



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, JANUARY 9, 2014
8:15 A.M.**

South Florida Workforce Investment Board Headquarters
7300 Corporate Center Drive
5th Floor - Conference Room 3
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
3. Information – Financial Statements
4. Information – Cash Reconciliation for November 2013
5. Recommendation as to Approve to Accept Local Veteran Employment Program Supplemental Funds
6. Recommendation as to Approve to Accept Emergency Unemployment Compensation Program Supplemental Funds.
7. Recommendation as to Approve to Adjust the 2013-14 Budget for the Actual Carry-forward dollars and Allocate Carry-forward Funds.
8. Recommendation as to Approve the Authorization for staff to release an RFP for the Selection of Workforce Services providers.
9. Recommendation as to Approve the Authorization for staff to release an RFP for the Selection of Youth Services providers.



SFWIB EXECUTIVE COMMITTEE

DATE: January 09, 2014

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

November 14, 2013 at 9:30 A.M

South Florida Workforce Investment Board Headquarters

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

<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. Gibson, Charles A. 6. Perez, Andy 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 7. Marinelli, Frederick <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gus Hernandez, Juan Jean-Baptiste, Antoinette Kaveheri, Cheri Morgan, Myria Smith, Marian</p>	<p>OTHER ATTENDEES:</p> <p>Flores, Oscar – <i>American Advanced Technician Institute (AATI)</i></p> <p>Thompkins, Ron – <i>Watson Rice, LLP</i></p>
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Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Vice-Chairman Obdulio Piedra called the meeting to order at 8:23am and asked all those present introduce themselves. Quorum achieved.

2.a. Approval of October 8, 2013 Executive Committee Meeting Minutes

Mr. Andy Perez moved the approval of October 8, 2013 meeting minutes. Motion was seconded by Mr. Charles Gibson; Motion Passed Unanimously

[Chairman Alvin West Arrived]

2.b. Approval of October 17, 2013 Executive Committee Meeting Minutes

Mr. West moved the approval of October 17, 2013 meeting minutes. Motion was seconded by Mr. Charles Gibson; Motion Passed Unanimously

3. Information – September 2013 Financial Report

Vice-Chairman Piedra introduced the item and SFWIB Finance Assistant Director Gus Alonso further discussed. He reviewed with the Committee the following highlights to the financial report unaudited accompanying notes for the period of July 1, 2013 through September 30, 2013:

Budget Adjustments

Expenses:

- ✓ Refugee Services increased by \$4,176,235
- ✓ Youth Services - (\$96,850) transfer
- ✓ Unallocated Funds - (\$5,003,709) transfer
- ✓ Training and Support Services increased by \$615,234

Explanation of Budget Variances

- ✓ Training and Support Services – low (3.4% vs. 25%)
- ✓ Other Programs and Contracts – low (6.7% vs. 25%)

Mr. Piedra requested staff provide additional details regarding the term, “new training services.” Mr. Alonso explained that the term means new training service funds for the new cycle. Mr. Piedra further requested staff to elaborate and Executive Director Beasley provided additional details.

Mr. Perez requested an update on the Miami Dade College Future Bankers program. SFWIB Youth Council Manager Myria Morgan appeared before the Committee and advised that the next cohort is scheduled to begin in May 2014. Mr. Perez requested

testimonial presentations from graduates of the Future Bankers program at the next scheduled Board meeting.

Mr. West asked whether this program is affiliated with the Science Technology Engineering and Math (STEM) program. Ms. Morgan responded, “Yes” and provided additional details regarding its affiliation. Mr. West asked whether the programs receive additional resources from other entities. Ms. Morgan further explained.

Mr. Piedra asked for the status of next year’s recruitment for the National Flight Academy, and Ms. Morgan provided details. Mr. West requested staff explain why the recruitment process is competitive. Ms. Morgan further explained.

Mr. Perez asked whether recruitment for the National Flight Academy is done statewide and Ms. Morgan explained.

Mr. Beasley informed the Committee that staff met with representatives of the Beacon Council regarding possible internships.

Mr. Piedra requested additional information regarding the youth services line item, and Mr. Alonso further explained.

Mr. West asked for the status of the Mayor’s Career Pathways Initiative and Mr. Beasley provided an update. Mr. West inquired about having testimonial presentations at the next scheduled Board meeting.

Mr. Piedra requested staff provide a report showing the number of interns that participated in the program and the Miami-Dade County departments they were assigned to.

