



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, DECEMBER 16, 2021
8:30 A.M.**

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

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

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. September 9, 2021
 - B. October 21, 2021
3. Information - Financial Report – October 2021
4. Information - Bank Reconciliation - September 2021 and October 2021
5. Information – Fiscal Monitoring Activity Reports
6. Information – Grantee/Sub-Grantee Agreement Matrix
7. Recommendation as to Approval to Accept Fiscal Year 2020-2021 Audit Reports
8. Recommendation as to Approval to Release a Request for Qualification (RFQ) for Fiscal Years 2022-2024 External Auditing Services
9. Recommendation as to Approval to Accept Workforce System Funding

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



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING

DATE: 12/16/2021

AGENDA ITEM: 2A

AGENDA TOPIC: MEETING MINUTES

SFWIB FINANCE AND EFFICIENCY COUNCIL (FEC) MEETING MINUTES

DATE/TIME: September 9, 2021

LOCATION: Miami Dade College- Hialeah Campus
 1780 West 49th Street, Room 2301, Building 2, 3rd Floor
 Hialeah, FL 33012

1. **CALL TO ORDER:** FEC Vice-Chairman Andy Perez called the meeting to order at 9:07am and asked all those present introduce themselves.
2. **ROLL CALL:** 9 members; 5 required; 3 present: No quorum established.

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Gibson, Charles, Chair Perez, Andy Vice-Chair Bridges, Jeff	Andover, Bernardo Datorre, Roberto Glean-Jones, Camela Lampon, Brenda Maxwell, Michelle Scott, Kenneth	Beasley, Rick Bennett, Renee Petro, Basil
OTHER ATTENDEES		

2A. Approval of Finance and Efficiency Council Meeting Minutes - June 17, 2021

Deferred due to lack of quorum



3. Information - Financial Report – June 2021

FEC Chairman Gibson introduced the item; SFWIB Associate Controller, Ms. Bennett further presented the financial report covering the period of July 1, 2020 thru June 30, 2021:

- Financial report reflects soft closing for June 30, 2021; a number of adjustments and invoices to process, however, when we conduct the hard close we will be closer to our burn rate of 100%.
- Training and Support Expenditures: We are currently at 46.8% (with set-asides); we anticipate somewhat higher expenditures after the hard close. Cause of lower spend: COVID-19 restrictions (i.e., CSSF Career Center closures and subsequent transition to appointments only, reduced foot traffic, etc.).

Executive Director Rick Beasley advised that further advised that we have several training and apprenticeship programs slated to come online shortly which have been accounted for in set-aside funding.

Chairman Gibson inquired about the time allotted to spend the funds set aside and Mr. Beasley provided further details.

Chairman Gibson asked about the PY2020 Summer Youth Internship program for Miami-Dade County Public schools dollars. Ms. Bennett clarified that due to accountant error, an adjustment will be conducted. The accountant accrued for an entire year vs. three months.

SFWIB Staff to review PY2020 audit to confirm accruals allotted.

No further questions or discussions.

4. Information - Bank Reconciliation - May 2021 and June 2021

Executive Director Rick Beasley introduced the item; SFWIB Associate Controller, Ms. Bennett further presented.

5. Information – Fiscal Monitoring Activity Reports

Executive Director Rick Beasley introduced the item; SFWIB Associate Controller, Ms. Bennett further presented.

6. Recommendation as to Approval to Accept and Allocate Workforce System Funding

Executive Director Rick Beasley introduced the item; SFWIB Associate Controller, Ms. Bennett further presented.



By consensus of the members present, the item has been moved to the full board for approval.

7. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Administration (WIOA) State Level Supplemental Funds

Chairman Gibson introduced the item; SFWIB Associate Controller, Ms. Bennett further presented.

By consensus of the members present, the item has been moved to the full board for approval.

8. Recommendation as to Approval to Accept Miami Dade County Public Housing and Community Development Funds

Chairman Gibson introduced the item; SFWIB Associate Controller, Ms. Bennett further presented.

Mr. Rick Beasley further elaborated on the program.

No further questions or discussions.

By consensus of the members present, the item has been moved to the full board for approval.

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



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING

DATE: 12/16/2021

AGENDA ITEM: 2B

AGENDA TOPIC: MEETING MINUTES

SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: October 21, 2021, 8:30AM

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

Zoom: <https://us02web.zoom.us/j/84461212693>

1. **CALL TO ORDER:** 8:46AM
2. **ROLL CALL:** 4 members; 5 required; 4 present: No Quorum.

