



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

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

**AGENDA**

1. Call to Order and Introductions
2. Approval of Meeting Minutes
3. Information –March 2014 Financial Report
4. Information – Bank Reconciliation for April 2014
5. Information – 2014-2015 Budget
6. Information – SFWIB Nominating Committee
7. Recommendation as to Approval to Reallocate Support Services funds among Youth Coop, Inc. career centers.



**SFWIB EXECUTIVE COMMITTEE**

**DATE: April 24, 2014**

**AGENDA ITEM NUMBER: 2A**

**MEETING MINUTES**

**May 15, 2014 at 8:15 A.M**

**Doubletree Hotel – Convention Center**

**711 NW 72<sup>nd</sup> Avenue**

**Miami, FL 33126**

<b>MEMBERS IN ATTENDANCE</b>	<b>MEMBERS NOT IN ATTENDANCE</b>	<b>SFW STAFF</b>
<ol style="list-style-type: none"> <li>1. West, Alvin, <i>Chairperson</i></li> <li>2. Brecheisen, Bruce</li> <li>3. Bridges, Jeff</li> <li>4. Brown, Clarence</li> <li>5. Datorre, Roberto</li> <li>6. DuBois, Victoria (non-voting)</li> <li>7. Ferradaz, Gilda</li> <li>8. Gazitua, Luis</li> <li>9. Gibson, Charles</li> <li>10. Huston, Albert Jr.</li> <li>11. Manrique, Carlos</li> <li>12. Perez, Andre</li> <li>13. Rod, Denis</li> <li>14. Roth, Thomas</li> <li>15. Scott, Kenneth</li> <li>16. Socorro, Ivonne</li> <li>17. Talbert, Gregg</li> <li>18. Walker, Wanda</li> </ol>	<ol style="list-style-type: none"> <li>19. Adrover, Bernardo</li> <li>20. Arboleda, Carlos J.</li> <li>21. Carpenter, Willie</li> <li>22. Chi, Joe</li> <li>23. Clayton, Lovey</li> <li>24. Del Valle, Juan-Carlos</li> <li>25. Diggs, Bill</li> <li>26. Fils-Aime, Sr., Daniel</li> <li>27. Garza, Maria</li> <li>28. Jordan, Barbara</li> <li>29. Ludwig, Philipp</li> <li>30. Manning. Anne</li> <li>31. Marinelli, Frederick</li> <li>32. Montoya, Rolando</li> <li>33. Piedra, Obdulio, <i>Vice-Chairperson</i></li> <li>34. Regueiro, Maria C.</li> <li>35. Russo, Monica</li> <li>36. Zewadski-Bricker, Edith</li> </ol>	<p>Beasley, Rick            Almagro, Olivia            Francis, Anderson            Alonso, Gus            Butkowski, Dennis            Garcia, Christine            Gomez, Maria            Hernandez, Juan            Jean-Baptiste, Antoinette            Kavehersi, Cheri            Morgan, Myria            Santis, Elizabeth            Smith, Marian</p> <p><b>Assistant County Attorney</b></p> <p>Joni Mosley Miami-Dade            County Attorney’s office –            SFWIB’s Legal Counsel</p>

