



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FINANCE COMMITTEE MEETING

**Thursday, October 15, 2009
8:00 A.M.**

Doubletree Miami Mart/Airport Hotel and Exhibition Center
711 NW 72nd Avenue
Palm Room
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Finance Committee Meeting Minutes
 - A. April 2, 2009
 - B. April 16, 2009
 - C. June 18, 2009
 - D. August 4, 2009
 - E. August 20, 2009
3. Finance Reports
 - A. August 2009 Financial Report
 - B. August 2009 ARRA Financial Report
4. Informational – Cash Reconciliation for the Months of August and September
5. Recommendation as to Approval to Accept and Allocate Reemployment and Eligibility Assessment (REA) Funds
6. Recommendation as to Approval to Allocate Welfare Transition Non-Custodial Parent Funds
7. Recommendation as to Approval to Allocate TANF Carry-Forward Funds



2.A

SFWIB - Finance Committee

October 15, 2009

**Minutes of SFWIB Finance Committee Meeting
April 2, 2009**

South Florida Workforce Investment Board
 Finance Committee Meeting
 April 2, 2009, 8:30 A.M.
 South Florida Workforce Headquarters
 7300 Corporate Center Dr., Suite 500, Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
1. Jeff Bridges, <i>Chairperson</i> 2. Bernardo Adrover 3. Willie Carpenter 4. Charles Gibson 5. Robert Datorre	6. Ramiro Inguanzo SFW STAFF Beasley, Rick Alonso, Gustavo Glancy, Anne Kistner, Ken	Adrian, Raymond – <i>UNIDAD of Miami Beach</i> Cushon, Norman – <i>ARBOR E&T</i> Fitzgerald, Neil - <i>Youth Co-Op, Inc.</i> Flores, Oscar – <i>ARBOR E& T</i> Gaviria-Lopez, Beatrice – <i>Ser Jobs for Progress</i> Menendez, Mirizza - <i>UNIDAD of Miami Beach</i> Milian, Dalia – <i>City of Hialeah</i> Miliam, Delia – <i>City of Hialeah</i> Mitchell, Carlene – <i>MDCPS</i> Perez, Julio – <i>Transition, Inc.</i> Perez-Borroto - <i>Youth Co-Op, Inc.</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i> Rodriguez, Maria – <i>Youth Co-Op, Inc.</i> Sanchez, Ophelia – <i>MRI</i> Sante, Alicia – <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

2. Call to Order and Introductions

Mr. Jeff Bridges called the meeting to order at 9:07 a.m. Introductions of those in attendance were provided. He noted that a quorum was achieved.

3. Approval of Finance Committee Meeting Minutes of January 21, 2009, and February 26, 2009

Mr. Bernardo Adrover moved approval of the meeting minutes of January 21, 2009, and February 26, 2009. The motion was seconded by Mr. Charles Gibson, and the motion carried.

3A. Finance Reports for January 2009

Mr. Rick Beasley, Executive Director introduced Mr. Gustavo Alonso, SFWIB Finance Director who presented the finance report for January 2009

The new report format is meant to capture adjustments made to the Board approved budget throughout the year. Adjustments may include:

- Funding changes made by the State,

- Board approved contract allocation and de-obligations, and
- Provider-requested transfers from Contract funds to Training and Support Services

January Adjustments

Expenses:

- Headquarter: Reflects additional HQ allocations from the following programs:
 - REED = \$15,694.
 - UC = \$28,020.
- Adult Services: Reflects additional provider awards for the following programs:
 - REED = \$178,823
 - UC = \$319,258

Also, SER-Jobs was granted a one month extension on their contract pending appeals process and was awarded an additional \$131,928. Youth Co-Op voluntarily deobligated \$5,500 from their Reed allocation to transfer to the facility budget to cover additional parking at Little Havana.

- Refugee Services: Reflects a transfer of \$6,300 from contract funds to training and Support Services, as requested by the service provider.
- Youth Services: Reflects transfers of \$34,876 from contract funds to Training and Support Services, as requested by the service providers.
- Facility: Reflects additional Facility allocations for the following programs:
 - REED = \$31,141
 - UC = \$55,597
 - Voluntary Transfer from Youth Co-Op for parking at Little Havana totaling \$27,900:
 - \$5,500 from Reed Contract Amount
 - \$22,400 from WIA Adult Training and Support Services
- Training and Support Services: Reflects requests from service providers to transfer a portion of their Contract funds to Training and Support Services as well as a request from Youth Co-Op to transfer a portion of their allocation in this category to the facility budget (\$22,400), net effect totaling \$18,776.

