



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, APRIL 18, 2024
8:30 A.M.**

The Landing at MIA
5 Star Conference Center (Key Biscayne Room)
7415 Corporate Center Drive, Suite H
Miami, FL 33126

The public may choose to view the session online via Zoom. **Registration is required:**
https://us02web.zoom.us/meeting/register/tZwod-6gqD4iGtB1r_9f6hTTiLxAUPpsV9CH

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. February 22, 2023
3. Information - Financial Report – February 2024
4. Information - Bank Reconciliation – February and March 2024
5. Information - Fiscal Monitoring Activity Report

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"Members of the public shall be given a reasonable opportunity to be heard on a specific agenda item, but must register with the agenda clerk prior to being heard."



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING

DATE: 4/18/2024

AGENDA ITEM: 2A

AGENDA TOPIC: MEETING MINUTES

SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: February 22, 9:00AM

LOCATION: ARPEC School/UA Local 725 Pipefitters
Room #1
13201 N.W. 45th Avenue
Opa Locka, FL 33054

Zoom: https://us02web.zoom.us/meeting/register/tZwod-6gqD4iGtB1r_9f6hTtILxAUPpsV9CH

- 1. CALL TO ORDER:** Mr. Perez, in lieu of Chairman Roth’s absence, called to order the regular meeting of the Finance and Efficiency Council meeting, at 8:40AM on February 22, 2024.

ROLL CALL: 10 members; 6 required; 7 present: Quorum Achieved

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Bridges, Jeff Datorre, Roberto Gibson, Charles Glean-Jones, Camela Lampon, Brenda Perez, Andy (Zoom) Scott Jr., Kenneth	Adrover, Bernardo Maxwell, Michelle SFWIB FEC MEMBERS EXCUSED Roth, Thomas, Chairman	Bennett, Renee Petro, Basil ADMINISTRATION/IT Almonte, Ivan
OTHER ATTENDEES		
Allison, Carshena, BCA Watson Rice, L.L.P. Daes, Monica, CSSF, West Dade		

Agenda items are displayed in the order they were discussed.



2A. FEC Meeting Minutes – August 17, 2023, October 19, 2023, and December 21, 2023

Mr. Perez announced the items and permitted time for the members to review before taking up a motion.

Motion: Ms. Glean-Jones to approve the August 17, 2023, October 19, 2023, and December 21, 2023 Finance and Efficiency Council Meeting minutes.

Mr. Datorre seconded the motion; **item is passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

3. Information - Bank Reconciliation – December 2023 and January 2024

Mr. Perez introduced the item; Ms. Ms. reviewed the bank reconciliation reports for December 31, 2023 and January 31, 2024.

No further comments or suggestions were submitted from the members. Item closed.

4. Information – SFWIB Unaudited Financial Report – December 2023

Mr. Perez introduced the item; Ms. Bennett presented unaudited financials for the month of December 2023.

In addition, she reviewed any budgetary variations, which are also listed in the body of the agenda item.

No further comments or suggestions were submitted from the members. Item closed.

5. Information – Internal Monitoring Activity Report

Mr. Perez introduced the item; Ms. Bennett reviewed the OCI Fiscal Monitoring Report for the period of December 1, 2023 through January 31, 2024.

Community Coalition was the only organization included in the report. Findings are subsequent actions taken are available for review in the February 22, 2024 SFWIB Finance and Efficiency Council Meeting agenda packet.

No further comments or suggestions were submitted from the members. Item closed.

6. Approval – Workforce System Funding

Mr. Perez introduced the item; Ms. Bennett further presented additional workforce system funding in the amount of \$1,957 from the release of an NFA to hire DOC DVOP staff for employment and training services to veterans and disabled veterans.

Motion: Mr. Bridges to approve the additional workforce system funding; Mr. Datorre seconded the motion; **item is passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

7. Approval – SFWIB Fiscal Audit Results

Mr. Perez introduced the item; Ms. Bennett provided an introduction and transitioned the presentation over to our auditor, Ms. Carshena T. Allison, Managing Partner, BCA Watson Rice, L.L.P.

The Auditor's Report is clean with no findings. The auditor's Management letter, as required by the Auditor General of the State was also provided to the Board for review. The presentation was provided in advance of the meeting and is a part of the February 22, 2024 SFWIB Finance and Efficiency Council Meeting agenda packet for additional review.

The committee also discussed GASB 96, which pertains to long-term IT subscriptions; a recommendation was presented about considering offsite backup and reviewing access controls. The audit found no significant or material impacts on the financial statements.

