



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING
THURSDAY, February 12, 2015
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. December 11, 2014
3. Information -- December 2015 Financial Report
4. Information -- Bank Reconciliation for January 2015
5. Information – City of Miami Beach Lease
6. Recommendation as to Approval to Accept WIA Performance Incentive Funds
7. Recommendation as to Approval to Accept WIA Military Youth Funds
8. Recommendation as to Approval to Accept Supplemental WIA Dislocated Worker Funds
9. Recommendation as to Approval to Issue a Request for Proposals for External Auditing Services
10. Recommendation as to Approval to Adjust the 2014-15 Budget for the Actual Carry Forward Funds.



SFWIB EXECUTIVE COMMITTEE

DATE: February 12, 2014

AGENDA ITEM NUMBER: 2A

MEETING MINUTES

December 11, 2014 at 9:00 A.M

CareerSource South Florida Headquarters

7300 Corporate Center Drive, Suite 204

Miami, FL 33126

EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE	EXECUTIVE COMMITTEE MEMBERS NOT IN ATTENDANCE	AUDIENCE:
<ol style="list-style-type: none"> 1. Piedra, Obdulio, <i>Chairman</i> 2. Bridges, Jeff, <i>Vice-Chairman</i> 3. Brown, Clarence 4. Fils-Aime, Sr., Daniel 5. Gibson, Charles A. 6. Perez, Andy 	<p>*****</p> <p>SFWIB STAFF</p> <p>Beasley, Rick Alonso, Gustavo Garcia, Christine Hernandez, Juan Jean-Baptiste, Antoinette Kavehersi, Cheri Morgan, Myria Smith, Marian</p>	<p>Rodriguez, Maria – <i>Youth Co-Op, Inc.</i></p> <p>Cela, Jose – <i>SER Jobs for Progress, Inc.</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Chairman Obdulio Piedra called the meeting to order at 8:27am, asked all those present introduce themselves, and noted into record that a quorum had been achieved.

2. A. Approval of October 9, 2014 Meeting Minutes

Mr. Charles Gibson moved the approval of October 9, 2014 meeting minutes. Motion seconded by Mr. Andy Perez; **Further Discussion:**

Mr. Andy Perez requested the status of CSSF's upcoming strategic planning meeting. Mr. Beasley provided an update on the status. Executive Director Rick Beasley responded it would be held sometime in January or February 2015. Mr. Perez also requested the status of the newly installed kiosks at CSSF's career centers. SFWIB Assistant Director of Administration, Marian Smith responded that kiosks were installed at all of the career centers, except for the Miami Beach location. She further explained that the next step is to provide training to staff on how to assist clients with using the kiosks. Mr. Perez requested a video be created for presentation on CSSF's website. Chairman Piedra requested a press release regarding this new implementation.

[Mr. Daniel Fils-Aime arrived]

Chairman Piedra requested a follow-up on the status of the ITA Policy, previously mentioned by Mr. Perez at a prior Executive Committee (EC) meeting. Mr. Perez advised that it had been later discussed at the EDIS Committee meeting.

Motion Passed with Unanimous Consent

3. Information – October 2014 Financial Report

Chairman Piedra introduced the item and SFWIB's Assistant Director of Finance, Mr. Gus Alonso further reviewed with the Committee the accompanying notes to the financial report (unaudited) for the period of July 1, 2014 to August 31, 2014:

Budget Adjustments:

Revenue: no revenue adjustments this month

Expenses:

- Youth Services decreased by \$4,614
- Training and Support Services decreased by \$330,386
- Other Programs and Contracts increased by \$330,386

Explanation of Significant Variances:

1. Training and Support Services Expenditures were low 6.8% versus 33%
2. Other Programs and Contracts were recently approved on August 21, 2014

Vice-Chairman Gibson inquired about second year allocations and Mr. Beasley explained the use of Wagner Peyser dollars.

Chairman Piedra requested staff provide an explanation on sub-contracted services listed in the Contract Services column of the Agency Summary report. Mr. Beasley provided details on the Refugee Service Program funds regarding the initial plan of funding cuts and the amount that had been reinstated. Chairman Piedra asked whether the refugee program funds had been later allocated. Mr. Alonso responded, "Yes."

Mr. Beasley later explained to the Committee that 6.8 percent had been paid thus far for training and support services.

Mr. Gibson asked whether the obligation column consists of funds that are currently outstanding. Both Mr. Alonso and Mr. Beasley explained the process of funds that are committed and obligated.

Mr. Perez inquired about the new process of obligating training dollars and Mr. Beasley informed him that this information would be provided at a later date. Mr. Perez briefly shared with the Committee a current challenge of crediting both Pell Grants and ITA dollars in the system.

4. Information – Bank Reconciliation for October and November 2014

Chairman Piedra introduced the item and Mr. Alonso further presented the bank reconciliation for the above months.

