increased by \$393,924

## **Budget Variances**

- ✓ Refugee Services – under budget at 52.3% vs. 83%
- ✓ Training and Support Services – low (32.2% vs. 83%)
- ✓ Other Programs and Contracts – low (28% vs. 83%)

Mr. West inquired about training and support services funds and Mr. Alonso provided details. Mr. West additionally inquired about next year's budget percentages and Mr. Alonso also explained.

Mr. Alonso subsequently presented the accompanying notes to the financial report for the period of July 1, 2012 thru March 31, 2013 noting the following:

### **Budget Adjustments:**

#### **Expenses:**

- Adult Services increased by \$620
- Training and Transportation decreased by \$620
- Set Asides decreased by \$500

### **Explanation of Budget Variances:**

- Refugee Service – under budget at 47.6% vs. 76%
- Training and Support Services – low (30.5% vs. 75%)
- Other Programs & Contracts – low (20.9% vs. 75%)

No further questions or discussions. Mr. West reminded the Committee to contact the Executive Director or Mr. Alonso, should there be any future questions or concerns relating to the financials.



**3. Approval to Accept \$10, 562 in Trade Adjustment Assistance (TAA) Supplemental Funding**

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

Mr. Frederick Marinelli moved the approval to accept \$10,562 in Trade Adjustment Assistance Training Funds (TAA). Motion was seconded by Vice Chairman Obdulio Piedra; **Motion Passed Unanimously**

**4. Approval of the SFWIB 2013-14 Budget and Cost Distribution**

Mr. West introduced the item and briefed the Committee on a series of budget workshops held on April 4<sup>th</sup> June 4<sup>th</sup> and April 13<sup>th</sup> 2013. He noted that the purpose of having these workshops were to review the budget presentation format, and costs distributions. He additionally explained that a letter of concern was received from a Leroy Jones Smith of which staff and SFWIB members had an opportunity to review and respond to his questions (each member received a copy). Mr. West additionally clarified that the amended budget was a recommendation made by members of the budget workshop and he named all those that participated. Mr. Beasley later reviewed in details the proposed amended 2013-14 budget and each member and those seated in the audience received the amended copy.

Mr. Marinelli requested staff explain the difference between the amended budget brought before the Committee and the preliminary one sent to members a few days prior. Mr. Beasley explained in detail. Mr. Marinelli also inquired about the proposed funds that would be left in reserves for budget year 2014. Both Mr. Beasley and Mr. Piedra responded to his question.

Mr. Marinelli moved the approval of SFWIB 2013-14 amended Budget and Cost Distribution. Motion was seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

There being no further business to come before the Committee, the meeting was adjourned at 9:39 am.



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** AUGUST 15, 2013

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** FINANCIAL STATEMENTS

**AGENDA ITEM TYPE:** INFORMATION

**RECOMMENDATION:** NA

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

**STRATEGIC PROJECT:** NA

**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 May 2013 is being presented to the Executive Committee.

**FUNDING:** NA

**PERFORMANCE:** NA

*ATTACHMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** AUGUST 15, 2013

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** CASH RECONCILIATION

**AGENDA ITEM TYPE:** INFORMATION

**RECOMMENDATION:** NA

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

**STRATEGIC PROJECT:** NA

**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 June 2013 is being presented to the Executive Committee.

**FUNDING:** NA

**PERFORMANCE:** NA

*ATTACHMENT*

**South Florida Workforce  
Reconcile Cash Accounts**

**Reconciliation Date: 6/30/13  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,154,901.23	
Less Checks Drawn	(4,531,600.46)	267
Plus Deposits		
Checks Voided	98,139.78	7
Deposits	4,802,041.07	58
Plus Other Items	(162.48)	2
Unreconciled Items:		
<b>Ending Book Balance</b>	<b>2,523,319.14</b>	
Bank Balance	3,514,745.73	
Less Checks Outstanding	(991,426.59)	77
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<b>2,523,319.14</b>	
<b>Unreconciled difference</b>	<b>0.00</b>	

Prepared by: Odell J. Ford Jr. 7/10/13  
Odell J. Ford Jr.