<b>ATHER ATTENDEES</b>	
Acedo, Maleidy – <i>Youth Co-Op, Inc.</i>	Mitchel, Carlana – Miami-Dade County Public Schools (M-DCPS)
Barroso, Lupe – <i>Cuban National Council, Inc.</i>	Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>
Brown, Delphine – <i>Youth Co-Op, Inc.</i>	Prieto, Susana – <i>Future Tech Institute</i>
Cepeda, Margarita – <i>UNIDAD of Miami Beach</i>	Quirros, Vivian – <i>Sullivan &amp; Cogliano</i>
Colena, Carol – <i>CBT College</i>	Rams, Marilyn – <i>AARP Foundation</i>
Costas, Jorge – <i>Youth Co-Op, Inc.</i>	Randle, Homer – <i>SAFEE</i>
Cruzs, Teresa – <i>Youth Co-Op, Inc.</i>	Raws, Marilyn – <i>AARP Foundation</i>
Donovan, Delvin – <i>UNIDAD of Miami Beach</i>	Raymond, Adrian – <i>UNIDAD of Miami Beach</i>
Farinas, Irene – <i>Adult Mankind Organization</i>	Roberts, Darrell - <i>FAA</i>
Flores, Oscar – <i>American Advance Technology Institute</i>	Rodances, Carlos – <i>New Horizons, Inc.</i>
Gavira- Lopez, Beatriz – <i>SER Jobs for Progress, Inc.</i>	Rodriguez, Maria – <i>Youth Co-Op, Inc.</i>
Gilbert, David – <i>City of Miami</i>	Rodriguez, Tania – <i>Academy South Florida</i>
Gonzalez, Ana – <i>City of Hialeah</i>	Scott, Don – <i>KRC Corporation</i>
Guadalupe, Amy – <i>Cuban National Council</i>	Someillan, Ana – <i>Adult Mankind Organization, Inc.</i>
Gutierrez, Hope – <i>Total International Career Institute</i>	St. Fleur – <i>The Academy of South Florida</i>
Lightburn, Ray – <i>Cuban National Council</i>	St. Jean, Donard – <i>Dade Institute Technology</i>
Malony, Arnold – <i>Arbor E&amp;T, Rescare</i>	Subirana, Maria – <i>City of Hialeah</i>
Marti, Sergio – <i>Miami-Dade County Public Schools (M-DCPS)</i>	Tasanna, Arthur – <i>Total International Career Institute</i>
	Velez, Paulina – <i>Youth Co-Op, Inc.</i>
	Vincent, Yanithe – <i>Hebron Technical Institute</i>
	Williams, Rozalia – <i>Student Life Matters</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Chairman Alvin West called the Executive Committee meeting to order at 9:37am as a result of the full Board meeting lacked the required number of members present for a quorum.

**5c. Recommendation as to Approval to Accept \$2,363 in Emergency Unemployment Program Supplemental Funds**

Chairman West introduced the item and Executive Director Rick Beasley further discussed noting the approval to accept \$2,363 in Emergency Unemployment Program Supplemental Funds.

Mr. Clarence Brown moved the approval to accept \$2,363 in emergency unemployment program supplemental funds. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

**5.d. Recommendation as to Approval to Accept \$51,666 in Wagner Peyser program funds.**

Chairman West introduced the item. Mr. Beasley further discussed, noting the approval to accept \$51,666 in Wagner Peyser program.

Mr. Clarence Brown moved the approval to accept \$51,666 in Wagner Peyser program funds. Motion seconded by Mr. Charles Gibson; **Motion Passed Unanimously**

**5.e. Recommendation as to Approval to Accept \$20,000 in TAA Program funds for Administration costs.**

Chairman West introduced the item and Mr. Beasley further discussed, noting the approval to accept \$20,000 in TAA funds for administration costs.

Mr. Clarence Brown moved the approval to accept \$20,000 in TAA Program funds for Administration Costs. Motion seconded by Dr. Denis Rod; **Motion Passed Unanimously**

**5.f. Recommendation as to Approval to Accept \$35,024.39 in State Funds**

Chairman West introduced the item and Mr. Beasley further discussed noting the approval to accept \$35,024.39 in state funds.

Mr. Clarence Brown moved the approval to accept \$35,024.39 in state funds. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

**5.g. Recommendation as to Approval to Reallocate Support Services funds among Youth Co-Op, Inc. Career Centers**

Chairman West introduced the item. Mr. Beasley further discussed noting the approval to re-allocate support services funds among Youth Co-Op, Inc. Career Centers.

Dr. Denis Rod moved the approval to re-allocate support services funds among Youth Co-Op, Inc. Motion seconded by Mr. Clarence Brown; **Motion Passed Unanimously**

**8. Workforce Systems Improvement Committee**

**8.a. Recommendation as to Approval of the Re-Allocation of Refugee Employment and**

### **Training Program Funds**

Chairman West introduced the item and Mr. Beasley further discussed, noting the approval to re-allocate refugee employment and training program funds. He additionally noted into record an amendment to this item for the approval of all listed service providers except City of Hialeah, which requires two-thirds of the members present for approval.

Mr. Andy Perez moved the approval to re-allocate refugee employment and training program funds. Motion seconded by Mr. Clarence Brown; **Motion Passed as Amended with Unanimous Consent**

### **8.b. Recommendation as to Approval of the Re-Allocation of WIA Training Funds**

Chairman West introduced the item. Dr. Denis Rod further discussed noting the approval of the re-allocation of WIA Training Funds.

