



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
TUESDAY, October 17, 2019
8:00 A.M.

Doubletree by Hilton Miami Airport
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. February 21, 2019
 - B. April 18, 2019
 - C. June 25, 2019
 - D. September 05, 2019
3. Information - Financial Report – August 2019
4. Information - Bank Reconciliation – August 2019 and September 2019
5. Information - Fiscal Monitoring Activity Reports
6. Information - Department of Economic Opportunity Monitoring Report
7. Recommendation as to Approval to Accept and Allocate Department of Children and Families Refugee Employment and Training Program Funds

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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."

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order and welcomed all those present. He noted that a quorum of members present had been achieved.

2. Approval of Finance and Efficiency Council Meeting of December 13, 2018

SFWIB Chairman Andy Perez moved the approval of Finance and Efficiency Council Meeting Minutes. Motion seconded by Dr. John Wensveen; **Motion Passed Unanimously**

Motion Passed by Unanimous Consent

3. Information – Financial Report – December 2018

Chairman Gibson introduced the item and Finance Assistant Director Christine Azor further presented.

Chairman Gibson requested details on allocations that were transferred. Ms. Azor provided details.

Chairman Gibson asked whether if information regarding adjustments is details in the contracts. Ms. Azor responded, “Yes”.

She further presented the following:

Budget Adjustments:

- No budget adjustments

Expenses:

- Youth Services Decreased (\$7,025)

Explanation of Significant Variances

1. Adult Services – 27.2% versus 50%
2. Training and Support Services expenditures 16.9% versus 50%
3. Other Programs and Contracts 14.5% versus 50%

[Mr. Roberto Datorre arrived]

No further questions or discussions.

4. Information – Bank Reconciliation – December 2018 and January 2019

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.

No further questions or discussions.

6. Recommendation as to Approval of an Adjustment to the FY 2018-2019 Budget

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

Mr. Gibson verified the recommendation for approval and Ms. Azor provided details.

Mr. Roberto Datorre moved the approval of an Adjustment to the FY 2018-2019 Budget. Motion seconded by SFWIB Chairman Andy Perez; **Motion Passed Unanimously**

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

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 at 8:32am and welcomed all those present. He noted that a quorum of members present had not been achieved.

2. Approval of Finance and Efficiency Council Meeting of February 21, 2019

Deferred due to Lack of Quorum

3. Information – Financial Report – December 2018

Chairman Gibson introduced the item. SFWIB Finance Administrator Odell Ford further presented.

[Recorder Disconnected]

4. Information – Bank Reconciliation – December 2018 and January 2019

Chairman Gibson introduced the item. Mr. Ford further presented.

5. Information – Fiscal Monitoring Activity Report

Chairman Gibson introduced the item. Mr. Ford further presented.

6. Recommendation as to Approval to Accept State of Florida Department of Economic Opportunity Workforce Funding

Chairman Gibson introduced the item. Mr. Ford further presented.

Item moved by consensus of the members presented.

There being no further business to come before the Council, the meeting adjourned at 8:52am.

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Vice-Chairman Andy Perez called the meeting to order at 8:25am and welcomed all those present. He noted that a quorum of members present had not been achieved.

2. Approval of Finance and Efficiency Council Meeting of February 21, 2019 and April 18, 2019
Deferred due to Lack of Quorum

3. Information – Financial Report – April 2019

FEC Vice-Chairman Perez introduce the item and SFWIB Finance Administrator Odell Ford further presented the following financial information for the current period of July 1, 2018 through April 30, 2019.

Budget Adjustments:

Revenue:

- DEO funded programs increased by \$558, 508

Expenses:

- Budgeted Expenditures increased by \$558,508

Budget Variance Explanations:

- Adult Services 47.6% versus 84%
- Training and Support Services expenditures are 31.9% versus 84%
- Other Programs and Contracts are 21.5% versus 84%

Ms. Maxwell requested explanation on the outcome of underperformances of service providers detailed in the finance report. Mr. Ford provided further details. SFWIB Executive Director Rick Beasley appeared before the Council and provided additional details on cost reimbursement contract and newly implemented performance based contracts. Ms. Maxwell inquired about a detailed performance report of individual service provider contracts. Mr. Beasley responded CSSF has balanced scorecard (real time report).

Mr. Bridges explained the challenges of finding qualified service providers in this region. Ms. Maxwell inquired about possible training. Mr. Beasley further explained the challenges of hiring qualified employees in Monroe County as an example of the various challenges this region faces.

There was continued discussion.

Mr. Ford continued with his presentation.