[Mr. Perez stepped out]

Chairman Piedra asked whether there have been less outstanding checks. Mr. Alonso responded, "No."

[Mr. Perez returned]

5. Information – Monthly Job Placement Report for November & Seven Month Summary

Chairman Piedra introduced the item and Mr. Beasley further discussed and reviewed with the Committee the Monthly Job Placement reports. He additionally announced that this region ranked #9 in the State, the only region to have an increase in job placements for the above reporting period and with the largest percentage increase (over 20%). He went on to explain the current methodology and his conversation with the State to consider changing the methodology, which focuses on Regional Workforce Board improvements and efficiencies.

[Mr. Jeff Bridges arrived]

Mr. Beasley noted that certified letters were sent to partner agencies advising them of their current performances. He moreover shared with the Committee of City of Hialeah's performance challenges, as they were underperforming. Nonetheless, he advised that overall, partner agencies are doing very well.

Chairman Piedra asked whether the Service Providers have the proper staff, training, support and resources to maintain the current shift to performance based contracting. He responded that Operations Manager, Juan Hernandez and staff have met with provider agencies and provided training and stated the agency is right on target. He went on to commend the Perrine Career Center for their outstanding work. A career center managed and contracted by Youth Co-Op, Inc.

Chairman Piedra inquired about Perrine Career Center's best practices. Youth Co-op, Inc.'s Executive Director Maria Rodriguez appeared before the Committee and explained that their centers comprise of great team work amongst staff. She also explained that the current population being served at that particular career center is partly the reason too. Chairman Piedra asked whether if there's anything being done differently from other centers. She explained they offer standardized training so that services are provided in the same manner across the board.

Chairman Piedra recommended staff monitor and focus on the success of long-term placements. He recommended a report be created that shows a breakdown (30, 60, 100-days) of 'long-term' placements. SFWIB Programs Manager, Juan Hernandez appeared before the Committee and provided additional details.

Mr. Perez requested staff identify better marketing strategies for reaching out to the community. Mr. Beasley explained that he recently had a meeting with EV Services, Inc. regarding outreach strategies.

6. Recommendation as to Approval to Support the Creation of Statewide Business and Workforce Competitive Fund

Chairman Piedra introduced the item and Mr. Beasley further read into record staff's recommendation for the Executive Committee's support of the creation of a statewide business and workforce competitive fund.

Mr. Perez briefly shared with the Committee regarding a business outreach tool that has been a great success.

Chairman Piedra recommended presenting this to Miami-Dade Board of County Commissioners for possible endorsements. Mr. Beasley responded that he has already reached out to Miami-Dade County Commission Chairman Monestime's office. Chairman Piedra also recommended presenting it at the Dade Delegation scheduled sometime in January 2015.

Mr. Jeff Bridges moved the approval to support the creation of a statewide business and workforce competitive fund. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

7. Recommendation a to Approval to Adopt the Re-alignment of the Governance Structure of the SFWIB

Chairman Piedra introduced the item. Mr. Beasley further discussed staff's recommendation to adopt the Re-alignment of the Governance Structure of the SFWIB.

Mr. Jeff Bridges moved that approval to adopt the re-alignment of the governance structure of the SFWIB. Motion seconded by Mr. Andy Perez; **Further Discussion(s):**

Chairman Piedra requested both Mr. Andy Perez and Ms. Maria Rodriguez's feedback as board members of CareerSource Florida regarding the State's Governance Structure. Both of them provided their feedback. Mr. Perez especially commented that he feels this is a great move for this region.

Mr. Gibson asked how many SFWIB committees are there, compared to the amount recommended. Mr. Beasley responded from five (5) committees to three (3).

Mr. Bridges commented that he opposed the fact the Executive Committee serves as the Audit Committee as he explained there should be more members with a background in finance to review and approval all recommended financials and/or any financial related items.

Mr. Brown asked whether there were any other options. Mr. Beasley briefly explained the other options.

New Business (es):

Mr. Beasley updated the Committee on the Employ Miami-Dade Initiative spearheaded by Miami-Dade County Mayor Carlos Gimenez's office.

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



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

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 December 2015 are being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

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 January 2015 is being presented to the Executive Committee.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

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

**Reconciliation Date: 1/31/15
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,794,664.72	
Less Checks/Vouchers Drawn	(3,767,030.83)	274
Plus Deposits		
Checks Voided	48,063.13	9
Deposits	3,963,577.69	51
Plus Other Items	(64.02)	1
Unreconciled Items:		
Ending Book Balance	3,039,210.69	
Bank Balance	3,547,489.15	
Less Checks Outstanding	(508,278.46)	59
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	3,039,210.69	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 2/4/15
Odell J. Ford Jr.

Approved by: [Signature] 2/4/15



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: MIAMI BEACH CENTER

AGENDA ITEM TYPE: INFORMATIONAL

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:

South Florida Workforce Investment Board (SFWIB) d/b/a CareerSource South Florida (CSSF) was 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 CSSF Request for Proposal (RFP) requirements for program year beginning July 1, 2014, and as a result, is no longer the provider for this location.

