



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, February 21, 2019
8:00 A.M.**

Doubletree by Hilton Miami Airport Hotel &
Convention Center
711 NW 72nd Avenue
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. December 13, 2018
3. Information - Financial Report – December 2018
4. Information - Bank Reconciliation – December 2018 and January 2019
5. Information - Fiscal Monitoring Activity Report
6. Recommendation as to Approval of an Adjustment to the FY 2018-2019 Budget

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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

AGENDA ITEM NUMBER: 2A

DATE: February 21, at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

December 13, 2018 at 8:00am

Doubletree Miami Airport Hotel – Convention Center (2nd floor)

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. Davis-Raiford, Lucia 4. Bridges, Jeff 5. Lampon, Brenda 6. Scott, Kenneth 7. Wensveen, John 	<ol style="list-style-type: none"> 8. Adrover, Bernardo 9. Datorre, Roberto 10. Maxwell, Michelle <p>SFW STAFF Garcia, Christine</p>	<p>Brunson, Tony - Anthony Brunson, PA.</p> <p>Someillan, Ana – <i>Adults Mankind Organization, Inc.</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order and welcomed all those present. Quorum of members present had not been achieved.

2. Approval of Finance and Efficiency Council Meeting of October 18, 2018

Deferred due to lack of quorum

3. Information – Financial Report – October 2018

Chairman Gibson introduced the item and SFWIB Assistant Director of Finance Christine Azor further presented the following financial reports:

Budget Adjustments:

There were no revenue adjustments this month

Expenses:

Refugee Services Increased by - \$5,063,770

Unallocated Funds Decreased by - \$5,070,918

Training and Support Services Increased by - \$15,148

Explanation and Significant Variances

1. Adult Services – 15.5% versus 34%
2. Training and Support Services – 8% versus 34%
3. Other Program and Contracts – 11.6% versus 100%

She later reviewed with the Council the agency summary reports.

Vice Chairman Perez inquired about contract adjustments and Ms. Azor provided details. He further inquired about Adults Mankind Summer Youth programs and Mr. Beasley provided details.

Mr. Azor further explained. Mr. Beasley provided additional details.

There was continued discussion.

4. Information – Bank Reconciliation – October 2018

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Gibson introduced the item and Ms. Azor further presented.

No further questions or discussions.

5. Information – Fiscal Monitoring Activity Report

Chairman Gibson introduced the item. Ms. Azor further presented and Mr. Beasley provided additional details.

There was continued discussion.

[Chairman Jeff Bridges arrived; **Quorum Achieved**]

6. Information – USDOL National Dislocated Worker Program Audit

Chairman Gibson introduced the item. Ms. Azor further presented and Mr. Beasley provided additional details.

No further questions or discussion.

2. Approval of Finance and Efficiency Council Meeting of October 18, 2018

SFWIB and FEC Vice-Chairman Andy Perez moved the approval of October 18, 2018 meeting minutes; Motion seconded by SFWIB Chairman Jeff Bridges; **Motion Passed Unanimously**

7. Recommendation as to Approval to Accept Fiscal Year 2017-2018 Audit Reports

Chairman Gibson introduced the item and Mr. Beasley further presented. He later introduced Tony Brunson of Anthony Brunson, PA who appeared before the Council once again and presented. Audrey Edmondson of Anthony Brunson, PA also joined him during the presentation and provided further details.

Mr. Scott requested details on compliance standards. Mr. Brunson explained.

Vice-Chairman Perez inquired about funding carryovers and Mr. Brunson provided details.

SFWIB Chairman Jeff Bridges moved the approval to accept fiscal year 2017-198 audit reports. Motion seconded by Vice-Chairman Andy Perez; **Motion Passed Unanimously**

Mr. Beasley briefly shared with the Council of SFWIB's historical success of clean audits.

8. Recommendation as to Approval Allocate Funds for the Talent Development Network

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Gibson requested additional details and Mr. Beasley further explained.

SFWIB Chairman Bridges inquired about the targeted areas for students. Vice-Chairman Perez inquired about the internship payments and Mr. Beasley responded to both concerns.

SFWIB Chairman Bridges inquired about other sponsors and Mr. Beasley noted that another non for profit entity agreed to sponsor a total of \$250,000.

Chairman Gibson inquired about the total number of students that the sponsorship amount would potentially serve. Mr. Beasley responded over 100 students.

Vice-Chairman Perez shared his concern regarding contract approval by legal counsel.