Explanation of Significant Budget Variances

- Refugee Services (page # 11) is under anticipated projections by 38.24%. This variance can be attributed to some service partners not drawing down 100% of their funds because they did not produce the contracted unit of service for the contract that ended 9/30/08.
- Training and Support Services is significantly low, 27.06% vs. 58.33% (page 3). This is a category that is always closely monitored due to the constant low expenditure rates. Historically, expenditure rates increase significantly at the end of the fiscal year.

3B. Finance Reports for February 2009

Mr. Alonso presented the finance report for February 2009

The new report format is meant to capture adjustments made to the Board approved budget throughout the year. Adjustments may include:

- Funding changes made by the State,
- Board approved contract allocation and de-obligations, and
- Provider-requested transfers from Contract funds to Training and Support Services

February Adjustments

Revenue:

- AWI- Reflects an additional \$358,310 in award dollars received from the State for REA and a \$13,633 decrease in Unemployment Compensation (July-December) funding that was under utilized, net effect of \$344,677.

- Carry forward- Reflects adjustment from budgeted carry forward amount and actual carry forward now that the audit is complete totaling \$1,749,508.
- Reed Act - Reflects additional \$44,532 in award dollars received from the State.

Expenses:

- Adult Services: Reflects additional SER-Jobs allocation for the remainder of the fiscal year totaling \$596,497.
- Refugee Services: Reflects a transfer of \$4,325 from Training and Support Services back to the contract, as requested by the service provider.
- Youth Services: Reflects transfers of \$19,250 from contract funds to Training and Support Services, as requested by the service providers.
- Training and Support Services: Reflects requests from service providers to transfer a portion of their Contract funds to Training and Support Services or vice versa (see above, Refugee and Youth Services) totaling \$14,925.

Explanation of Significant Budget Variances

- Refugee Services (page # 11) is under anticipated projections by 43.20%. This variance can be attributed to some service partners not drawing down 100% of their funds because they did not produce the contracted unit of service for the contract that ended 9/30/08. The expenditure rate for the new contract period beginning in October 08 is also low.
- Training and Support Services is significantly low, 33.90% vs. 66.67% (page 3). This is a category that is always closely monitored due to the constant low expenditure rates. Based on historical analysis, expenditure rates increase significantly in April, May and June.

4. SFWIB Accounting Policy and Procedures

Annually, SFWIB staff reviews and updates the SFWIB Accounting Policies and Procedures to reflect changes suggested by the Agency for Workforce Innovation (AWI) Internal Control Questionnaire and other procedural changes implemented to improve the internal control environment.

1. Section III.A. INTERNAL Control, Pages 13 & 14
 - Changed to reflect controls suggested by AWI in their Internal Control Questionnaire
2. Section IV.B. CASH RECEIPTS – OSMIS DRAW REQUESTS, Pages 20 & 21
 - Changed to reflect current job responsibilities among the Accounting staff.
3. Section IV.C. OTHER CASH RECEIPTS, Page 22
 - Changed to require daily deposit of cash receipts
4. Section IV.F. RECONCILIATION OF CASH, Pages 26 & 27
 - Changed to require that Bank reconciliations be included in the Finance Committee agendas
5. Section IV.H. INTEREST, page 29
 - Changed to update procedures to returning interesting income to AWI as per instructions received from AWI grants management.
6. Section V.B. BUDGETING – MONITORING, Pages 30 & 31
 - Changed to reflect new financial reporting methodology in which both the original and adjusted budgets are reflected in the monthly financials.
7. Section VII.A. PURCHASING, Pages 36 to 38
 - Various changes to improve the internal controls over the procurement process and to require that the Executive Director approve all purchase requests.
8. Section VII.B. ENCUMBRANCES, Page 39
 - Various changes to correct procedures in line with current practices.
9. Section VII.C. ACCOUNTS PAYABLE, Pages 40 to 42
 - Various changes to clarify the approval process for purchase orders ant to annual budget appropriations.

10. Section XII.A. MONTH-END CLOSING PROCEDURES, Pages 60 to 62

- Various changes to specify the due dates for the monthly closing process.

Mr. Alonso noted that most changes were procedural, and not policy issues.

One item to note is that the Finance committee will now review bank reconciliations. He added as well that there were many changes to the procurement process. The onus is now on the Executive Director and the Board.

Mr. Roberto Datorre moved approval of the revisions of the SFWIB Accounting Policy and Procedures. Mr. Willie Carpenter seconded the motion and the motion carried.

5. Recommendation to Accept American Recovery and Reinvestment Act 2009 Stimulus Funding

Mr. Willie Carpenter moved approval to authorize staff to accept American Recovery and Reinvestment Act of 2009 Funding, as set forth in the item to include the requirement to have quarterly review meetings to review the spending. Mr. Roberto Datorre seconded the motion and the motion carried.