4. Information – Cash Reconciliation for October 2013

Mr. Piedra introduced the item and Mr. Alonso further explained. He moreover provided an update on the implementation of an ACH system.

6. Recommendation as to Approval to Accept Unemployment Compensation Program

Mr. Beasley introduced the item and read it into record, noting staff’s recommendation for the Committee’s approval to recommend to the Board to accept \$5,400 in Emergency Employment and Re-Employment Services Supplemental Funds.

Mr. Clarence Brown moved the approval to accept Wagner Peyser Program Supplemental Funds. Motion was seconded by Mr. Andy Perez; **Motion Passed Unanimously**

7. Recommendation as to Approval to Accept Wagner Peyser Program 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 \$77,500 in Wagner Peyser program funds.

Mr. Obdulio Piedra moved the approval to accept Wagner Peyser Program Supplemental Funds. Motion was seconded by Mr. Andy Perez; **Motion Passed Unanimously**

5. Information – Branding Implementation

Mr. West introduced the item and requested a brief update on the strategic plan. SFWIB Assistant Director of Administration, Marian Smith provided an update and reviewed with the Committee the branding implementation plan. Mr. Beasley gave an update on state incentives offered to all regional workforce boards for the branding implementation. He however, advised the Committee there is a deadline to meet in order received the incentives. He moreover announced that the launch of the statewide branding implementation will be conducted in Miami.

Mr. West requested a formal invite sent via Microsoft outlook calendar to Board Members regarding the official launch date.

Mr. Perez requested staff provide an estimated cost for the branding implementation.

[Mr. Clarence Brown left]

Mr. West and Mr. Piedra inquired about new signage for the career center. Mr. Fils-Aime recommended ensuring that signage is strategically place for the public's view.

Mr. Beasley provided a brief update on a Refugee Employment and Training grant available to regional workforce boards.

The Committee requested the following additional items be included in the Strategic Planning meeting agenda for further discussion:

- The status of board members attendance for the current year
- Consumer Report Card status
- Entrepreneurship Program status
- Marketing status
- The creation of an IT taskforce

[Mr. Charles Gibson left]

The Committee later discussed first source hiring initiatives, and Mr. West shared his concerns regarding challenges with capacity building.

There being no further business to come before the Committee, the meeting was adjourned at 9:40 am.



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2014

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FINANCIAL STATEMENTS

AGENDA ITEM TYPE: INFORMANTION

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 November 2013 are being presented to the Executive Committee

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2014

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: INFORMANTION

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 November 2013 is being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**South Florida Workforce
Reconcile Cash Accounts**

**Reconciliation Date: 11/30/13
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,680,498.92	
Less Checks Drawn	(4,077,843.90)	206
Plus Deposits		
Checks Voided	282,744.51	4
Deposits	4,547,200.09	57
Plus Other Items	(532.60)	2
Unreconciled Items:		
Ending Book Balance	<u><u>2,432,067.02</u></u>	
Bank Balance	3,246,170.54	
Less Checks Outstanding	(814,103.52)	54
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>2,432,067.02</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 12/9/13
Odell J. Ford Jr.

Approved by: [Signature] 12/9/13



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2014

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: LOCAL VETERAN EMPLOYMENT PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: Staff recommends to the Executive Committee to recommend to the Board the approval to accept \$18,701 in Local Veteran Employment 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 October 18, 2013, the SFWIB received a Notification of Fund Availability (NFA) from the Department of Economic Opportunity for \$54,446.00 in Local Veteran Employment Program Supplemental Funds, increasing the total award amount for fiscal year 2013/14 by \$18,701 to \$75,357.00.

FUNDING: Local Veteran Employment Program

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2014

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: EMERGENCY UNEMPLOYMENT COMPENSATION PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: Staff recommends to the Executive Committee to recommend to the Board the approval to accept \$46,794 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 August 8, 2013, the SFWIB received another NFA from the DEO for an additional \$46,794.00 in Emergency Unemployment Program Supplemental Funds, increasing the total award amount for fiscal year 2013/14 to \$93,588.00. 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: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2014

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: APPROVAL TO ADJUST 2013-14 BUDGET FOR THE ACTUAL CARRY-FORWARD FUNDS AND ALLOCATE CARRY-FORWARD DOLLARS.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: Staff recommends to the Executive Committee to recommend to the Board the approval to adjust the 2013-14 budget for the Actual Carry-Forward amounts and to allocated the carry-forwarded amounts as set forth in the attachment.