Mr. Bridges and Mr. Perez discussed the oversight of technology matters, noting the need for a tech audit and the rapid pace of technological change. The Committee agreed to bring this matter to the Executive Director for further discussion and to have staff give an update.

Motion: Mr. Bridges to approve the additional workforce system funding; Mr. Datorre seconded the motion; **item is passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.



New Business

One Stop Operator (11B – SFWIB February 22, 2024 Agenda Item)

Mr. Perez expressed confusion over a proposed change regarding a one-stop operator update and its potential financial impact on the region. Mr. Beasley clarified that the one-stop operator would not be providing direct services, but rather overseeing the system and giving performance instructions to providers. The Committee was reassured that the role would not significantly differ from their current temporary operations and that other regions in the state also operate similarly.

There being no further business to come before the Council, meeting adjourned.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/2024

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FINANCIAL REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **HIGH ROI THROUGH CONTINUOUS IMPROVEMENT**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently. Accordingly, the attached un-audited financial report for the month of February 2024 is being presented for review by the Board members.

The eight (8) months of the new fiscal year appears to be a outpacing the same period last year overall by approximately 8.6%.

The projected expenditure rate for the 8 month period is 67%. The main driving source of the variance is due to timing issues.

Budget Variance Explanations

- The expenditure rate for Headquarters costs is 58.9 percent. The actual expenditure rate is 8.1 percent lower than the projected expenditure rate.
- The expenditure rate for Adult Services costs is 53.9 percent. The actual expenditure rate is 13.1 percent lower than the projected expenditure rate.
- The expenditure rate for Youth Services costs is 44.5 percent. The actual expenditure rate is 22.5 percent lower than the projected rate.
- The expenditure rate for Other Programs and Project costs is 55.1 percent. The actual expenditure rate is 14.4 percent above the projected expenditure rate. This is mainly driven by the completion of the scholarship program expenditure and the summer programs.

- The expenditure rate for Facilities costs is 47.5 percent. The actual expenditure rate is 19.5 percent lower than the projected rate.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

FINANCIAL REPORT

FOR THE PERIOD OF:

JULY 1, 2023 THRU FEBRUARY 29, 2024
(UNAUDITED)

**Accompanying Notes to the Financial Report (unaudited)
For the Period of July 1, 2023 through February 29, 2024**

The eight (8) months of the new fiscal year appears to be a outpacing the same period last year overall by approximately 8.6%.

The projected expenditure rate for the 8 month period is 67%. The main driving source of the variance is due to timing issues.

Budget Variance Explanations

- The expenditure rate for Headquarter costs is 58.9 percent. The actual expenditure rate is 8.1 percent lower than the projected expenditure rate.
- The expenditure rate for Adult Services costs is 53.9 percent. The actual expenditure rate is 13.1 percent lower than the projected expenditure rate.
- The expenditure rate for Youth Services is 44.5 percent. The actual expenditure rate is 22.5 percent lower than the projected rate.
- The expenditure rate for Other Program costs 55.1 percent. The actual expenditure rate is 14.4 percent above the projected expenditure rate. This is mainly driven by the completion of the scholarship program expenditure and the summer programs.
- The expenditure rate for the Facilities costs is 47.5 percent. The actual expenditure rate is 19.5 percent lower than the projected rate.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/2024

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **HIGH ROI THROUGH CONTINUOUS IMPROVEMENT**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently.

Based on the Internal Control Procedures recommended by the Florida Department of Commerce, the Finance Committee, at its April 2, 2009 meeting, requested a monthly cash reconciliation report be provided at every committee meeting. Accordingly, the attached cash reconciliation for the months of February and March, 2024 are being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

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

Reconciliation Date: 2/29/24

Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	601,197.11	
Less Checks/Vouchers Drawn	(2,811,268.89) ✓	190
Plus Deposits:		
Checks Voided	20,209.28 ✓	3
Deposits	3,555,257.63 ✓	40
Deposits As Other Items		N/A
Ending Book Balance	<u><u>1,365,395.13</u></u> ✓	
Bank Balance	3,081,942.25 ✓	
Less Checks/Vouchers Outstanding	(1,716,547.12) ✓	45
Other Items:		N/A
Plus Deposits In Transit		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>1,365,395.13</u></u> ✓	
Unreconciled Difference	<u><u>0.00</u></u>	

Prepared by:


Basil Petro
Asst. Controller, Finance

Approved by:


Renee Bennett
Assistant Director, Finance

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

Reconciliation Date: 3/31/24

Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,365,395.13 ✓	
Less Checks/Vouchers Drawn	(2,614,331.04) ✓	119
Plus Deposits:		
Checks Voided		N/A
Deposits	2,368,695.29 ✓	43
Ending Book Balance	<u><u>1,119,759.38</u></u> ✓	
Bank Balance	2,809,708.14 ✓	
Less Checks/Vouchers Outstanding	(1,689,948.76) ✓	93
Other Items:		N/A
Plus Deposits In Transit		N/A
Reconciled Bank Balance	<u><u>1,119,759.38</u></u> ✓	
Unreconciled Difference	<u><u>0.00</u></u>	

Prepared by: 

Basil Petro
Asst. Controller, Finance

Approved by:  4/10/24

Renee Bennett
Assistant Director, Finance



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/24

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: ACTIVITY REPORT - INTERNAL MONITORING RESULTS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At its December 19, 2013 meeting, the Audit Committee members requested that staff include a monitoring activity report at subsequent meetings.

In response to said request, SFWIB staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Year 2023-2024, for the period of February 1, 2024 to March 31, 2024.

The report is a summary of the service providers monitored and findings resulting from internal fiscal monitoring activities.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

CareerSource South Florida (CSSF) Board of Directors Meeting April 18, 2024
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from February 1, 2024 to March 31, 2024

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Observations/Comments	Repeat Findings
Youth Co-Op, Inc. (YCOP)				
In-School Youth (ISY) 7/1/23 to 6/30/24	\$ 277,157	\$12,596.76	* YCOP paid medical and dental insurance premiums for terminated staff. Subsequently, the expense was allocated to a CSSF program and requested for reimbursement within the invoice packages. As a result, a total of \$12,596.76 was disallowed.	No
Out-of-School Youth (OSY) 7/1/23 to 6/30/24	1,185,968		* The cost of business cards printed for Perrine AJC staff was incorrectly recorded as an expense for West Dade AJC. During the course of the monitoring, YCOP provided a journal voucher to show the expense was reallocated to the correct program code.	Yes
CareerSource American Job Centers (AJC) 7/1/23 to 6/30/24 - Little Havana - Perrine - West Dade	1,099,021 2,012,229 1,930,298		* An invoice for employment background screening dated 5/31/23, and an invoice for employee mileage reimbursement, expense from May 2023 through June 2023, were not accrued for the fiscal year ended 6/30/23; instead, the expenditures were recorded into the accounting system as current. Nonetheless, the expenses related with these transactions were not the subject of disallowed costs. * In four (4) instances or 10% of the sample, payments for program expenditures were not processed in a timely manner.	No
Summer Youth Employment (SYE) - City of Opa-Locka 5/15/23 to 9/30/23 - City of Homestead 6/12/23 to 9/30/23	100,000 100,000		Observations: * Sampled October 2023 payroll records showed discrepancies between the time paid to staff and the actual time recorded in the electronic timecards and Personnel Activity Report (PAR). YCOP indicated that the discrepancies were a result of projecting the payroll for processing, time adjustments due to unauthorized overtime recorded in the timecard, and instances where the staff did not record the breaks taken. * The existing policies and procedures did not provide guidance for purchasing, managing, and custody of postage stamps. However, during the on-site visit, a locker was observed that was used for safekeeping of the stamps.	No
Total Funded/Disallowed	\$6,704,673	\$12,596.76		
Total Funds Reviewed	\$6,704,673			
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Background: As a Federal awarding agency, CSSF has certain responsibilities as it relates to the review of the Uniform Guidance. Pursuant to Title 2, U.S. Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards (Uniform Guidance), as a pass-through agent of federal funds. CSSF is required and resolve all administrative findings and questioned costs identified in the Independent Auditor's Report of those agencies CSSF contract with (subrecipients); some responsibilities encompass the following: (1) Ensure that audits are completed and reports are received in a timely manner, in accordance with the requirements. (2) Provide technical advice and counsel to auditees and auditors as requested. (3) Follow-up on audit findings to ensure the recipient takes appropriate and timely corrective actions. As part of audit follow-up, CSSF must: (i) Issue a management decision letter as prescribed in Title 2 CFR §200.521 and, (ii) Monitor the recipient taking appropriate and timely corrective actions.				
Final Management Decision Letter Issued: Big Brothers Big Sisters of Miami, Inc., Youth Co-Op, Inc.				
PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED				
POCA reviewed for PY'23-24: Youth Co-Op, Inc.				