6. Recommendation to Accept American Recovery and Reinvestment Act 2009 Stimulus Budget

Mr. Beasley noted that when the plan is approved by the full board, then the budget will be submitted for approval. Fifty percent must be spent on training.

Mr. Adrover inquired as to the ages of the un-employed in our area. Mr. Beasley said that he was not able to get the information by zip code. He expects to get the data by ethnicity and also by census tract.

Mr. Adrover noted that Miami-Dade and Monroe counties have lower un-employment than the other areas of the state.

Mr. Beasley asked who we are not counting by using census tract numbers.

Mr. Datorre commented that many people lost jobs and they are now under-employed.

Mr. Carpenter inquired about the formula used regarding the \$165Million. Mr. Beasley responded that he would bring the information to the next meeting.

The meeting adjourned at 10:00am.



2.B

SFWIB - Finance Committee

October 15, 2009

Minutes of SFWIB Finance Committee Meeting
April 16, 2009

South Florida Workforce Investment Board
Finance Committee Meeting
April 16, 2009, 8:00 A.M.
Doubletree Miami Mart/Airport Hotel and Exhibition Center
711 NW 72nd Avenue, Salon E, Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
7. Jeff Bridges, <i>Chairperson</i> 8. Robert Datorre 9. Ramiro Inguanzo	10. Bernardo Adrover 11. Willie Carpenter 12. Charles Gibson SFW STAFF Alonso, Gustavo Uptgrow, Madalyn	Acedo, Maleidy – <i>Youth Co-Op, Inc.</i> Cambronne, Robert – <i>Youth Co-Op, Inc.</i> Milian, Delia – <i>City of Hialeah</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i>

Agenda items are displayed in the order they were discussed.

4. Call to Order and Introductions

Mr. Jeff Bridges called the meeting to order at 8:20 a.m. Introductions of those in attendance were provided. He noted that a quorum was not achieved.

5. Approval of Finance Committee Meeting Minutes of April 2, 2009

Due to lack of a quorum the minutes were not approved.

6. SFWIB 2009-2010 Budget Discussion

Mr. Bridges noted that as a quorum was not achieved, the SFWIB 2009-2010 budget discussion was tabled to the next meeting of the Committee.

7. Recommendation as to Approval of American Recovery and Reinvestment Act 2009 Budget

Mr. Bridges asked Gustavo Alonso, SFWIB Finance Director to present the item.

Mr. Alonso began with the attachment: “Budget-Funding and Allocations Assumptions, May 1, 2009 to June 30, 2010.”

There was discussion concerning the background for the assumptions, and how the funds may be spent.

Mr. Alonso noted that the assumptions were prepared by the Executive Director, Rick Beasley and staff, and aligned with the vision for the organization.

He added that after headquarter (Programs & Administration), Training & Support Services, and Career Center Facility Costs are deducted, the balance of approximately \$12.4 Million, is distributed to contracts and AWI staff.

Mr. Roberto Datorre asked when the funds must be spent and is a plan in place.

Mr. Alonso responded that a request is to be brought before the Board later in the day requesting that the Miami-Dade County School Board provide the youth services. There is no recommendation to release an RFP.

Mr. Roberto Datorre asked if there would be recommendations regarding funding for other programs?

[Rick Beasley arrived.]

Mr. Beasley responded that the providers of adult services would receive funds proportionally to their current funding.

Staff distributed the "Accelerate South Florida: 2009 American Recovery and Reinvestment Act Action Plan.

Mr. Beasley presented the report and noted that SFWIB is in good shape, with some adjustments necessary. There are approximately 2,600 youth registered on the SFW website for the summer program. He added that there will be a tracking system before the program begins.

There was discussion regarding estimating the preparedness of the providers, and suggestions such as distributing a survey.

Mr. Bridges asked if there were any questions on the budget. Hearing none, the meeting was adjourned.

The meeting was adjourned at 9:00am.



2.C

SFWIB - Finance Committee

October 15, 2009

**Minutes of SFWIB Finance Committee Meeting
June 18, 2009**

South Florida Workforce Investment Board
 Finance Committee Meeting
 June 18, 2009, 8:00 A.M.
 Doubletree Miami Mart/Airport Hotel and Exhibition Center
 711 NW 72nd Avenue, Salon E, Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
13. Bernardo Adrover, <i>Chairperson</i> 14. Gibson, Charles ADDITIONAL SFWIB MEMBERS IN ATTENDANCE 15. West, Alvin	16. Bridges, Jeff 17. Carpenter, Willie 18. Datorre , Robert 19. Inguanzo, Ramiro SFW STAFF Beasley, Rick Alonso, Gustavo Uptgrow, Madalyn	Adderly, Kevin Cela, Jose Conrad, Martha, CPA, Law, Redd, Crona & Munroe, P.A. Ferguson, Thomas Howell Vickers, Nisha, CPA, Law, Redd, Crona & Munroe, P.A.