This locale is the only facility throughout the Miami Beach area that will meet SFWIB's operational requirements as it is housed in a centralized geographical location and will minimize relocation and business disruption.

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 an operational expense rate of \$15.86 per sft. which increased to \$16.22 per sft. The increase was due to the availability of an additional 564 sft. of space. SFWIB will be required to pay an annual operational expenses to the City of Miami Beach in the amount of \$62,057.76 which includes, utilities, janitorial, water and waste management.

The lease was approved on October 22, 2014, by the City of Miami Beach Commission and was executed by the City of Miami Beach Mayor, Phillip Levine, on February 2, 2015. The Miami Beach center was fully operational and open for business on February 3, 2015.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF WIA PERFORMANCE INCENTIVE FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends to the Executive Committee to recommend to the Board the approval to accept \$51,666 in WIA Performance Incentive 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 January 9, 2015, the SFWIB received a Notice of Funding Award (NFA) from the Department of Economic Opportunity (DEO) for an award of \$51,666 in WIA Performance Incentive funds. These funds are for use in a manner consistent with the WIA program objectives and expenditure guidelines.

SFWIB Staff recommended the acceptance of the WIA Performance Incentive funds.

FUNDING: WIA Performance Incentive Funds

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: ACCEPTANCE OF WIA MILITARY YOUTH FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends to the Executive Committee to recommend to the Board the approval to accept \$25,500 in WIA Military Youth 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 December 16, 2014, the SFWIB received a Notice of Funding Award (NFA) from the Department of Economic Opportunity (DEO) for an award of \$25,500 in WIA Program funds. These funds are for use in a Multi-Region Career Jumpstart Project for Florida Military Youth.

As a team member of this Multi-Region Project, SFWIB is receiving these funds as a sub-awardee under a grant to CareerSource Brevard. The project will target military youth (dependents including the children and young spouses of active duty military) to provide job search, job readiness and job retention skills for better employability in accordance with program objectives.

SFWIB Staff recommends the acceptance of WIA Military Youth funds.

FUNDING: WIA Military Youth Program Funds

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: ACCEPTANCE SUPPLEMENTAL WIA DISLOCATED WORKER PROGRAM FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB Staff recommends to the Executive Committee to recommend to the Board the approval to accept \$653,927 in supplemental WIA Dislocated Worker 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 January 23, 2015, the SFWIB received a Notice of Funding Award (NFA) from the Department of Economic Opportunity (DEO) for an award of \$653,927 in supplemental WIA Dislocated Worker Program funds. These funds are for use in a manner consistent with the WIA Dislocated Worker program objectives and expenditure guidelines.

SFWIB Staff recommended the acceptance of WIA Dislocated Worker Supplemental funds.

FUNDING: WIA Dislocated Worker Supplemental Funds

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: RFP FOR EXTERNAL AUDIT SERVICES

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to authorize SFWIB staff to issue an Request for Proposals (RFP) for external auditing services

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

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

BACKGROUND:

The current contract with BCA Watson Rice LLP for auditing services was competitively procured in 2012. That contract expires on June 30, 2015.

SFWIB staff is seeking external auditing services in an amount not to exceed \$100,000. The 2015 audit process will begin immediately following the close of the current fiscal year.

FUNDING: All Funding Streams

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB EXECUTIVE COMMITTEE

DATE: 2/12/2015

AGENDA ITEM NUMBER: 10

AGENDA ITEM SUBJECT: APPROVAL TO ADJUST 2014-15 BUDGET

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Executive Committee to recommend to the Board the approval to adjust the 2014/15 budget for the Actual Carry-forward amounts.

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 19, 2014, the SFWIB approved the fiscal year 2014/15 budget. The approved budget included an estimated \$18,163,791 in carry-forward funds. Following the fiscal audit and end of the financial closeouts with the State of Florida, it was determined that there are additional carry-forward dollars totaling \$3,210,837.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**CARRYFORWARD FINAL ANALYSIS
2014-15 BUDGET**

	BUDGET	ACTUAL	DIFFERENCE
WORKFORCE INVESTMENT ACT			
ADULT	\$ 4,287,446	\$ 6,233,987	\$ 1,946,541
DISLOCATED WORKERS	\$ 6,251,845	\$ 7,666,595	\$ 1,414,750
YOUTH	\$ 2,704,677	\$ 2,481,645	\$ (223,033)
RE-EMPLOYMENT ASSISTANCE	\$ 914,032	\$ 914,032	\$ 0
WAGNER PEYSER	\$ 1,098,541	\$ 1,290,959	\$ 192,418
REFUGEE EMPLOYMENT	\$ 2,907,250	\$ 2,787,411	\$ (119,840)
TOTAL	\$ 18,163,791	\$ 21,374,628	\$ 3,210,837