



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: October 20, 2016 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

June 23, 2016 at 8:00am

Doubletree by Hilton Miami Airport Hotel & Exhibition Center

711 NW 72nd Avenue

Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Bridges, Jeff 4. Datorre, Roberto 5. Montoya, Rolando 6. Scott, Kenneth 	<ol style="list-style-type: none"> 7. Adrover, Bernardo 8. Davis- Raiford, Lucia 9. Socorro, Ivonne <p>SFW STAFF Alonso, Gustavo Garcia, Christine</p>	<p>Gilbert, David – <i>City of Miami Center</i></p> <p>Fauchaner, Maria – <i>New Professional Technical Insitute</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance and Efficiency Council Vice-Chairman called the meeting to order at 8:25am asked the members present introduce themselves. Quorum had been achieved.

2. Approval of the Finance and Efficiency Council Meeting Minutes

Mr. Kenneth Scott moved the approval of April 21, 2016 meeting minutes. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

3. Information – Financial Report – April 2016

Vice-Chairman Perez introduced the item and SFWIB Assistant Director of Finance presented the following:

Budget Adjustment:

Revenues:

- There were no revenue adjustments

Expenses:

- Youth Services decreased by \$28,014
- Set asides decreased by \$120k
- Unallocated costs increased by \$85k
- Other programs increased by \$205k
-

Explanation of Significant Variances

1. Training and Support Services – low at 25.5% versus 83.33%
2. Other Programs and Contracts are 10.4% versus 83.33%

Mr. Alonso additionally reviewed with the Council the agency summaries.

Dr. Montoya needed an explanation as to how the agency achieved below 23 points in headquarters and facility costs (at the range of 60%). Mr. Alonso explained that the agency runs a very “conservative shop” and further explained when capital budget is expended. He noted an example of the agency not filling a few vacant positions to cut back on cost.

Mr. Datorre inquired about staffing as he wanted to know whether the vacant positions are no longer needed. Mr. Alonso gave an example of a Policy Coordinator position that had been filled by former employee, Phillip Edwards and that is currently vacant. Mr. Alonso further explained that at one point, Executive Director Rick Beasley had been working weekends to complete agendas.

Mr. Datorre inquired about unused funds. Staff responded it is carried over. Dr. Montoya noted there will be a huge role over of funds in the amount of \$18 million.

Mr. Scott asked whether Phillip Edwards is still working for CSSF. Mr. Alonso responded, “No” and noted that his former position has been vacant for several years.

Mr. Perez inquired about person completing the tasks for this position and Mr. Alonso responded Cheri Kavehersi. Mr. Perez further asked who completed the functions of the Policy Coordinator position immediately after Mr. Edward’s resignation. Mr. Alonso and Comp Controller Christine Garcia responded Frances Gonzalez. They both explained that she coordinated all Requests for Proposals and Mr. Beasley managed the agenda processes. He additionally noted that other duties were spread out to other staff as there were two to three people the task of this position.

Mr. Scott emphasized the importance of filling positions to offset the workload of other staff members.

Dr. Montoya inquired about the programmatic expenses and Executive Director Rick Beasley further explained.

Mr. Perez asked whether carry-over funds could be used to hire additional staff and Mr. Beasley gave details regarding current vacant positions that would potentially be filled such as the Program Monitor position, Contracts Officer position, Business Services Manager position. He provided further details.

No further questions or discussions.

4. Information – Bank Reconciliation – May 2016

FEC Chairman Perez introduced the item and Mr. Alonso further presented the report.

Dr. Montoya inquired about the acceleration of payment which he commented is considered normal towards the end of the program year. He wanted to verify additional information on revenue and expenses.

Dr. Montoya asked whether there will be increase in revenue towards the month of June. Mr. Beasley explained there will be more “draw down” during that particular month. He additionally noted both expenditures and revenue will increase.

[Joe Chi arrived]

Mr. Perez inquired about the budget committee members and staff responded Jeff Bridges, Dr. Rolando Montoya, Obdulio Piedra.

Mr. Perez inquired about an item related to the Department of Children and Families (DCF). Mr. Beasley responded that the item would be heard before the full Board.

5. Recommendation as to Approval to the 2016-2017 Budget

Mr. Beasley presented.

Someone from the audience inquired about the acronym ITA. Mr. Beasley responded Individual Training Account (ITA). Mr. Beasley responded Individual Training Accounts.