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Mr. Bernardo Adrover, Finance Committee Chair, called the meeting to order at 8:16 a.m. Introductions of those in attendance were provided. He noted that a quorum was not achieved.

2. Approval of Finance Committee Meeting Minutes of April 2, 2009 and April 16, 2009

Due to lack of a quorum the minutes were not approved.

3A. April 2009 Financial Report

Mr. Alonso presented the report on the un-audited financial report for the period July 1, 2008 through April 30, 2009.

Mr. Alonso began with the notes that accompany the report.

The new report format is meant to capture adjustments made to the Board approved budget throughout the year. Adjustments may include:

- Funding changes made by the State,
- Board approved contract allocation and de-obligations, and
- Provider-requested transfers from Contract funds to Training and Support Services

April Adjustments

Revenue (Funding):

- DCF Revenues- Reflects an additional \$3,145,707 in enhancements for the Refugee Grant, accepted by the Board on 4/16/09.

Expenses (Allocations):

1. Headquarter Costs: Reflects:
 - A \$745,707 allocation from the Refugee grant, and

- A \$62,834 allocation from the Disability Navigator program.
- 2. Facility Costs: Reflects \$33,000 allocation from Disability Navigator funds.
- Training and Support Services: Reflects additional award of \$2.4 Million for On the Job Training for the Refugee program participants.

Explanation of Significant Budget Variances

- Refugee Program expenditures (page # 11) are under budget by 13% (83% vs 70%). This variance can be attributed to various service partners not drawing down 100% of their allotted funds for the contract that ended 9/30/08.
- Training and Support Services expenditures (page 3) are under budget by 44%. This variance can be attributed to:
 - The new OJT Refugee allocation that was approved by the Board on 4/16/09 totaling \$2.4M, which the service providers have until 9/30/09 to expend,
 - A low expenditure rate of 49% for funding streams other than the Refugee program. Historically, training and support service expenditures increase significantly in May and June.

3B. April 2009 American Recovery and Reinvestment Act (ARRA) Financial Report

Mr. Alonso presented the report on the un-audited ARRA financial report for the month ending April 30, 2009.

4. Informational - April 2009 Cash Reconciliations

Mr. Alonso presented cash reconciliations for the month ending April 30, 2009.

5. Review of the 2008/2009 Financial Monitoring Report

Mr. Alonso noted that participating via telephone were: Nisha Vickers, CPA, and Martha Conrad, CPA (the team leader), from the firm of Law, Redd, Crona & Munroe, P.A.

Thomas Howell Ferguson (THF) was engaged by the Agency for Workforce Innovation (AWI) to perform its financial monitoring review of SFWIB with during the period May 19, 2009 – May 22, 2009. The consulting service was with their sub-contracted firm of Law, Redd, Crona & Munroe, P. A.

Ms. Vickers noted that there were no findings and no observations in their report of the financial review of SFWIB.

Mr. Adrover congratulated Mr. Beasley and staff, and asked is how many RWBs also had no findings or observations. Ms. Vickers responded that there were probably five regions also without any findings or observations.

Ms. Vickers noted that it was not an audit, but a consulting service to fulfill AWI's financial monitoring requirements.

Mr. Alvin West asked how this monitoring relates to an audit. Ms. Vickers replied that when and audit is conducted, other monitoring reports are requested so as to possible previous areas of concern.

6. Informational – SER-Jobs for Progress, Inc.

Mr. Rick Beasley, SFWIB Executive Director, provided the report.

As per contractual obligations, Service Partners or Contractors are required to have performed an annual certified public accountant's opinion and related financial statements in accordance and compliance with the State of Florida requirements and the U.S. Office of Management and Budget (OMB) Circulars A-122 and A-133. The independent audit reports are to be submitted within the

earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency.

SER-Jobs for Progress, Inc. independent audit report was to be submitted to SFWIB on or before March 31, 2009; as of June 10, 2009, SFWIB has not yet received the report; thus, SER is in breach of contract.

Mr. Jose L. Cela, SER's President, notified SFWIB via e-mail on Tuesday, March 31, 2009, the estimated time of submission of the report to be within 30 to 60 days. On June 10, 2009, a reminder e-mail was sent to Mr. Cela indicating the report has not yet been submitted nor have SFWIB heard from SER regarding this matter. Mr. Cela responded via e-mail on June 10, 2009, that a letter with details on the subject would be submitted by the close of business June 11, 2009 to SFWIB.

Mr. Beasley noted that this is a federal issue, not just an SFWIB issue.