FEC Vice-Chairman Perez inquired about Miami Community Ventures. Mr. Beasley provided details.

Mr. Bridges inquired about On-the-Job Training (OJT) and Mr. Beasley provided details. Mr. Bridges inquired about training start date and Mr. Beasley responded, July 1.

There was continued discussion.

Mr. Bridges inquired about the National Emergency Grant of \$1.3 million. Both Vice-Chairman Perez and Mr. Beasley explained.

4. Information – Bank Reconciliation – April 2019 & May 2019

5. Information – Fiscal Monitoring Activity Report

Mr. Ford introduced and presented the item.

Mr. Bridges requested more details on United Way. Mr. Beasley provided details.

No further questions or discussions.

6. Recommendation as to Approval to Allocate funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc.

FEC Vice-Chairman Andy Perez introduced the item. Mr. Beasley further explained. He briefly announced his recent resignation from Big Brothers Big Sisters Board.

Mr. Bridges inquired about the Take Stock in Children Scholarships and Mr. Beasley further explained.

Item moved to the full board by consensus of the members presented.

7. Recommendation as to Approval of the 2019-2020 Budget

Mr. Beasley presented the item.

Item moved to the full board (with adjustments; Mainstream, National Flight Academy, Employ Miami Dade, Culinary and TechHire Boot Camp for Monroe County etc.) by consensus of the members present.

There being no further business to come before the Council, the meeting adjourned at 9:03am.

SFWIB FINANCE AND EFFICIENCY COUNCIL

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order at 8:15am. Quorum of members present had not been achieved.

2. Approval of Finance and Efficiency Council Meeting of February 19, 2019, April 18, 2019 and June 25, 2019

Deferred due to lack of quorum

3. Information – Financial Report – October 2018

Chairman Gibson introduced the item and Interim SFWIB Assistant Director of Finance Odell Ford further presented the following financial reports:

Fiscal Year End

- **Refer to Financial Statements (included in report)**

Budget Adjustments

- **No budget adjustments for the month of June**

Budget Variance Explanations

- SFWIB Headquarter expenditures were \$8.1 million/ approximately 78.9% of approved full year budget
- Sub-Contracted Services were \$17.1 million / 75.4%
- Facility Costs were \$4.4 million/73.9%
- Training and Support Services expenditures were \$5.3 million / 33.1%
- Other Programs and Contracts were \$2.5 million / 62.1%

FEC Chairman Gibson inquired current fiscal budget for training and support services. Both Mr. Beasley and Mr. Ford explained.

4. Information – Bank Reconciliation – June 2019

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

Chairman Gibson introduced the item and Mr. Ford presented.

No further questions or discussions.

5. Information – Fiscal Monitoring Activity Reports

Chairman Gibson introduced the item. Mr. Ford further presented.

There was continued discussion.

6. Recommendation as to Approval to Allocate funds for the Stanley G. Tate Florida Prepaid College Foundation, Inc.

FEC Chairman Gibson introduced the item. Mr. Ford further presented.

Mr. Beasley briefed the Council on a recent Notice of Funds Availability (NFA).

FEC Vice-Chairman Perez inquired about apprenticeships.

Consensus of the members present moved the item to the full Board for approval.

7. Recommendation as to Approval to Accept funds for Project Second Chance for Incarcerated Parents with Minor Children

FEC Chairman Gibson introduced the item and Mr. Ford further presented.

Ms. Maxwell requested additional details and Mr. Beasley explained.

Mr. Adrover requested details on the grant and Mr. Beasley explained. Mr. Adrover commended this initiative.

There was continued discussion.

There being no further business to come before the Council, the meeting adjourned at 8:40am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/17/2019

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 months of August 2019 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/17/2019

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 reconciliations for the months of August 2019 and September 2019 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: 8/31/2019
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,819,625.70	
Less Checks/Vouchers Drawn	(3,753,613.31)	278
Plus Deposits	766,264.97	2
Checks Voided		
Deposits	3,784,919.82	28
Plus Other Items:		N/A
Unreconciled Items:		N/A
Ending Book Balance	<u><u>2,617,197.18</u></u>	
Bank Balance	4,050,015.30	
Less Checks/Vouchers Outstanding	(1,432,818.12)	77
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>2,617,197.18</u></u>	
Unreconciled Difference	<u><u>0.00</u></u>	