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 June 20, 2013, the SFWIB approved the fiscal year 2013-14 budget. The approved budget included an estimated \$ 18,678,682 in carry-forward funds. Following the end of the financial closeouts with the State of Florida, it was determined that there are additional carry-forward dollars totalling \$1,604,128.

The proposed allocation of the carry-forward funds is attached.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

CARRYFORWARD ANALYSIS

FROM FISCAL YEAR 201-13

PROGRAM	ACTUAL	BUDGET	ITA TRAINING OBLIGATIONS	DIFFERENCE
WIA ADULT	\$ 6,990,159	\$ 4,791,108	\$ 1,546,654	\$ 652,398
WIA DISLOCATED WORKER	\$ 5,644,406	\$ 4,612,321	\$ 948,255	\$ 83,830
NEG ON-THE-JOB TRAINING	\$ 79,289	\$ -		\$ 79,289
UC	\$ 24,344	\$ -		\$ 24,344
WIA PERFORMANCE MANAGEMENT TOOLS	\$ 146,812	\$ 146,812		\$ (0)
AWI-WAGNER PEYSER	\$ 685,527	\$ 630,501		\$ 55,025
WELFARE TRANSITION	\$ 1,196,109	\$ 1,177,818	\$ 18,291	\$ (0)
WIA YOUTH	\$ 3,423,091	\$ 3,423,091		\$ 0
EMERGENCY UC RES/REA	\$ 46,794	\$ -		\$ 46,794
REFUGEE EMPLOYMENT	\$ 4,606,274	\$ 3,897,032		\$ 709,242
TOTAL	\$ 22,842,805	\$ 18,678,682	\$ 2,513,200	\$ 1,650,922

Carry-Forward Allocations

ALLOCATIONS				
WIA Adult	WIA DW	UC	Emergency UC	Total

2013/14 BUDGET

Carryforward Funding	\$ 652,398	\$ 83,830	\$ 17,108	\$ 46,794	\$ 736,227
Less: 40% for ITAs	\$ 260,959	\$ 33,532	\$ -	\$ -	\$ 294,491
Less: HQ Costs 11.8%	\$ 46,190	\$ 5,935	\$ 2,019	\$ 5,522	\$ 52,125
Less: Facility Costs 9.5%	\$ 37,187	\$ 4,778	\$ 1,625	\$ 41,272	\$ 41,965
Less: Monroe Cnty 6.7%	\$ 20,640	\$ 2,652	\$ 1,146	\$ -	\$ 23,292
Balance to Allocate to Miami Dade County	\$ 287,422	\$ 36,932	\$ 12,318	\$ 0	\$ 324,354

ALLOCATIONS -- SUPPORT SERVICES

Carol City (Arbor E&T, LLC.)	\$ 38,087	\$ 4,188	\$ 1,120		\$ 42,275
Offenders Center (Transition, Inc.)	\$ 13,512	\$ 1,724	\$ 1,120		\$ 15,236
Hialeah, City of	\$ 22,300	\$ 5,403	\$ 1,120		\$ 27,704
Hialeah Garden (Arbor E&T, LLC.)	\$ -	\$ -			\$ -
Homestead (Youth Coop, Inc.)	\$ 11,597	\$ 1,895	\$ 1,120		\$ 13,491
Little Havana (Youth Coop, Inc.)	\$ 31,233	\$ 4,490	\$ 1,120		\$ 35,722
Miami Beach (UNIDAD of MB, Inc.)	\$ 18,087	\$ 3,951	\$ 1,120		\$ 22,039
North Miami Beach (Ser Jobs Inc.)	\$ 40,442	\$ 1,440	\$ 1,120		\$ 41,883
Northside (Youth Coop, Inc.)	\$ 51,789	\$ 2,110	\$ 1,120		\$ 53,899
Perrine (Youth Coop, Inc.)	\$ 22,881	\$ 2,689	\$ 1,120		\$ 25,570
West Dade (Youth Coop, Inc.)	\$ 19,529	\$ 6,162	\$ 1,120		\$ 25,691
City of Miami	\$ 17,964	\$ 2,880	\$ 1,120		\$ 20,843
Total Miami Dade County	\$ 287,422	\$ 36,932	\$ 12,318	\$ -	\$ 324,354
Total Monroe County	\$ 20,640	\$ 2,652	\$ 1,146	\$ -	\$ 23,292
Total	\$ 308,062	\$ 39,584	\$ 13,464	\$ -	\$ 347,646