Mr. Adrover asked for a recommendation to take to the full Board. Mr. Beasley replied that there are many concerns and he would meet with the SER-Jobs for Progress, Inc. Chair before a recommendation is submitted.

Mr. West asked whether SFWIB is operating according to OMB, and what is SFWIB's obligation.

Mr. Kevin E. Adderly, Partner, Sharpton, Brunson & Company, P.A., noted that as grantor agency responsibility to find out what is happening, and an extension may be approved. In his opinion SFWIB is performing in concurrence with the OMB circular.

Mr. Beasley noted that the financial stability and internal controls of the organization are important to know before an organization is funded by SFWIB.

Jose Cela apologized and noted that their previous audits have been provided, and this began with their auditor regarding whether or not a line of credit would be extended, which it was to give the auditor time to complete audit. The audit firm wanted to see what the financial institution would do.

He added that the financial institution wants the audit to approve the line of credit, and the auditor wants to hear from the bank before releasing the audit.

8. Recommendation as to Approval to Allocate Welfare Transition Non-Custodial Parent Funds

Mr. Rick Beasley, SFWIB Executive Director, provided the report, and it was the consensus of the Members present to forward the item to the full Board.

9. Recommendation as to Approval to Renew Professional Services Agreement with Sharpton, Brunson & Company, P.A.

It was the consensus of the Members present to recommend the renewal of the Professional Services Agreement with Sharpton, Brunson & Company, P.A. for an amount not to exceed \$130,000 and to forward the item to the full Board.

7. Recommendation as to Approval of SFWIB 2009-10 Budget/Allocations

Mr. Rick Beasley, SFWIB Executive Director, provided the report, and it was the consensus of the Members present to forward the item to the full Board.

Mr. Beasley requested approval to use shift stimulus funding by \$1.3million to increase allocations to the Career Centers.

It was the consensus of the Members present to forward the item to the full Board.

Mr. Adrover asked if there was any new business. Hearing none the meeting was adjourned at 9:26am.



2.D

SFWIB - Finance Committee

October 15, 2009

Minutes of SFWIB Finance Committee Meeting
August 4, 2009

South Florida Workforce Investment Board
Finance Committee Meeting
August 4, 2009, 10:00 A.M.
South Florida Workforce Investment Board
7300 Corporate Center Dr., Suite 500, Conf. Room 3
Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	SFW STAFF
20. Piedra, Obdulio, <i>Chairperson</i> 21. Adrover, Bernardo 22. Datorre, Robert	23. Bridges, Jeff 24. Carpenter, Willie 25. Gibson, Charles A. 26. Inguanzo, Ramiro	Beasley, Rick Alonso, Gustavo Glancy, Anne Gonzalez, Francis Parodi, Silvio OTHER ATTENDEES Adderly, Kevin – <i>Sharpton, Brunson, & Co.</i> Cela, Jose – <i>SER, Jobs for Progress, Inc.</i>

Agenda items are displayed in the order they were discussed.

8. Call to Order and Introductions

Mr. Obdulio Piedra, Committee Chairperson, called the meeting to order at 10:12 a.m. Introductions of those in attendance were provided. He noted that a quorum was not achieved.

9. Approval of Finance Committee Meeting Minutes of April 2, 2009, April 16, 2009, and June 18, 2009

Due to lack of a quorum the minutes were not approved.

10. Finance Reports

3A. June 2009 Financial Report

Mr. Rick Beasley, SFWIB Executive Director, presented the report beginning with the notes on page 2 of the financial report for the period of July 1, 2008, through June 30, 2009, (unaudited).

The financial reports capture adjustments made throughout the year to the Board approved budget. Adjustments may include:

- Funding changes,
- Board-approved contract allocations and de-obligations, and
- Provider-requested transfers from Contract funds to Training and Support Services.

June Adjustments Expenses (Allocations)

This month \$735,816 of HQ allocations, \$49,249 of Career Center Services, \$45,000 of Facility Costs, and \$600,000 of Other Programs and Contracts were transferred to SAMS as obligations in order to certify forward Welfare Transition funding for next fiscal year.