SFWIB Chairman Bridges requested details on internships.

Vice-Chairman Perez moved the approval to allocate funds for the Talent Development Network. Motion seconded by Mr. Kenneth Scott; **Further Discussion(s):**

Dr. Wensveen shared his concern regarding the current model and Mr. Beasley explained that it would potentially benefit all college students (not only FIU students).

Vice-Chairman Perez verified the process and Mr. Beasley clarified the process.

Chairman Gibson requested clarification on the process for those that are not enrolled at FIU but other colleges/universities throughout Miami-Dade County. Mr. Beasley explained.

Dr. Wensveen shared that he's in support of this initiative. However, reiterated his concerns regarding potential issues with the current model.

Ms. Lampon questioned whether if all college students within this region would successfully have access to the network.

Ms. Lucia Davis Raiford shared her feedback.

There was continued discussion regarding potential process issues and models.

Motion Passed as amended with One Opposition (Vice Chairman Andy Perez)

There being no further business to come before the Council, the meeting adjourned at 9:26am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/21/2019

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 December 2018 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/21/2019

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 Department of Economic Opportunity of the State of Florida, 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 month of December 2018 and January 2019 is being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

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

**Reconciliation Date: 12/31/18
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,007,181.85	
Less Checks/Vouchers Drawn	(3,135,275.53)	304
Plus Deposits		
Checks Voided	25,808.39	6
Deposits	4,935,307.08	51
Plus Other Items:	(36.54)	1
Unreconciled Items:		
Ending Book Balance	<u><u>2,832,985.25</u></u>	
Bank Balance	4,192,163.21	
Less Checks/Vouchers Outstanding	(1,359,177.96)	59
Other Items:		N/A
Plus Deposits In Transit		N/A
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>2,832,985.25</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by: Odell J Ford Jr. 1/10/19
Odell J. Ford Jr.
Finance Administrator

Approved by: Christine Azor 1/10/19
Christine Azor
Asst. Director, Finance

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

**Reconciliation Date: 1/31/19
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,832,985.25	
Less Checks/Vouchers Drawn	(4,612,949.58)	395
Plus Deposits		
Checks Voided	0.00	0
Deposits	4,048,620.80	47
Plus Other Items:	0.00	0
Unreconciled Items:		
Ending Book Balance	<u><u>2,268,656.47</u></u>	
Bank Balance	2,718,461.81	
Less Checks/Vouchers Outstanding	(449,805.34)	69
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>2,268,656.47</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by: Odell J Ford Jr. 2/6/19
Odell J. Ford Jr.
Finance Administrator

Approved by: Sofia Signal for Christine Azor 2/7/19
Christine Azor
Asst. Director, Finance



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/21/2019

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 2018-2019, for the period of November 19, 2018 through January 31, 2019.

The report is a summary of the Service Providers monitored, and findings resulting from the internal fiscal monitoring activities.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

CareerSource South Florida (CSSF) Board of Directors Meeting February 21, 2019
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from November 20, 2018 to January 31, 2019
Program Year 18-19

