



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, October 9, 2014
8:15 A.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. August 21, 2014
3. Information –July 2014 Financial Report
4. Information – Bank Reconciliation for July and August 2014
5. Recommendation as to Approval to Accept PY 14-15 Refugee Employment Program Funds and Allocate the Funds to the Existing Service Providers.
6. Recommendation as to Approval to Accept and Allocate Supplemental UC Funds
7. Recommendation as to Approval to Adjust the Carry-forward Budget for the purchase of Software license for Data Management System and Career Center Kiosks.
8. Recommendation as to Approval to allocate \$80,316.52 from the budget reserve to operate the Miami Beach Center



SFWIB EXECUTIVE COMMITTEE

DATE: October 9, 2014

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

August 21, 2014 at 9:00 A.M

Camillus House

1603 NW 7th Avenue, 3rd Floor

Miami, Florida 33136

<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. Perez, Andy 	<p>EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE</p> <ol style="list-style-type: none"> 6. Gibson, Charles A. <p>*****</p> <p>SFWIB STAFF</p> <p>Garcia, Christine Jean-Baptiste, Antoinette Kavehersi, Cheri</p>	<p>AUDIENCE:</p> <p>*****</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 9:25am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

2. A. Approval of June 13, 2014 Meeting Minutes

2. B. Approval of July 17, 2014 Meeting Minutes

Mr. Clarence Brown moved the approval of June 13, 2014 and July 17, 2014 meeting minutes. Motion seconded by Mr. Obdulio Piedra; **Motion Passed Unanimously**

The Chairman requested all remaining items be deferred to the full Board meeting.

Deferred Items:

3. Information – June 2014 Financial Report

4. Information – Bank Reconciliation for July 2014

5. Information – July Monthly Job Placement Report

Meeting adjourned at 9:27am.



SFWIB EXECUTIVE COMMITTEE

DATE: 10/9/2014

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 August 2014 are being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/9/2014

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 August and September 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: 8/31/14
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	(91,021.04)	
Less Checks Drawn	(2,977,904.57)	235
Plus Deposits		
Checks Voided	59,294.04	1
Deposits	4,263,751.18	50
Plus Other Items	(295.66)	1
Unreconciled Items:		
Ending Book Balance	<u><u>1,253,823.95</u></u>	
Bank Balance	2,453,917.89	
Less Checks Outstanding	(1,200,093.94)	68
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>1,253,823.95</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 9/4/14
Odell, J. Ford Jr.

Approved by: [Signature] 9/4/14

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

**Reconciliation Date: 9/30/14
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,253,823.95	
Less Checks Drawn	(2,997,581.93)	196
Plus Deposits		
Checks Voided	25,420.00	3
Deposits	2,558,748.85	43
Plus Other Items	(146.82)	1
Unreconciled Items:		
Ending Book Balance	<u><u>840,264.05</u></u>	
Bank Balance	1,414,558.93	
Less Checks Outstanding	(574,294.88)	57
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>840,264.05</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by:

Odell J. Ford Jr.
Odell J. Ford Jr.

Approved by:

S. H. Jones
S. H. Jones

10/6/14

10/6/14



SFWIB EXECUTIVE COMMITTEE

DATE: 10/9/2014

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: APPROVAL TO ACCEPT AND ALLOCATE REFUGEE PROGRAM FUNDS

AGENDA ITEM TYPE: RECOMMENDATION

RECOMMENDATION: SFWIB Staff recommends to the Executive Committee to recommend to the Board the acceptance and allocation of \$10,722,250 in Refugee Employment and Training 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 June 20, 2014, the Board approved the 2014/15 SFWIB fiscal year. The budget included an allocation of \$10,722,250 in Refugee Employment and Training Program (RETP) funds. The Department of Children and Families (DCF) has confirmed that the funding level for the program year 2014/15 will be \$10,722,250.

SFWIB Staff recommends to the Executive Committee accept the revised funding level and allocate the funds to the existing service providers as set forth in the attachment.