Prepared by: 
Rondricka L. Jeffries
Accountant, Finance

Approved by:  Jul 9/6/19
Odell J. Ford
Finance Administrator


South Florida Workforce Investment Board

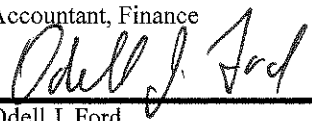
Reconcile Cash Accounts

Reconciliation Date: 9/30/2019

Cash Account: 1102 Cash -General Operating Account

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,617,197.18	
Less Checks/Vouchers Drawn	(2,697,490.96)	201
Plus Deposits	1,050.00	13
Checks Voided		
Deposits	2,117,996.81	
Plus Other Items:		N/A
Unreconciled Items:		N/A
Ending Book Balance	<u><u>2,038,753.03</u></u>	
Bank Balance	3,039,915.36	
Less Checks/Vouchers Outstanding	(1,001,162.33)	130
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>2,038,753.03</u></u>	
Unreconciled Difference	<u><u>0.00</u></u>	

Prepared by: 
Rondricka L. Jefferies
Accountant, Finance

Approved by:  10/3/19
Odell J. Ford
Finance Administrator



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/17/2019

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 2019-2020, for the period of July 26, 2019 to September 26, 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 October 17, 2019
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from July 26 to September 26, 2019
Program Year 19-20

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
Miami-Dade Community Action and Human Services Department (CAHSD)				
Out of School Youth (OSY) 7/1/17 to 6/30/18	\$571,233	None	CAHSD did not adhere to reporting requirements; required reports were not submitted, not uploaded or uploaded late to CSSF's Intranet database: - The Affirmation/Acknowledgement Form indicating that Level 2 background screening had been conducted, due to CSSF not later than September 30, 2018, was not submitted. - The Self-Assessment Questionnaire was not submitted to OCI Fiscal Unit within thirty (30) days of contract execution. - The Supervisory Quality Assurance Case Reviews were not submitted to the Quality Assurance Coordinator by the 10th of each month. - The New Enrollments (Industry Focus/Career Pathways)(Attachment 2, Exhibit E of the executed contract) were not submitted for the quarters ending on 9/30/17 and 12/31/17 of PY'17-18, and quarters ending 9/30/18 and 3/31/19 of PY'18-19.	No
Out of School Youth (OSY) 7/1/18 to 6/30/19	\$601,357		At the time of the review, sampled personnel files did not include: - Evidence of Health Insurance Portability and Accountability Act (HIPAA) training - (two instances) - Employment Eligibility Verification - Form I-9 - (one instance) - Department of Economic Opportunity- Tier I Certification - (one instance) - Signed job applications - (three instances)	
Total Funded	\$ 1,172,590			
Arbor E&T, LLC				
Refugee Employment and Training (RET) 10/1/17 to 3/31/19	\$1,202,033	None	The information on the clients' placement forms were not entered in the Employ Miami-Dade/Employ Monroe (EMD/EM) database at the time of the review in 20% of the sample. In one instance, representing 3% of the sample, the Entry Date into the U.S.A was not documented on the client's RETP Intake/Enrollment Form.	No
Total Funded	\$ 1,202,033			
Lutheran Services Florida, Inc. (LSF)				
Refugee Employment and Training (RET) 10/1/17 to 3/31/19	\$2,963,291	\$4,050	The employer of record indicated to OCI via e-mail, the job placement was not the direct result of a referral from LSF, yet the self-placement was counted towards monthly benchmark payments as a placement. The performance measure associated with this client totaling \$1,350.00 was disallowed. (one instance) The clients contacted by OCI indicated verbally they never worked for the employer referred by LSF. OCI contacted the employer of record for further verification, whom indicated the two clients never worked for the company. The performance measures associated with these clients totaling \$2,700.00 were disallowed. (two instances)	No
		None	The clients' placement information was not entered into the EMD/EM database at the time of the review - (eight instances)	No
Total Funded	\$ 2,963,291			
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Audit Resolution and Final Management Decision Letters Issued: City of North Miami, CAHSD.				
PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED				
Cuban-American National Council, Inc. and Youth Co-Op, Inc.				
REQUEST FOR PROPOSALS (RFPs) REVIEWED				
Refugees: Arbor E&T, LLC.				
Temporary Staffing Services Emergency/Disaster Supplemental Nutrition Assistance Program (SNAP): 22nd Century Technologies, Inc. and Alpha1 Staffing/Research Firm, LLC.				
Workforce Services: Arbor E&T, LLC. and Career TEAM, LLC.				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/17/2010

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: 2018-2019 DEO FINANCIAL COMPLIANCE MONITORING REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Department of Economic Opportunity (DEO) of the State of Florida is required under the Workforce Innovation and Opportunity Act (WIOA), Section 184 and other authoritative publications to annually perform monitoring of its sub-recipients. The DEO, Bureau of Financial Monitoring and Accountability used its Financial Monitoring Tool as a guide to conduct the monitoring. The tool provides the framework for monitoring activities performed by DEO as well as the criteria used to monitor.