Mr. Roberto Datorre moved the approval of the 2016-2014 Budget. Motion seconded by Joe Chi seconded; **Motion Passed Unanimously**

6. Recommendation as to Approval to Allocate \$235,600 to the City of Miami for the Ready to Work Employment Program

Vice-Chairman Perez introduced the item and Mr. Alonso responded that the item would be removed as the City of Miami no longer needs the funds.

Mr. Beasley asked what would happen to the funds. Mr. Alonso responded that it would be potentially be allocated to the Summer Youth Employment program since the funds cannot be carried-over.

[ITEM REMOVED]

7. Recommendation as to Approval to De-obligate and Re-allocate Refugee Employment and Training (RET) Program Transportation Funds.

Mr. Alonso presented the item.

Vice-Chairman Bridges moved the approval to de-obligate and re-allocate refugee employment and training (RET) program Transportation funds. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

8. Recommendation as to Approval to Allocate funds to Miami-Dade County Parks, Recreation and Open Spaces for the Fit2Lead Internship Program

Vice-Chairman Perez introduced the item and Mr. Alonso further presented.

SFWIB Chairman Bridges asked whether if this is a summer program. Someone from the audience responded that it is possibly a year round program.

Mr. Datorre inquired about the reason for rolling over funds and Mr. Alonso explained that the launch of this program had been delayed.

Mr. Kenneth Scott moved the approval to allocate funds to Miami-Dade County Parks Recreation and Open Spaces for the Fit2Lead Internship Program; Motion Seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

9. Recommendation as to Approval to Allocate funds to Experience Aviation, Inc. For the SAFEE Aviation Summer Camp Program

Vice-Chairman Perez inquired about this item being brought before the Council for amount seemingly small. Staff further explained.

Vice-Chairman Bridges moved the approval to allocate funds to Experience Aviation, Inc. for the SAFEE Aviation Summer Camp Program. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

There being no further business to come before the Council, the meeting adjourned at 9:11am.



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2B

DATE: October 20, 2016 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

August 18, 2016 at 8:00am
 Doubletree by Hilton Miami Airport Hotel &
 Exhibition Center
 711 NW 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Bridges, Jeff 2. Datorre, Roberto 3. Davis-Raiford, Lucia 	<ol style="list-style-type: none"> 4. Adrover, Bernardo 5. Gibson, Charles A, <i>Chairman</i> 6. Perez, Andy, <i>Vice-Chairman</i> 7. Scott, Kenneth <p>SFW STAFF Alonso, Gustavo Garcia, Christine</p>	<p>Thompkins, Carshena – BCA Watson Rice, LLP</p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

SFWIB Vice-Chairman Jeff Bridges called the meeting to order at 8:45am, asked the members present introduce themselves and noted that a quorum had not been achieved.

2. Approval of the Finance and Efficiency Council Meeting Minutes of June 23, 2016

Deferred due to lack of quorum

3. Information – Financial Report – June 2016

Vice-Chairman Perez introduced the item and SFWIB Assistant Director of Finance presented the following:

Budget Adjustment:

Revenues:

- There were no revenue adjustments

Expenses:

- Adult Services increased by \$29,037
- Set asides increased by \$102,000
- Training and Support Services decreased by (\$2,392,797)
- Other Programs increased by \$2,376,098

Explanation of Significant Variances

1. Revenues – low at 66.7% versus 100%
2. Adult Services – low at 64.89% versus 100%
3. Training and Support Services – low at (44.6% versus 100%)
4. Other Programs and Contracts – at 61.5% versus 100% (as a result of a few that had not materialized).

SFWIB Vice-Chairman Bridges requested additional information on a brief discussion by Mr. Alonso regarding former contractor KRA's budget adjustments. Mr. Alonso provided further explanation on the entity's early termination contract and a 10-day payment delayed invoice.

Mr. Datorre inquired about the remaining funds that were allocated to KRA Corporation. Mr. Alonso explained that it had been reallocated to Arbor, E&T that took over the centers formerly operated by KRA.

Mr. Alonso reviewed with the Council each line item.

SFWIB Vice-Chairman Bridges briefly shared with the Council regarding the delay of the summer youth program. Mr. Alonso explained the challenges with hiring youth that are willing to work. Ms. Davis-Raiford explained Miami-Dade County's delay in "gearing up the launch of the program."