Dr. Denis Rod moved the approval to re-allocate WIA Training Funds. Motion Seconded by Mr. Clarence Brown: **Further Discussion(s):**

Mr. Perez requested additional details and Mr. Beasley further explained.

### **Motion Passed with Unanimous Consent**

There being no further business to come before the Committee, the meeting adjourned at 9:51am.



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 5/15/2014

**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 March 2014 are being presented to the Executive Committee.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 5/15/2014

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** APRIL 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 April 2014 is being presented to the Executive Committee.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

South Florida Workforce  
Reconcile Cash Accounts

Reconciliation Date: 4/30/14  
Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	669,388.57	
Less Checks Drawn	(4,330,397.58)	239
Plus Deposits		
Checks Voided	30,027.61	3
Deposits	4,974,556.35	68
Plus Other Items	(144.42)	2
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>1,343,430.53</u></u>	
Bank Balance	1,865,311.54	
Less Checks Outstanding	(521,881.01)	47
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<u><u>1,343,430.53</u></u>	
<b>Unreconciled difference</b>	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford, Jr. 5/6/14  
Odell J. Ford, Jr.

Approved by: [Signature] 5/6/14



## **SFWIB EXECUTIVE COMMITTEE**

**DATE:** 5/15/2014

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** 2014-2015 BUDGET

**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:**

The attached "SFWIB Budget – 2014-15" chart is a summary of the annual budgeted revenues and expenditures for the South Florida Workforce Investment Board (SFWIB). The chart is comprised of four major sections:

1. Prior Budget Year Obligations / Reserves. The amounts shown under this column are the remaining funds available from the previous program year awards. These unexpended amounts roll over to the current fiscal year and will be available for use during the current budget year.
2. 2014-15 State Funding. These second group of columns reflects the new funding awards that SFWIB is anticipating it will receive for each program during the upcoming budget year. The total award amounts are divided into amounts: The funds that will be utilized during budget year 2014-15 and the amounts that will be reserved for budget year 2015-16.
3. 2014-15 Program Budget. The third section is the amounts that form the basis for the funding levels that will be included in the 2014-15 Budget.
4. 2014-15 Cost Distributions. This section of the budget shows all the proposed expenditures for the 2014-15 budget years. Expenditures are sub-divided into four major cost categories:
  - HQ (Programs and Administrative). These are the anticipated expenditures for operating the SFWIB Headquarter office. Included under this category are all the staffing and occupancy costs associated with operating the SFWIB main office. Employees at the Headquarters office work on both administrative and programmatic activities.

- Training and Support Services. These are the anticipated costs associated with the skills training services offered by SFWIB, and any related support services such as public transportation, books, tools, uniforms, etc. Note that only certain grants allow for training and support services expenditures, but all grants require that employment services be offered to participants.
- Career Center Facility Costs. These are the occupancy costs associated with operating the Career Centers. SFWIB leases all these facilities from third parties, and directly pays for insurance, utilities and other facility expenditures. SFWIB does not own any of the locations.
- Provider Contract: These are the expenditure reimbursements to the subcontractors that perform employment services on behalf of SFWIB. Currently, SFWIB contracts with approximately 15 community based organizations across Miami Dade and Monroe counties.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