On September 30, 2019, the DEO released its 2018-2019 Financial Compliance Monitoring Report results for the South Florida Workforce Investment Board dba CareerSource South Florida (CSSF). The monitoring period for CSSF covered from April 18, 2018 thru March 31, 2019.

The monitoring procedures performed included tests of transaction details, file inspections and inquiries to determine if appropriate internal control procedures were in place.

The report concluded that during the monitoring period, there were no findings, no instances of non-compliance, one observation, and one technical assistance.

FUNDING: All Funding Streams

PERFORMANCE: N/A

ATTACHMENT

2018-19 Financial Compliance Monitoring Report
CareerSource South Florida
Local Workforce Development Board No. 23

Bureau of Financial Monitoring and Accountability
Florida Department of Economic Opportunity

September 30, 2019

107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399
www.floridajobs.org



2018-19 Financial Compliance Monitoring Report
CareerSource South Florida
Local Workforce Development Board No. 23
Period Reviewed: April 1, 2018 – March 31, 2019

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I. INTRODUCTION AND MONITORING APPROACH

As set forth in the following authoritative publications, annually the Department of Economic Opportunity (DEO) is required to perform monitoring of its subrecipients:

- Workforce Innovation and Opportunity Act (WIOA), Section 184
- 31 USC 7502(f)(2)(B), Single Audit Act Amendments of 1996, (Pub. L.104-156)
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 20 CFR 667, Administrative Provisions Under Title I of the Workforce Investment Act
- Federal granting agency regulations, including:
 - 29 CFR 95.21 and 97.20, Standards for financial management systems
 - 29 CFR 95.51 and 97.40, Monitoring and reporting program performance

The DEO, Bureau of Financial Monitoring and Accountability (FMA) uses its financial monitoring tool (tool) as a guide to conduct the monitoring. The tool was developed to provide the framework for monitoring activities performed by FMA as well as the criteria used to monitor. This tool was provided to the Local Workforce Development Board (LWDB).

The sample size and selections for each tool objective was based on, but not limited to, a risk assessment performed by FMA and reviews of the monthly general ledger and cost allocation statistics. The risk assessment includes factors such as the funding allocation to each LWDB; results of prior monitoring and audit reports; personnel and staffing changes; and organizational structure. Sample selections assist the monitors in the following:

- Gaining an understanding of the financial management systems processes and assess whether the policies and procedures provide for accurate, current and complete disclosure of the financial results of each grant program.
- Gaining an understanding of the internal control processes and assessing whether the internal controls reasonably assure compliance with federal laws, regulations, and program compliance requirements.
- Determining if appropriate and sufficient cash management and revenue recognition procedures are in place, being followed, and comply with federal and state requirements.

- Determining if the required reconciliations between the financial records and SERA have been appropriately performed on a timely basis and adequately documented.
- Determining if prepaid program items are adequately or accurately safeguarded, managed, tracked and reported.
- Determining if the cost allocations are accurate, supported and consistent with the cost allocation plan.
- Determining if payroll records are properly maintained for employees; if personnel activity reports (PAR) comply with applicable cost principles; and verify salary and benefit costs are charged/allocated to funding sources in accordance with the PAR and the cost allocation plan.
- Determining if salary and bonuses paid to employees and charged to grant programs subject to the Salary and Bonus Cap do not exceed the Cap for the calendar year.
- Determining if purchasing/procurement transactions comply with the appropriate federal or state procurement laws, and the organization's procurement policies.
- Determining if the LWDB's contracting process and contract monitoring comply with federal and state requirements, and the organization's contracting policies.
- Determining if the LWDB's subawarding and subrecipient monitoring activities comply with federal requirements, and the organization's policies and procedures.
- Determining if property management activities comply with federal requirements and the organization's policies and procedures.
- Determining if non-payroll related disbursements are reasonable, necessary, allocable and properly recorded in the financial records.

This report was prepared at the conclusion of the DEO's financial monitoring activities performed for LWDB-23, which included the annual on-site visit, which occurred on April 29 – May 2, 2019.

The FMA monitoring team assigned to the LWDB consisted of Lisa Milton, Maureen Castaño and Janice Hutchison.

II. EXIT CONFERENCE

Exit Conference

An exit conference was conducted on site on May 2, 2019 with Mr. Rick Beasley, Executive Director and Mr. Gus Alonso, Comptroller. A summary of any issues to date was provided.