There was continued discussion regarding the summer youth program.

Mr. Bridges recommended additional structure be in place. Ms. Davis-Raiford recommended a better communication with the Miami-Dade County Commissioners.

There was continued discussion regarding the challenges.

Mr. Alonso noted the agency has been reimbursing contractors for direct placements more than obtained placements. He explained the difference between the two types of placements.

SFWIB Vice-Chairman Bridges recommended a stipend program versus hourly pay for youth participants. He explained that the stipend is better manageable as payments to youth employees would be processed sooner.

Mr. Datorre asked whether if Take Stock in Children (TSIC) exhausted all of its allocated funds.

Mr. Alonso responded, “Yes” then briefly explained the purchasing of scholarships. Mr. Datorre furthermore inquired about the Early Learning Coalition (ELC). Mr. Bridges gave a brief overview of the entity’s deficit, but further explained that many clients, who are current parents, are referred to ELC for its School Readiness and VPK programs. Mr. Datorre questioned the fact the line item did not show 100% expended. Mr. Alonso explained that the report showed 0% variance.

SFWIB Vice-Chairman Bridges asked whether if unexpended funds could have been reallocated to the PACE Center for Girls, Inc. Mr. Alonso further explained the requirements of capacity building prior to issuing a check.

Mr. Datorre requested additional details on a statement Mr. Alonso mentioned regarding some of the new organizations coming onboard that might not have the proper experience in managing services required by CSSF. Mr. Datorre requested information on how this could be verified prior to binding a contract with the entity. Mr. Bridges suggested creating a process to help those new entities. However, he explained that the process should not only consist of checking but assisting (training) as well.

Ms. Davis-Raiford shared with the Council of a recent conference that both she and Executive Director Rick Beasley attended. She explained that one of the major discussions covered was the ability of CAAs across the State of Florida working better with Workforce Development Boards. She suggested implementing a mutual capacity building as a part of working with firms that CSSF intends to work with by conducting analysis and diagnostics. Mr. Alonso noted the importance of financial management. Ms. Davis-Raiford explained the issues with reimbursement for those entities that lack the capital (cashflow) to fill the gap while waiting on reimbursements. Mr. Alonso briefly gave an example of a related issue.

Mr. Datorre asked whether if staff meet with entities to provide an overview of the CSSF’s processes. Mr. Bridges explained the importance of having key individuals involved in the process of delivering information to current contractors. Mr. Datorre suggested having meetings that involve all key parties to explain the processes. Mr. Alonso briefly gave an example of a related issue. Mr. Bridges suggested getting consultants involved.

4. Information – Bank Reconciliation – June 2016

SFWIB Vice-Chairman Bridges introduced the item and Mr. Alonso presented.

No further questions or discussion.

5. Information – Audit Update

Mr. Alonso introduced the item then introduced the Carshena Allison of BCA Watson Rice, LLP who appeared before the Council and presented.

No further questions or discussions.

6. Information – Fiscal and Programmatic Monitoring Activity Reports

SFWIB Vice-Chairman Bridges introduced the item and Mr. Alonso further presented. He explained CSSF's two monitoring teams which consist of Contracts division that does the financial monitoring and Quality Assurance that monitors the services offered (programmatic). Mr. Alonso presented two reports. However, Vice-Chairman Bridges requested that a hard copy of the report be provided as well due to the font size of the report not being legible.

Mr. Datorre inquired about any findings and Mr. Alonso explained the two columns listed in the report which showed the total amount monitored and the total disallowed costs. He further explained there are not too many contractors with disallowed costs. Ms. Davis-Raiford asked whether if the funds were cost reimbursed. Mr. Alonso explained that the contractors were reimbursed already, but weren't appropriated. He provided further details. Mr. Alonso noted anything above a 3% is considered acceptable.

SFWIB Vice-Chairman Bridges inquired about Youth Co-Op, Inc. and Mr. Beasley provided details. Ms. Davis-Raiford asked whether if "error" would be categorized as a client that did not submit the right paperwork. Mr. Bridges responded, "Yes."

SFWIB Assistant Controller Christine Garcia provided further details.

Ms. Davis-Raiford inquired about the reimbursement and Mr. Alonso explained that this agency does not reimburse for food or beverages then further explained the processes.

SFWIB Bridges inquired about the review processes. It was further explained to him.

There being no further business to come before the Council, the meeting adjourned at 9:11am.