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
The School Board of Miami-Dade County (SBMDC)				
Summer Youth Internship Program	\$ 1,500,000	None	Recordkeeping deficiencies within the payroll area were identified, as inaccuracies were noted in sampled participants' timesheets. Total hours worked daily did not agree with total hours worked for the week(s) and/or total hours completed for the program. Although the timesheets were approved by the worksite supervisors, it did not appear they were reviewed for accuracy. Nonetheless, this did not affect the compensation of the participants.	No
From 4/1/18 to 9/30/18			SBMDC did not comply with requirements of the executed contract, as it did not submit the Self-Assessment Questionnaire to CSSF OCI Unit.	No
Total Funded	\$ 1,500,000			
Transition, Inc.				
Ex-Offender Program From 11/1/17 to 6/30/18	\$ 359,253	None	Although Transition followed its existing Cost Allocation Plan (CAP) methodology, it did not correctly calculate the percentage of total monthly direct wage expenses by funding source; in some instances, the allocation amounts were overstated and in others, understated. As a result, the net amount of \$288.89 was disallowed on sampled months reviewed.	Yes
From 7/1/18 to 6/30/19	\$ 519,000	\$ 352.74	The review of Transition's expenditures showed a sampled expenditure was paid twice. As a result, the amount of \$60.30 was disallowed.	No
Total Funded	\$ 878,253		Transition allocated funds to CSSF for a sampled unbudgeted expenditure. As a result, the amount of \$3.55 was disallowed.	No
			Transition did not properly identify and record unallowable costs associated with late fees in the accounting system, not in compliance with federal regulations.	No
			Payments for sampled operational expenditures were consistently remitted late to vendors.	Yes
			Recordkeeping issues were noted during the review of sampled Accounts Payable Distribution/Cash Disbursements Forms; a sampled form did not have documented evidence it was approved by supervisory personnel, and another had an incorrect invoice information. It should be noted the information on the form is the source data to initiate a payment and to enter transaction information into the accounting system.	Yes
			A sampled Directors and Officers Insurance expenditure was recorded to an incorrect general ledger account.	Yes
			The CSSF portion amounts shown on Transition's Agency-Wide Budget showed discrepancies when compared to the amounts on the approved CSSF program budget.	No
			Transition's Self-Assessment Questionnaire submitted to CSSF for program year 2018 – 2019 indicated the front and back images of cancelled checks were not available; however, this was a CSSF mandatory required item. Nonetheless, the review of Transition's sampled bank statements showed images of the front of the cancelled checks only.	No
			Transition did not adhere to requirements outlined in Exhibit E – Reporting Requirements of the executed contracts; required reports were not uploaded to CSSF's Intranet database within the required time frame.	No
			Transition did not incorporate the common identifiers "American Job Center" or "a proud partner of the American Job Center network" on their website as required by federal regulations and the executed CareerSource Center contracts.	No
			Transition's electronic recordkeeping policy indicated the data should be backed up on a monthly basis; however, OCI was not provided with supporting documentation demonstrating Transition had backed up its data for sampled months.	No
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Final Management Decision Letters Issued: Arbor E & T, LLC., Cuban-American National Council, Inc., The School Board of Miami-Dade County, and United Way of Miami-Dade, Inc.				
PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED				
The School Board of Miami-Dade County and United Way of Miami Dade, Inc.				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/21/2019

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: FISCAL YEAR 2018-19 BUDGET ADJUSTMENT FOR THE ACTUAL AWARDS AND CARRY-FORWARD FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to adjust the Fiscal Year 2018-2019 budget for the actual awards received and carry-forward amount adjustments, as set forth below.

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On June 21, 2018, the South Florida Workforce Investment Board approved the fiscal year 2018-2019 budget. The approved budget included an estimated \$18,303,068 in carry-forward funds, and \$38,824,004 in new funding. Following the end of the fiscal year, once the audit was complete and the final figures were confirmed, it was determined that actual carry-forward dollars were \$16,376,686. Additionally, once the notice of funds available was received, the actual funding was \$40,661,621.

Attached is a table summarizing the adjustments to the carry-forward and new funding amounts.

FUNDING: Workforce Innovation and Opportunity Act Adult, Youth and Dislocated Worker Program; Wagner Peyser; Refugee Employment and Training Program; and other Department of Economic Opportunity Funding.

PERFORMANCE: N/A

ATTACHMENT

Carry-Forward and New Funding Analysis

DESCRIPTION	Carry-Forward Adjustments	New Funding Adjustments
WIOA ADULT PY17	\$ (1,227,330.00)	
WIOA DISLOCATED WORKER PY17	\$ (853,748.00)	
SNAP Oct-June PY2017	\$ 94,206.00	
DEO-UC PY17 Reemployment Assistance Program	\$ 39,872.00	
RESEA	\$ 231,892.00	
Governors Challenge- Hurricane Maria	\$ 11,798.00	
National Emergency- Hurricane Irma	\$ 108,242.00	
DEO-WAGNER PEYSER PY17	\$ 81,963.00	
WIA YOUTH PY17	\$ (1,195,268.00)	
DCF Refugee	\$ 22,657.00	
WIOA ADULT PY18		\$ 399,665.00
WIOA DISLOCATED WORKER PY18		\$ 384,237.00
SNAP Oct-June PY2018		\$ (30,920.00)
DEO-UC PY18 Reemployment Assistance Program		\$ 18,079.00
RESEA		\$ (86,306.00)
WIOA SFY 16-17 Performance Incentives		\$ 518,469.00
Supplemental WIOA State Level 18-19		\$ 716,081.00
WP 16-17 Performance Incentives		\$ 88,473.00
DEO-WAGNER PEYSER PY18		\$ 238,399.00
WIA YOUTH PY18		\$ 350,773.00
TOTALS	\$ (2,685,715.00)	\$ 2,596,950.00