## SFWIB BUDGET (DRAFT) 2014-2015

WORKFORCE PROGRAMS	PRIOR BUDGET YEAR 2013-14 RESERVES	2014-2015 STATE FUNDING			2014-2015 PROGRAM BUDGET			2014-2015 COSTS DISTRIBUTION												
		Total Funding 2014-2015	Budget Year 2014-15 FUNDING	BUDGET YEAR 2015-16 RESERVES	Prior Oblig./ Reserve 2013-2014	Budgeted Program Year 2014-15	TOTAL	HQ	Training	Facility Cost	Contracts	Total								
WORKFORCE INVESTMENT ACT (WIA) a/																				
ADULT	\$ 3,826,569	\$ 7,272,231	\$ 6,545,008	\$ 727,223	\$ 3,826,569	\$ 6,545,008	\$ 10,371,577	\$ 1,244,589	\$ 5,185,788	\$ 726,010	\$ 3,215,189	\$ 10,371,577								
DISLOCATED WORKERS	\$ 5,579,805	\$ 6,532,535	\$ 5,879,282	\$ 653,254	\$ 5,579,805	\$ 5,879,282	\$ 11,459,087	\$ 1,375,090	\$ 5,729,543	\$ 802,136	\$ 3,552,317	\$ 11,459,087								
YOUTH	\$ 2,704,677	\$ 6,479,160	\$ 5,831,244	\$ 647,916	\$ 2,704,677	\$ 5,831,244	\$ 8,535,921	\$ 1,024,311		\$ 597,514	\$ 6,914,096	\$ 8,535,921								
TEMP. ASSIST. FOR NEEDY FAMILIES (TANF) b/	\$ 1,851,004	\$ 9,688,201	\$ 9,688,201	\$ -	\$ 1,851,004	\$ 9,688,201	\$ 11,539,205	\$ 1,384,705	\$ 2,100,000	\$ 807,744	\$ 7,246,756	\$ 11,539,205								
FOOD STAMP EMPLOYMENT	\$ -	\$ 1,938,986	\$ 1,938,986	\$ -	\$ -	\$ 1,938,986	\$ 1,938,986	\$ 232,678		\$ 135,729	\$ 1,570,579	\$ 1,938,986								
RE-EMPLOYMENT ASSISTANCE (RA)	\$ 914,032	\$ 1,859,381	\$ 1,859,381	\$ -	\$ 914,032	\$ 1,859,381	\$ 2,773,413	\$ 332,810		\$ 194,139	\$ 2,246,464	\$ 2,773,413								
WAGNER PEYSER (WP) c/	\$ 980,454	\$ 955,131	\$ 955,131	\$ -	\$ 980,454	\$ 955,131	\$ 1,935,585	\$ 232,270		\$ 1,703,315		\$ 1,935,585								
VETERANS	\$ -	\$ 198,596	\$ 198,596	\$ -	\$ -	\$ 198,596	\$ 198,596	\$ 23,832		\$ 174,765		\$ 198,596								
REFUGEE EMPLOYMENT d/	\$ 2,907,250	\$ 10,722,250	\$ 10,722,250	\$ -	\$ 2,907,250	\$ 10,722,250	\$ 13,629,500	\$ 1,635,540			\$ 11,993,960	\$ 13,629,500								
TRADE ADJUSTMENT ASSISTANCE (TAA)	\$ -	\$ 286,408	\$ 286,408	\$ -	\$ -	\$ 286,408	\$ 286,408	\$ 34,369	\$ 200,000	\$ 52,039		\$ 286,408								
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -								
<b>TOTALS</b>	<b>\$ 18,763,791</b>	<b>\$ 45,932,879</b>	<b>\$ 43,904,487</b>	<b>\$ 2,028,393</b>	<b>\$ 18,763,791</b>	<b>\$ 43,904,487</b>	<b>\$ 62,668,277</b>	<b>\$ 7,520,193</b>	<b>\$ 13,215,332</b>	<b>\$ 5,193,391</b>	<b>\$ 36,739,361</b>	<b>\$ 62,668,277</b>								

**1/ Includes:**

- Prior year unspent funds that will roll-over to the current year, and
- Contractually obligated TANF & RET funds that will roll over to the current year.

a/ The WIA Program Funds are not expended can roll to the current year

b/ Obligated TANF Program Funds can roll-over to the current year

c/ Wagner-Peyser Program funds not expended can roll-over to the current year

d/ RET Program Funds are obligated from October to September



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 5/15/2014

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** SFWIB NOMINATING COMMITTEE

**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:**

In accordance with Article III, section A of the SFWIB By-Laws, the Chair of the SFWIB shall be elected by the SFWIB at a meeting of the SFWIB. The SFWIB Chair will appoint a nominating committee to recommend a Chairman to the SFWIB.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 5/15/2014

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** REALLOCATION OF TRAINING FUNDS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB Staff recommends to the Executive Committee to recommend to the Board to approve the re-allocation training funds from the WIA Dislocated Worker Program to WIA Adult Program, 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 April 28, 2014, the SFWIB received a request from Youth Coop, Inc. to transfer training funds from the WIA Dislocated Worker Program to WIA Adult Program, as set forth below.

- WIA Dislocated Worker Program: \$(18,000.00)
- WIA Adult Program: \$ 18,000.00

On May 7, 2014, the SFWIB received a additional request from Youth Coop, Inc. to transfer \$500.00 in training funds from the Northside Adult Program to the West Dade Adult Program, as set forth below:

- Northside Adult Program \$500.00
- West Dade Adult Program \$500.00

The above changes in allocations are requested in order to more effectively utilize available training funds.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*