



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
THURSDAY, JULY 17, 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
3. Information –May 2014 Financial Report
4. Information – Bank Reconciliation for June 2014
5. Recommendation as to Approval to Accept Wagner Peyser PY 13-14 Performance Incentives
6. Recommendation as to Approval to Accept and Allocate Supplemental SNAP Funds.

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



**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 – AARP Foundation
Costas, Jorge – <i>Youth Co-Op, Inc.</i>	Randle, Homer – SAFEE
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:** 7/17/2014

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

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

**Accompanying Notes to the Financial Report (unaudited)  
For the Period of July 1, 2013 through May 31, 2014**

**Budget Adjustments:**

Revenues: the following acceptance of funds occurred 6/19/14 by the Board:

- UC \$178,112

Expenses: the following adjustments occurred:

- Headquarters increased \$46,851 due to allocations accepted for UC \$21,017 and \$25,834 Branding funds transferred from Unallocated Services.
- Adult Services increased \$140,172 due to new allocations awarded to the Service Provider contracts.
- Youth Services increased \$4,846 due to allocations transferred to Youth Contract from Training and Support Services.
- Set Asides decreased (\$18,000) in WIA Adult as per the transfer approved for Youth CoOp Training and Support Services.
- Unallocated decreased (\$111,164) due to (\$25,834) transferred to Headquarter and (\$103,332) transferred to Facilities from the Branding allocation approved on 6/19/14. Also \$18,000 in WIA DW for the Youth CoOp Training and Support Service transaction contributed to this adjustment.
- Facilities Cost increased \$120,253 due to allocations accepted for UC \$16,921 and \$103,332 Branding funds transferred from Unallocated Services.
- Training and Support Services decreased (\$414,646) due to the transfers of (\$400,000) to Take Stock in Children and (\$9,800) for the National Flight Academy, in addition to \$4,846 transferred back to Youth Contracts.
- Other Programs and Contracts increased \$409,800 due to additional awards granted to Take Stock in Children \$400,000 and National Flight Academy \$9,800.

**Explanation of Significant Variances**

1. Refugee Service is 59.3% vs. 91.7%. This variance is mainly due to the contract that carried over from last fiscal year where the expenditure rate was 66% vs 100%. Please note that this contract requires any profits to be returned to DCF at the end of the contract contributing to this variance.

2. Training and Support Services is significantly low 30% vs. 91.7%. Although this variance is significant, 64% of the allocations in SAMS have been committed while 45% of the allocation has been issued but not necessarily invoiced.

3. Other Programs & Contracts are low, 14.6% vs. 91.7% due to contracts and/or agreement which are beginning to be invoiced slowly or are scheduled to be invoiced by the end of the year. To date, Take Stock in Children has not submitted the Scholarship payment request and additional funds have been awarded to them which has increased this variance. Also the National Flight Academy last field trip is scheduled to take place in June at which time they will bill CSSF. Lastly, the Work Readiness Program was moved to Fiscal Year 2014-2015 as approved by the Board.



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 7/17/2014

**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 June 2014 is being presented to the Executive Committee.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 7/17/2014

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF WP PROGRAM FUNDS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the approval to accept \$183,072 in WP 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 June 18, 2014, the SFWIB received a Notice of Funding Award (NFA) from the Department of Economic Opportunity (DEO) for an award of \$183,072 in WP Performance Incentive funds. These funds are for use in a manner consistent with the Wagner Peyser PY 2013 Annual Agreement between USDOL and DEO.

Staff recommends acceptance of these supplemental funds.

**FUNDING:** WP

**PERFORMANCE:** N/A

*ATTACHMENT*



**SFWIB EXECUTIVE COMMITTEE**

**DATE:** 7/17/2014

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** ACCEPTANCE AND ALLOCATION OF SNAP PROGRAM FUNDS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend to the Board the approval to accept and allocate \$11,666 in SNAP 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 July 1, 2014, the SFWIB received a Notice of Funding Award (NFA) from the Department of Economic Opportunity (DEO) for an award of \$11,666 in supplemental Supplemental Nutrition Assistance Program (SNAP) funds. These funds are for use in a manner consistent with the TANF program objectives and expenditure guidelines.

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

**FUNDING:** SNAP

**PERFORMANCE:** N/A

*ATTACHMENT*

## Supplemental SNAP Funding

	ALLOCATION AMMOUNTS
<b>Career Centers</b>	
Carol City	\$ 837
Career Center - Hialeah	\$ 804
Homestead	\$ 616
Little Havana	\$ 784
Miami Beach	\$ 500
North Miami Beach	\$ 956
Northside	\$ 1,164
Perrine	\$ 855
West Dade	\$ 1,094
City of Miami	\$ 652
City of South Miami	\$ 173
Opa Locka	\$ 415
<b>Total Miami Dade County</b>	<b>\$ 8,850</b>
Monroe County	\$ 635
<b>Total Providers</b>	<b>\$ 9,485</b>
SFWIB HQ	\$ 1,406
SFWIB Facility Costs	\$ 775
<b>Total Allocation</b>	<b>\$ 11,666</b>