FUNDING: Refugee Employment and Training Program

PERFORMANCE: N/A

ATTACHMENT

**REFUGEE EMPLOYMENT PROGRAM
PROVIDER ALLOCATIONS**
(Oct 2014 to Sept 2015)

	Allocations
Adults Mankind Organization, Inc.	\$ 2,048,795
Arbor E & T, LLC	\$ 561,528
Cuban American National Council, Inc.	\$ 720,533
Community Coalition, Inc.	\$ 490,715
City of Hialeah	\$ 109,869
Lutheran Services of Florida, Inc.	\$ 1,958,843
Miami Beach Latin Chamber of Commerce, Inc.	\$ 233,532
UNIDAD of Miami Beach, Inc.	\$ 224,866
Youth Co-Op, Inc.	\$ 2,870,187
Training	\$ 28,000
Intake Staff	\$ 242,391
SFWIB	\$ 1,232,992
Total	\$ 10,722,250

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SFWIB EXECUTIVE COMMITTEE

DATE: 10/9/2014

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE AND ALLOCATION OF UC PROGRAM FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends to the Executive Committee to recommend to the Board the approval to accept and allocate \$266,093 in Unemployment Compensation Program Funds, 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 September 17, 2014, the SFWIB received a Notice of Funding Award (NFA) from the Department of Economic Opportunity (DEO) for an award of \$266,093 in supplemental Unemployment Compensation Program (UC) funds. These funds are for use in a manner consistent with the UC program objectives and expenditure guidelines.

SFWIB Staff recommends acceptance and allocation of these supplemental funds as set forth in the attachment.

FUNDING: UC

PERFORMANCE: N/A

ATTACHMENT

Supplemental UC Funding Allocation

	ALLOCATIONS
Career Centers	
Carol City	\$ 17,488
Career Center - Hialeah	\$ 18,831
Homestead	\$ 13,911
Little Havana	\$ 17,490
Miami Beach	\$ 12,261
North Miami Beach	\$ 22,870
Northside	\$ 26,847
Perrine	\$ 18,891
West Dade	\$ 24,151
City of Miami	\$ 14,669
City of South Miami	\$ 3,947
Opa Locka	\$ 9,654
Total Miami Dade County	\$ 201,010
Monroe County	\$ 15,324
Total Providers	\$ 216,334
SFWIB HQ	\$ 32,064
SFWIB Facility Costs	\$ 17,695
Total Allocation	\$ 266,093



SFWIB EXECUTIVE COMMITTEE

DATE: 10/9/2014

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: BUDGET ADJUSTMENT -- SOFTWARE LICENSE FOR DATA MANAGEMENT AND CAREER CENTER KIOSKS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: Staff recommends to the Executive Committee to recommend to the Board the approval to adjust the budget for the purchase of Software license for Data Management System and Career Center Kiosks.

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 May 7, 2014 the South Florida Workforce Investment Board placed an order for the purchase of software license for Atlas data management system and fifty seven (57) kiosks at a total cost of \$366,570. The data management system enables SFWIB to automate the service delivery process. These kiosks are for use at the career centers to electronically track client arrivals, attendance and participation.

The entire cost of the kiosks was included in the budget for the fiscal year that ended on June 30, 2014. Some of the equipment did not arrived before the end fiscal year and thus could not be booked in the accounting records of last fiscal year. The un-expended budgeted funds (\$202,921) carried over to the current fiscal year and will be used to cover the cost of the equipment when it arrives.

Staff recommnds that the fiscal year 2014/15 budget be adjusted by \$203,292 to cover the cost of the kiosks that were orderd last fiscal year but which will arrive this fiscal year..

FUNDING: Cost Allocated among all funding streams

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 10/9/2014

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: MIAMI BEACH CAREER CENTER BUDGET

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends to the Executive Committee to recommend to Board the approval to allocate \$80,316.52 from the PY14-15 budget reserve to operate the Miami Beach center 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:

South Florida Workforce Investment Board (SFWIB) d/b/a CareerSource South Florida (CSSF) is seeking to become the lease holder of the second floor space of 3,262 sft. at the South Shore Community Center located at 833 6th Street, Miami Beach, Florida. The previous lease holder, Unidad of Miami Beach, Inc. failed to meet the SFWIB Request for Proposal (RFP) requirements for program year beginning July 1, 2014, and as a result, is no longer the provider for this location.

The Unidad of Miami Beach, Inc. lease expired on September 30, 2014. At the September 23, 2014, City of Miami Beach Finance and Countywide Projects Committee meeting, SFWIB sought the approval to lease the facility at an annual rate of \$1.20 and a common area maintenance rate of \$15.86 sft. SFWIB will be required to pay the projected annual facility operational expenses totaling \$80,316.52, which also includes (insurance, utilities, alarm, license/permitting and janitorial services, etc. The lease document will be submitted to the City of Miami Beach Commission on October 22, 2014, for approval.

FUNDING: PY14-15 Budget Reserve

PERFORMANCE: N/A

NO ATTACHMENT