SAMS ALLOCATIONS

	ALLOCATIONS		
	WIA Adult	WIA DW	Total
2013/14 BUDGET			
Carryforward Funding	\$ 260,959	\$ 33,532	\$ 294,491
Less: FIU First Generation Scholarships	\$ 44,307	\$ 5,693	\$ 50,000
Less: Monroe Cnty	\$ 17,484	\$ 2,247	\$ 19,731
Balance to Allocate to Miami Dade County	\$ 199,168	\$ 25,592	\$ 224,760
ALLOCATIONS			
Carol City (Arbor E&T, LLC.)	\$ 26,392	\$ 2,902	\$ 29,295
Offenders Center (Transition, Inc.)	\$ 9,363	\$ 1,195	\$ 10,558
Hialeah, City of	\$ 15,453	\$ 3,744	\$ 19,197
Hialeah Garden (Arbor E&T, LLC.)			\$ -
Homestead (Youth Coop, Inc.)	\$ 8,036	\$ 1,313	\$ 9,349
Little Havana (Youth Coop, Inc.)	\$ 21,642	\$ 3,111	\$ 24,754
Miami Beach (UNIDAD of MB, Inc.)	\$ 12,533	\$ 2,738	\$ 15,272
North Miami Beach (Ser Jobs Inc.)	\$ 28,024	\$ 998	\$ 29,022
Northside (Youth Coop, Inc.)	\$ 35,887	\$ 1,462	\$ 37,349
Perrine (Youth Coop, Inc.)	\$ 15,856	\$ 1,863	\$ 17,719
West Dade (Youth Coop, Inc.)	\$ 13,533	\$ 4,270	\$ 17,803
City of Miami	\$ 12,448	\$ 1,995	\$ 14,443
Total Miami Dade County	\$ 199,168	\$ 25,592	\$ 224,760
Total Monroe County	\$ 17,484	\$ 2,247	\$ 19,731
Total	260,959	33,532	294,491



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2013

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: RECOMMENDATION AS TO APPROVE THE AUTHORIZATION FOR STAFF TO RELEASE AN RFP FOR THE SELECTION OF WORKFORCE SERVICE PROVIDERS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to authorize staff to release a RFP to provide Workforce Services for Program Year (PY) 2014-2015.

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

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

BACKGROUND:

The current Workforce Services Providers were competitively procured to provide Workforce Services in Region 23 for PY 2011 to 2012. Pursuant to certain contract language allowing renewal contingent on availability of funds for up to two program years, those providers also delivered Workforce Services for PY 2012 to 2013. The current Workforce Services contracts were renewed a final year for PY 2013 to 2014 and expire June 30, 2014. Thus, staff recommends that the Executive Committee recommend to the Board the approval for staff to issue a RFP to solicit Workforce Services for PY 2014-2015.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 1/9/2014

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: RECOMMENDATION AS TO APPROVE THE AUTHORIZATION FOR STAFF TO RELEASE AN RFP FOR THE SELECTION OF YOUTH SERVICE PROVIDERS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the authorization for staff to release a Request for Proposal (RFP) for Workforce Investment Act (WIA) Youth Employment and Training Services.

STRATEGIC GOAL: Dedicated Commitment to Youth Participation in the 21st Century Economy; Celebrated Benchmark Leader in Best Practices; and State Leader in Collaborative Partnerships

STRATEGIC PROJECT: The Age 14 to 24 Agenda

BACKGROUND:

Program Year ending June 30, 2014 is the last year for Workforce Investment Act (WIA) Youth Contracts to be extended. The South Florida Workforce Investment Board (SFWIB) is required to decide to develop a new Request for Proposal (RFP) with the same or different program design starting Program Year July 1, 2014.

The current Youth Services Providers were competitively procured in Program Year July 1, 2011 with contract terms that allowed renewals for two additional one year periods contingent upon performance and funding availability. The current contracts have exhausted the renewal option and will expire on June 30, 2014.

Staff is recommending that the 2014-15 RFP focus on the expansion of employment, training opportunities and services to the out-of-school youth population and less focus on the in-school youth programs. A large part of this RFP efforts, should focus upon continuing and expanding to provide workforce activities/programs that engage and serve out-of-school youth, and to make them more marketable in today's global job market.

FUNDING: Workforce Investment Act (WIA) Youth

PERFORMANCE: N/A

NO ATTACHMENT