Explanation of Significant Budget Variances

- Headquarter Costs (page 3) were under utilized by 12.56%. This budget has been closely monitored throughout the year and expenditures were made on an as needed basis. Also, the refugee enhancement funding increased this expense category; the unused portion of these funds will carry forward until 9/30/09.
 - Refugee Program expenditures (page 11) are under budget by 38% (100% vs. 62%). This variance can be attributed to various service partners not drawing down 100% of their allotted funds for the contract that ended 9/30/08. Current contract expenditures are also low, but carry forward until the contract ends on 9/30/09.
 - Career Center-Youth Services are under budget by 12.89% (page 3). At this point, service partners have 30 calendar days from June 30th to submit their final reimbursement requests with their close-out packages. All unexpended funds will be carried forward into the new year.
 - Training and Support Services expenditures (page 3) are under budget by 47.32%. This variance can be attributed to:
 - The new OJT Refugee allocation that was approved by the Board on 4/16/09 totaling \$2.4M, which the service providers have until 9/30/09 to expend,
 - A low expenditure rate of 65% for funding streams other than the Refugee program.
 - For the most part, all unexpended funds will be carried forward into the new year.
 - Other Programs and Contracts expenditures (page 3) are under budget by 37.52%. This variance is attributed to new awards awarded within the past month for Early Learning Coalition \$350K and Miami Dade College-Future Bankers Camp- \$20K. It is anticipated that these awards will materialize before year end.
- * Please note- this closing was done for reporting purposes to the State and to the Finance Committee. We will reopen the fiscal year to try to capture any information that was not available at the time of closing, since Service Partners have until 7/30/08 to submit any invoices.

Mr. Beasley noted that he would be meeting with the Chair concerning the budget. He also added that he had a concern regarding carry-forward amounts which may create a shortage in the Dislocated Worker category. If necessary, the Dislocated Worker contracts could be amended.

3B. June 2009 ARRA Financial Report

Mr. Rick Beasley, SFWIB Executive Director, presented the report on the ARRA Financial Report for the period April 1, 2009, through June 30, 2009 (unaudited).

SFWIB will be awarding the remaining stimulus funds and will report as the SFWIB Training Expo is finalized.

SFWIB is the only Workforce Board with an agreement with a government agency for employment and training for all capital improvement projects in Miami-Dade County.

Mr. Beasley provided an overview of the digital system created through the Employ Florida system to identify persons in designated targeted areas (DTA) available to fill vacancies.

11. June 2009 Cash Reconciliation Report

Mr. Gustavo Alonso, SFWIB Finance Director, reported that the two checking accounts, one for the general accounts, and one for the escrow account were reconciled.

12. Discussion – SER-Jobs for Progress, Inc. Fiscal Monitoring Report

Mr. Beasley noted that the corrective action from SER-Jobs for Progress, Inc. had not yet been received, although they still have 10 days remaining. He added that the situation has improved, but not yet to an acceptable level. There is no action to be taken at this time.

Mr. Jose Cela, President of SER-Jobs for Progress, Inc., presented an update on the status of the requested information.

Ms. Frances Gonzalez, SFWIB office of Continuous Improvement, noted that once updated financials are received, a revised summary would be prepared.

Mr. Piedra requested that this item be included on the SFWIB agenda.

13. Informational – Independent Audit Status (Sharpton, Brunson and Company, P.A.)

Mr. Kevin Adderly, Partner, Sharpton, Brunson, & Co., reported that the planning for the upcoming audit for SFWIB has been completed and field work would begin the following day.

Mr. Piedra asked staff to consider a combined Executive and Finance Committee, and asked Mr. Adderly if that is permitted as far as the audit process is concerned. Mr. Adderly suggested that the Board discuss this issue with the Assistant Miami-Dade County Attorney.

Mr. Piedra asked if there were any questions or comments. Hearing none, the meeting was adjourned.

The meeting adjourned at 11:10am.



2.E.

SFWIB - Finance Committee

October 15, 2009

Minutes of SFWIB Finance Committee Meeting August 20, 2009

South Florida Workforce Investment Board
 Finance Committee Meeting
 August 20, 2009, 8:00 A.M.
 South Florida Workforce Investment Board
 7300 Corporate Center Dr., Suite 500, Conf. Room 3
 Miami, FL 33126

<p>COMMITTEE MEMBERS IN ATTENDANCE 27. Piedra, Obdulio, <i>Chairperson</i> 28. Adrover, Bernardo 29. Gibson, Charles A. 30. Inguanzo, Ramiro</p>	<p>COMMITTEE MEMBERS NOT IN ATTENDANCE 31. Bridges, Jeff 32. Carpenter, Willie 33. Datorre, Robert</p> <p>SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine</p>	<p>OTHER ATTENDEES Cela, Jose – <i>SER, Jobs for Progress, Inc.</i> Corisobis, Manny – <i>SER, Jobs for Progress, Inc.</i> Milian, Dalia – <i>City of Hialeah</i> Milian, Delia - <i>City of Hialeah</i> Pichardo, Jorge – <i>Youth Co-Op, Inc.</i> Twigg, David – <i>FIU Gordon Inst.</i></p>
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Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

As the committee Chair, and Vice-Chair were not present, Mr. Bernardo Adrover, SFWIB Chairperson, called the meeting to order at 8:15 a.m. Introductions of those in attendance were provided. He noted that a quorum was not achieved.