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Perez, Andy, Vice-Chair Bridges, Jeff (Zoom) Datorre, Roberto Glean-Jones, Camela (Zoom)	Adrover, Bernardo Lampon, Brenda Maxwell, Michelle Scott, Kenneth SFWIB FEC MEMBERS EXCUSED Gibson, Charles, Chair	Beasley, Rick Bennett, Renee Petro, Basil ADMINISTRATION/IT Francis, Anderson
OTHER ATTENDEES		
Llerena, Luis - CBT Technology Institute Perez-Borroto, Connie – Youth Co-Op, Inc.		

[No Quorum]

Agenda items are displayed in the order they were discussed.



3. Information - Financial Report – August 2021

Vice-Chairman Perez introduced the item; Ms. Bennett presented unaudited financials for July and August 2021.

There were no questions or further discussion.

4. Information - Bank Reconciliation - July 2021 and August 2021

Ms. Bennett continued the presentation to discuss bank reconciliation for July and August 2021.

There were no questions or further discussion.

5. Information – Fiscal Monitoring Activity Reports

Ms. Bennett continued the presentation to review provider disallowances from August 1, 2021 to September 30, 2021.

Vice-Chair Perez asked for additional commentary on the disallowances and findings presented.

Mr. Beasley further elaborated on the activities of the Fiscal Monitoring and Quality Assurance units; reviewing findings and disallowances for Arbor, Lutheran Services, and Adult Mankind.

Mr. Bridges inquired about Arbor and the finding surrounding Level II background screenings.

Mr. Beasley advised that the finding was a result of the organization not submitting evidence of compliance with the first 10 days of employment, which is required in the contract.

Mr. Bridges asked about the position that was disallowed; how was it not included in the projected budget?

Ms. Bennett advised that an employee left the organization and the person that replaced the individual was not listed in the budget. If there is an organizational change, they were supposed to submit a revised budget with indicating there was a change in staff.



We have received a Plan of Corrective Action from both Adult Mankind and Lutheran Services.

Mr. Bridges asked if we expand the sample size if findings are discovered.

Mr. Beasley confirmed that if significant errors are found, the sample is expanded; from there we apply the disallowances based on what is found.

6. Recommendation as to Approval to Accept and Allocate Workforce System Funding

Ms. Bennett presented the item. The Chairman clarified that the item should be recommended to the board by consensus since we do not have quorum.

Mr. Datorre introduced a motion to recommend to the Board by consensus of those present. Mr. Jeff Bridges seconded the motion. **By consensus of the members present, the item has been moved to the full board for approval.**

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



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

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 October 2021 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

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 months of September 2021 and October 2021 are being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

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 2021-2022, for the period of October 1, 2021 to November 30, 2021.

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 December 16, 2021
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from October 1, 2021 to November 30, 2021