Approved by: [Signature] 7/10/13



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** AUGUST 15, 2013

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT LOCAL VETERAN EMPLOYMENT AND TRAINING SUPPLEMENTAL FUNDS

**AGENDA ITEMS TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the approval to accept \$12,000 in Local Veteran Employment and Training Supplemental Funds

**STRATEGIC GOAL:** Premier Florida Provider of Employment and Career Training

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

**BACKGROUND:**

On June 21 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$6,000 in supplemental funds for the Local Veteran Employment and Training, and on July 24, 2013 the SFWIB received another NFA for an additional \$6,000 in supplemental funds for the Local Veteran Employment Program. Staff recommends that the Executive Committee recommend to the Board the acceptance of these funds.

**FUNDING:** Local Veteran Employment and Training Funds

**PERFORMANCE:** NA

*NO ATTACHEMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** AUGUST 15, 2013

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT AN EXTENSION OF THE END DATE OF THE WIA NEG OJT GRANT

**AGENDA ITEMS TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the approval to accept the extension of the end date of the grant award of the Workforce Investment Act National Emergency Grant On-the-Job Training (WIA NEG OJT) grant, the continuation of the previously approved allocations, and a modification of the FY 2013-14 budget to reflect the time extension and allocations.

**STRATEGIC GOAL:** Premier Florida Provider of Employment and Career Training

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

**BACKGROUND:**

On July 30, 2012 the Department of Economic Opportunity of the State of Florida released a Notification of Fund Availability (NFA) to South Florida Workforce Investment Board (SFWIB) for \$104,947 for the WIA NEG OJT program. On October 18, 2012 the Board accepted these funds and approved an allocation of the funds to service providers.

This grant had an original end date of June 30, 2013. On July 1, 2013, DEO released an NFA extending the end date until June 30, 2014. The FY 2013-14 SFWIB budget will be modified to reflect this extension.

**FUNDING:** Workforce Investment Act National Emergency Grant On-the-Job Training

**PERFORMANCE:** NA

*NO ATTACHEMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** AUGUST 15, 2013

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT EMERGENCY EMPLOYMENT AND RE-EMPLOYMENT SUPPLEMENTAL FUNDS

**AGENDA ITEMS TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the approval to accept \$46,794 in Emergency Employment and Re-Employment Services Supplemental Funds

**STRATEGIC GOAL:** Premier Florida Provider of Employment and Career Training

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

**BACKGROUND:**

On June 6 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$46,794 in Emergency Employment and Re-employment Services Supplemental Funds. Staff recommends that the Executive Committee recommend to the Board the acceptance of these funds and the allocation of the funds to SFWIB to be used for "pass thru" expenditures. Pass thru expenditures are costs that SFWIB incurs in connection with programs that are jointly managed by SFWIB and DEO.

**FUNDING:** Emergency Employment and Re-Employment Services Funds

**PERFORMANCE:** NA

*NO ATTACHEMENT*



**SFWIB EXECUTIVE COMMITTEE**

**AGENDA ITEM NUMBER:** 8

**DATE:** AUGUST 15, 2013

**AGENDA ITEM SUBJECT:** APPROVAL TO RE-ALLOCATE REFUGEE PROGRAM FUNDS.

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the re-allocation of \$200,000 in funds previously designated for Foreign Medical Professionals Training and Re-Certification project to the On the Job Training component of the Program.

**STRATEGIC GOAL:** Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:** Raise the Bar One-Stop Performance and Consistency

**BACKGROUND:**

On August 16, 2012, the Board approved an allocation of the Refugee Employment and Training Program (RETP) funds to the then existing RETP contractors, and the establishment of various training projects as components of the program. It has now been determined that \$200,000 in dollars previously earmarked for the Foreign Medical Professionals Training and Re-certification project will not be expended and can now be more effectively utilized in the On-the-Job facet of the program.

**FUNDING:** DCF Refugee Program Funds

**PERFORMANCE:** N/A

*NO ATTACHEMENT*





**SFWIB EXECUTIVE COMMITTEE**

**AGENDA ITEM NUMBER: 9**

**DATE: AUGUST 15, 2013**

**AGENDA ITEM SUBJECT: 2012-13 FISCAL YEAR-END FINANCIAL AUDIT**

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATION: N/A**

**STRATEGIC GOAL: Premier National Provider of Employment and Career Training**

**STRATEGIC PROJECT: Raise the Bar One-Stop Performance and Consistency**

**BACKGROUND:**

On December 20, 2012, the Board approved the extension of the contract with TCBA Watson Rice, LLP to audit the FY 2012/13 financial statements of SFWIB. The audit is scheduled to commence on August 5, 2013 following the completion of the preliminary financial statements for the year ended on June 30, 2013