2. Approval of Finance Committee Meeting Minutes of April 2, 2009, April 16, 2009, June 18, 2009, and August 4, 2009

Due to lack of a quorum the minutes were not approved.

3. Finance Reports

3A. June 2009 Financial Report

The un-audited financial report for the months ending June 30, 2009 was presented by Mr. Gustavo Alonso, SFWIB Finance Director.

Mr. Alonso began with the accompanying notes to the financial report for the period of July 1, 2008 through June 30, 2009.

He noted that the financial reports captures adjustments made throughout the year to the Board approved budget, and those adjustments may include:

- Funding changes,
- Board-approved contract allocations and de-obligations, and
- Provider-requested transfers from Contract funds to Training and Support Services.

June Adjustments

Expenses (Allocations):

This month \$735,816 of HQ allocations, \$49,249 of Career Center Services, \$45,000 of Facility Costs, and \$600,000 of Other Programs and Contracts were transferred to SAMS as obligations in order to certify forward Welfare Transition funding for next fiscal year.

Explanation of Significant Budget Variances

- Headquarter Costs (page 3) were under utilized by 12.56%. This budget has been closely monitored throughout the year and expenditures were made on an as needed basis. Also, the refugee enhancement funding increased this expense category; the unused portion of these funds will carry forward until 9/30/09.
- Refugee Program expenditures (page 11) are under budget by 38% (100% vs. 62%). This variance can be attributed to various service partners not drawing down 100% of their allotted funds for the contract that ended 9/30/08. Current contract expenditures are also low, but carry forward until the contract ends on 9/30/09.

[SFWIB Executive Director, Mr. Rick Beasley arrived.]

- Career Center-Youth Services are under budget by 12.89% (page 3). At this point, service partners have 30 calendar days from June 30th to submit their final reimbursement requests with their close-out packages. All unexpended funds will be carried forward into the new year.
- Training and Support Services expenditures (page 3) are under budget by 47.32%. This variance can be attributed to:
 - The new OJT Refugee allocation that was approved by the Board on 4/16/09 totaling \$2.4M, which the service providers have until 9/30/09 to expend,
 - A low expenditure rate of 65% for funding streams other than the Refugee program.

For the most part, all unexpended funds will be carried forward into the new year.

- Other Programs and Contracts expenditures (page 3) are under budget by 37.52%. This variance is attributed to new awards awarded within the past month for Early Learning Coalition \$350K and Miami Dade College-Future Bankers Camp- \$20K. It is anticipated that these awards will materialize before year end.

Mr. Alonso ended the report by noting that this closing was done for reporting purposes to the State and to the Finance Committee. We will reopen the fiscal year to try to capture any information that was not available at the time of closing, since Service Partners have until 7/30/08 to submit any invoices.

Mr. Adrover noted that the report had been reviewed before and in the interest of time moved on to the next item.

[The committee Chair, Mr. Obdulio Piedra arrived.]

3B. June 2009 ARRA Financial Report

Mr. Rick Beasley, SFWIB Executive Director, noted that this report is the same as the report presented at the last meeting.

Mr. Alonso noted that SFWIB reports to the State on a monthly basis. The final reports have been reported, but they are not audited reports, and changes would need to be made at that time.

[Mr. Bernardo Adrover left the meeting.]

4. Recommendation as to Approval of America Recovery and Reinvestment Act Allocations

Mr. Beasley presented the item and noted that a change was made to the item as Transition, Inc. was removed from the allocations list.

He then noted that SFWIB staff requests that the Finance Committee recommend to the Board the approval of the American Recovery and Investment Act Allocation of \$2.9Million on the program side and on the training side \$6.9Million, as set forth in the item.

Mr. Piedra noted that it was the consensus of the members present to forward the item to the full Board with the noted changes.

[Mr. Ramiro Inguanzo arrived.]

5. Recommendation to Accept Employ Florida Healthcare Initiative Funding

Mr. Beasley noted that SFWIB is one of four regions in the state to receive \$500,000 from Employ Florida for healthcare initiative funding. SFWIB staff worked with Jackson Health System and the Healthcare Corporation of America (HCA) in developing the proposal submission.

Mr. Piedra noted that it was the consensus of the members present to forward the item to the full Board.

Mr. Piedra asked how many persons would be served by the approval of \$5.6M and \$2.9M for agenda item #4. Mr. Beasley explained that there are many outcomes possible for each initiative, and he would provide the information when he returns to his office.

That completed the agenda.

Mr. Piedra asked whether the annual audit process had begun and Mr. Alonso responded that the audit began immediately following the last Finance committee meeting, and also noted that the auditors would be sending to all SFWIB members a "Related Party" letter.

The meeting adjourned at 8:40am.