III. MONITORING RESULTS

FMA performed financial monitoring procedures based on the DEO 2018-19 Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support current year findings, other non-compliance issues and observations. Detailed information for these items is disclosed in the following section of this report.

Summarized below are the results of testing by category as detailed in the DEO 2018-19 Financial Monitoring Tool:

2018-19 Monitoring Results				
Category	Repeat of Prior Year	Reference(s)		
1.0 – Prior Year Corrective Action Follow-Up	None			
Category	Findings	Issues of Non-Compliance	Observations	Technical Assistance Provided
2.0 – Financial Management Systems	-	-	-	-
3.0 – Internal Control Environment	-	-	-	-
4.0 – Cash Management and Revenue Recognition	-	-	-	1
5.0 – SERA Reporting and Reconciliation	-	-	-	-
6.0 – Prepaid Program Items	-	-	-	-
7.0 – General Ledger and Cost Allocations	-	-	-	-
8.0 – Payroll and Personnel Activity Report (PAR) Testing	-	-	-	-
9.0 – Salary and Bonus Cap	-	-	-	-
10.0 – Purchasing	-	-	-	-
11.0 – Contracting / Contract Monitoring	-	-	-	-
12.0 – Subawarding / Subrecipient Monitoring	-	-	-	-
13.0 – Property Management	-	-	-	-
14.0 – Disbursement Testing	-	-	-	-
TOTAL	-	-	-	1

IV. FINDINGS

There were no findings during the monitoring period of April 1, 2018 – March 31, 2019.

V. OTHER NON-COMPLIANCE ISSUES

There were no other non-compliance issues during the monitoring period of April 1, 2018 – March 31, 2019.

VI. OBSERVATIONS

There were no observations during the monitoring period of April 1, 2018 – March 31, 2019.

VII. TECHNICAL ASSISTANCE

Technical Assistance #23-19-01

Category: Cash Management

As of February 2019, there were eight checks outstanding beyond the three months noted in the accounting policies. These checks were dated from March – September 2018. Seven of the checks were written to the City of Opa Locka.

South Florida Workforce Investment Board (SFWIB) followed its current policy to investigate all checks outstanding for more than three months to determine the reason the checks have not cleared the bank. A written notification (email/memo) is sent to the originator of the check request. On June 26, 2018, SFWIB staff sent an email regarding the status of outstanding checks to the City of Opa Locka (COL). The City responded via email on June 29, 2018, that the COL's attorney would contact the attorney for the SFWIB. The SFWIB staff sent another email notification to COL on November 16, 2018, to request an explanation regarding the outstanding checks. The SFWIB received a response from COL on November 16, 2018, indicating that the COL's attorney advised not to cash the checks because he is waiting to receive the proposed settlement from SFWIB's attorney.

The current policy only states how to handle outstanding checks to cover instances when the payee does not receive the check. We recommend SFWIB consider expanding its policy to include how to handle outstanding checks in other situations including, but not limited to the situation described above.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/17/2019

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: ACCEPTANCE OF DEPARTMENT OF CHILDREN AND FAMILIES REFUGEE EMPLOYMENT AND TRAINING PROGRAM FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept and allocate \$7,500,000 in Refugee Employment and Training Program funds from the Department of Children and Families, as set forth below.

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) received notification from the Department of Children and Families that the Refugee Employment and Training Program funding level for program year 2019-2020 will be in the amount of \$7,500,000.

CSSF Staff recommends to the Finance and Efficiency Council to recommend to the Board to accept the funding award and adjust the 2019-2020 budget accordingly. Additionally, CSSF recommends the allocation of funds to the approved RET providers.

FUNDING: Department of Children and Families Refugee Employment and Training Program

PERFORMANCE: N/A

ATTACHMENT

**REFUGEE EMPLOYMENT PROGRAM
PROVIDER ALLOCATIONS**
(Oct 2019 to Sept 2020)

<i>Providers</i>	Percentage	Amount
<i>Adult Mankind Organization, Inc.</i>	19.5%	\$1,286,319
<i>Cuban American National Council, Inc</i>	9.5%	\$626,211
<i>Community Coalition, Inc.</i>	8.4%	\$552,633
<i>Lutheran Services of Florida, Inc.</i>	23.9%	\$1,574,644
<i>ResCare, Inc. (Arbor E & T, LLC)</i>	9.7%	\$638,740
<i>Youth Co-Op, Inc.</i>	29.0%	\$1,910,653
Total	100.0%	\$6,589,200