**FUNDING: Cost allocated across all funding streams**

**PERFORMANCE: N/A**

*NO ATTACHEMENT*



**SFWIB EXECUTIVE COMMITTEE**

**AGENDA ITEM NUMBER:** 10

**DATE:** AUGUST 15, 2013

**AGENDA ITEM SUBJECT:** APPROVAL TO ALLOCATE \$25,000 IN SFWIB RESERVE FUNDS FOR INFORMATION TECHNOLOGY PENETRATION TESTING SERVICES

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB staff recommends to the SFW Executive Committee to recommend to the Board the approval to allocate \$25,000 in SFWIB Reserve Funds for IT Penetration Testing Services.

**STRATEGIC GOAL:** Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:** Raise the Bar One-Stop Performance & Consistency

**BACKGROUND**

On October 18, 2012 the Board approved an allocation of \$40,000 for an Audit of IT Penetration Testing Services at SFWIB to conduct Intrusion Detection Services which includes: Penetration Testing, Review of Network Monitoring Software, Network Management Review, Network Administrative Review, Data Transmission, Network Security Audit, Network Security Posture Assessment and Reports.

On March 14, and March 22, 2013, SFWIB staff released a Request for Quote (RFQ) to a total of fourteen (14) IT consulting services firms for performing the IT Penetration Testing Services. No responses were received. On April 1<sup>st</sup>, 2013, another RFQ was released, and on April 8, 2013 SFWIB received a response from BCA Watson Rice LLP offering to perform the services for a fee of \$25,000.

**FUNDING:** Cost Allocated Among all Funding Streams

**PERFORMANCE:** N/A

*NO ATTACHEMENT*



**SFWIB EXECUTIVE COMMITTEE**

**AGENDA ITEM NUMBER:** 11

**DATE:** AUGUST 15, 2013

**AGENDA ITEM SUBJECT:** APPROVAL TO TRANSFER \$488,860.13 FROM PROGRAMATIC FUNDS TO TRAINING SUPPORT SERVICES

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends to the Executive Committee to recommend to the Board the transfer of \$488,866.13 in program funds to training support services, as set forth below:

**STRATEGIC GOAL:** Premier National Provider of Employment and Career Training

**STRATEGIC PROJECT:** Raise the Bar One-Stop Performance and Consistency

**BACKGROUND:**

Effective July 1, 2012 ITA expenditures only include tuition, books and fees of training providers. Other training support services such as uniforms, tools and materials no longer qualify for ITA expenditures.

During fiscal year 2012-13, \$488,680 in training support service costs were incurred. To appropriately classify these expenditures in the 2012-13 financial records, monies originally budgeted for programmatic expenditures need to be transferred to the Support Services Cost Category.

<b>FUNDING STREAM</b>	<b>FROM PROGRAM COSTS</b>	<b>TO SUPPORT SERVICES COST</b>
WIA Adult	\$ -307,879.19	\$ +307,879.19
WIA Dislocated Worker	\$ -175,930.94	\$ +175,930.94
WIA Rapid Response	\$ -4,870.00	\$ +4,870.00
Total	\$ -488,680.13	\$ +488,680.13

**FUNDING:** WIA Adult, Dislocated and Rapid Response

**PERFORMANCE:** N/A

*NO ATTACHEMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** AUGUST 15, 2013

**AGENDA ITEM NUMBER:** 12

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT \$35,000 IN SUPPLEMENTAL NUTRITION ASSISTANCE FUNDS

**AGENDA ITEMS TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the approval to accept \$35,000 in Supplemental Nutrition Assistance Program Funds and allocate the funds to SFWIB Facilities operations.

**STRATEGIC GOAL:** Premier Florida Provider of Employment and Career Training

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

**BACKGROUND:**

On June 21 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$35,000.00 in additional funds for the Supplemental Nutrition Assistance Program Funds. Staff recommends that the Executive Committee recommend to the Board the acceptance of these funds.

**FUNDING:** Supplemental Nutrition Assistance Program

**PERFORMANCE:** NA

*NO ATTACHEMENT*