3.A

SFWIB – Finance Committee

August 20, 2009

August 2009 Financial Report

BACKGROUND

The un-audited financial report for the months ending August 31, 2009 will be reviewed.

Attachments



3.B

SFWIB – Finance Committee

August 20, 2009

August 2009 ARRA Financial Report

BACKGROUND

The un-audited ARRA financial report for the month ending August 31, 2009 will be reviewed.

Attachment



4.

SFWIB – Finance Committee

October 15, 2009

Cash Reconciliation for the Months of August and September

Informational

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 the Committee.

The cash reconciliations for the months ending August and September will be reviewed.

Attachments



5.

SFWIB – Finance Committee

October 15, 2009

Recommendation as to Approval to Accept and Allocate Reemployment and Eligibility Assessment (REA) Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommends to the Board the approval to authorize staff to accept and allocate the Reemployment and Eligibility Assessment (REA) funds, as set forth below.

BACKGROUND

On August 31, 2009 Workforce Florida Inc. (WFI) awarded SFWIB an additional \$510,720 in Reemployment and Eligibility Assessment (REA) funds for the period July 1, 2009 to March 31, 2010. The REA program assists unemployed workers to find jobs through early intervention and personalized assistance with work search plans and other serviced through the Career Centers.

CAREER CENTER	TOTAL CASES**	% of Region	ALLOCATION BASED ON CASELOAD
			\$510,720
Hialeah Gardens	1,164	10.45%	\$35,741
West Dade	1,763	15.82%	\$54,134
Hialeah Downtown	881	7.91%	\$27,052
Carol City	900	8.08%	\$27,635
Little Havana	952	8.54%	\$29,232
Miami Beach	1,058	9.49%	\$32,486
North Miami Beach	1,124	10.09%	\$34,513
Perrine	1,185	10.63%	\$36,386
Homestead	746	6.69%	\$22,906
Northside	1,371	12.30%	\$42,097
Subtotal	11,144	100.00%	\$342,182
Monroe	797	6.70%	\$34,218
HQ		12.40%	\$63,329
Facilities		13.90%	\$70,990
Total	11,941	100%	\$510,720

** REA's assessments completed up to September 30, 2009



6.

SFWIB – Finance Committee

October 15, 2009

Recommendation as to Approval to Allocate Welfare Transition Non-Custodial Parent Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommends to the Board the approval to allocate Welfare Transition Non-Custodial Parent funds not to exceed \$73,328, as set forth below.

BACKGROUND

Gulf Coast Jewish Family Services, Inc., d/b/a Gulf Coast Community Care is legislatively appropriated Welfare Transitions funds to operate the Non-Custodial Parent Employment Program in Miami-Dade County, with the funds being administered by the SFWIB.

Gulf Coast Jewish Family Services, Inc., d/b/a Gulf Coast Community Care has been operating the Non-Custodial Parent Employment Program under a contract with SFWIB using Welfare Transition Non-Custodial Parents Program funds.

There is approximately \$73,328.000 in unobligated Welfare Transition Non-Custodial Parent Program funds available. Therefore, an allocation of \$73,328.00 in unobligated Welfare Transition Non-Custodial Parents Program funds to Gulf Coast Jewish Family Services, Inc., d/b/a Gulf Coast Community Care is recommended.



7.

SFWIB – Finance Committee

October 15, 2009

Recommendation as to Approval to Allocate TANF Carry-Forward Funds

RECOMMENDATION

SFWIB staff recommends that the Finance Committee recommends to the Board the approval to authorize staff to allocate TANF Carry-forward funds, as set forth below.

BACKGROUND

On June 18, 2009 the South Florida Workforce Investment Board approved Fiscal Year 2009-10. The approved budget includes \$ 1,343,595 in TANF carry-forward funds. Following the end of the 2008-09 Fiscal Year, based on the financial closeout the actual carry-forward funds are \$ 2,815,891.68, an increase of \$ 1,472,297 from the amount budgeted.

The attached schedule shows the budgeted and actual carry-forward amounts by funding stream. Staff recommends the following allocations:

1. Allocate the \$1,472,297 TANF program surplus as follows:

Project	Project Description	Amount
Monroe County	Monroe County is allocated 6.7 percent of funds as approved by the interlocal agreement.	\$88,338
Take Stock In Children	The allocation to purchase college scholarship for low-income children and administrative cost.	\$450,000
Elevate Miami	This project involves basic computer skills training for low income families.	\$300,000
SFWIB Digital Divide	The funds will be used to provide internet access, training, and refurbished computers to low income families.	\$88,000
Refugee Employment / TANF Enhancement	The funds will be used to retain the staff that is currently servicing to the refugee/TANF population.	\$545,959