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Observations/Comments	Repeat Findings
Black Economic Development Coalition, Inc.				
Rapid Response and Layoff Aversion (RRLA) 3/9/20 to 6/30/21	\$50,000		<p>* Black Economic Development Coalition, Inc. (BEDC) did not adhere with specified CSSF's contractual requirements. The Self-Assessment Questionnaire and the documents set forth in the Attachment A of the questionnaire, and the Monthly Business Intermediary Report due by the 10th of each month were not submitted to CSSF.</p> <p>* BEDC existing policies and procedures did not include information regarding the legal protection given to employees under the Whistle-blower's Act, in compliance with the Florida Statutes, Title X, Chapter 112, Subchapter 112.3187(2).</p> <p>* BEDC did not adhere to the term included in the printed checks "void after 90 days", sampled bank account reconciliations showed outstanding checks over 90 days.</p> <p>* Sampled figures from the Internal Revenue Service Form 990 - Return of Organization Exempt from Income Tax filed for 2019, did not reconcile to the financial statements figures as of 12/31/19; discrepancies were noted for the Total Assets, Total Liabilities, Net Assets, Total Revenue, and Total Expenses.</p>	No
Total Funded	\$ 50,000			
The Miami Dade Chamber of Commerce, Inc.				
Rapid Response and Layoff Aversion (RRLA) 3/9/20 to 6/30/21	\$115,000		<p>* The Miami Dade Chamber of Commerce, Inc. (MDCC) did not submit the Self-Assessment Questionnaire and the documents set forth in the Attachment A of the questionnaire, as required by the CSSF executed contract.</p> <p>* CSSF and OCI commended MDCC on doing a good job with the maintenance of documentation and internal controls related to financial management as well as compliance with the Code of Federal Regulations, Generally Accepted Accounting Principles, and the Florida Statutes applied to the CSSF contract.</p>	No
Total Funded	\$ 115,000			
Total Funds Reviewed	\$ 165,000			
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
<p>Background: As a Federal awarding agency, CSSF has certain responsibilities as it relates to the review of the Uniform Guidance. Pursuant to Title 2, U.S. Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards (Uniform Guidance), as a pass-through agent of federal funds. CSSF is required and resolve all administrative findings and questioned costs identified in the Independent Auditor's Report of those agencies CSSF contract with (subrecipients); some responsibilities encompassed the following:</p> <p>(1) Ensure that audits are completed and reports are received in a timely manner, in accordance with the requirements.</p> <p>(2) Provide technical advice and counsel to auditees and auditors as requested.</p> <p>(3) Follow-up on audit findings to ensure the recipient takes appropriate and timely corrective actions. As part of audit follow-up, CSSF must:</p> <p style="margin-left: 20px;">(i) Issue a management decision letter as prescribed in Title 2 CFR §200.521 and,</p> <p style="margin-left: 20px;">(ii) Monitor the recipient taking appropriate and timely corrective actions.</p>				
Final Management Decision Letter Issued: Arbor E&T, LLC, Career Team, LLC, and Cuban American National Council, Inc.				
PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED				
POCA reviewed for PY'20-21 Annual Administrative Monitoring: Arbor E&T, LLC				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: GRANTEE/SUB-GRANTEE AGREEMENT MATRIX

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

Once every three years each of the state's 24 workforce boards signs a Grantee/Sub-Grantee Agreement with the Florida Department of Economic Opportunity (DEO). The agreement outlines specific requirements that each local workforce board must follow as a condition of receiving workforce funding.

The 2021 Grantee/Sub-Grantee Agreement for Local Workforce Development Board (LWDB) 23 was signed in May 2021. Thereafter, South Florida Workforce Investment Board (SFWIB) staff conducted a comprehensive review of said agreement to ensure LWDB 23 is in compliance with the requirements and to identify any additional mandates resulting from the Reimagining Education and Career Help (REACH) Act being passed and signed into law on June 27, 2021.

SFWIB staff created a Grantee/Sub-Grantee Agreement Matrix to assist in evaluating whether the Board is in full compliance with the agreement and to identify any changes required as a result of new REACH Act. The REACH Act included parameters specific to the workforce system that will need to be incorporated due to the new law going into effect after the Grantee/Sub-Grantee Agreement was signed.

The matrix depicts some items that are currently not in compliance, the action staff is taking to resolve the issue, and the estimated time frame in which the issues will be resolved. The Grantee/Sub-Grantee Agreement Matrix is attached for the review of the Council.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

GRANTEE SUB-GRANTEE AGREEMENT (5/15/21-5/15/24)
TERMS OF COMPLIANCE CALENDAR
PY2020-2021

SECTION	YES	NO	NOTES	Assigned Staff Member	Corrective Action Plan
Section 3 – Fiscal and Administrative Controls					
Does CSSF have procedures in place to ensure compliance with the terms, conditions, assurances, restrictions or other instructions contained within the NFA.					
Does CSSF have administrative policies, procedures and fiscal controls in place for the operation of WIOA, WP, TAA, SNAP E&T, WT, CDBG-DR and any other program for which the CSSF receives funds from DEO?	✓				
Does CSSF have administrative policies, procedures and fiscal controls in place for the payment of supportive services including, but not limited to prepaid gas and/or prepaid debit cards? The Controls must address issuance, storage, and reconciliation of prepaid gas/prepaid debit cards and maintaining documentation supporting the eligibility of the receipt of supportive services and the value of the supportive services is consistent with the documented need of the participants.	✓				
Does CSSF manage, maintain and properly dispose of programs and financial records in accordance with governing Federal and State laws and regulations?	✓				
Does CSSF have a designated Regional Security Officer (RSO)? If so, is that person known throughout the system? Further, in cases of emergency, is there a mechanism in place or person appointed who can assume the duties and responsibilities if needed?	✓				
Does CSSF have a designated Property/Equipment Custodian for purchased property and equipment and ensures CSSF is in compliance with 2 CFR §§ 200.310-200.316?	✓				
Does CSSF have policies and procedures in place to ensure compliance with all procedures disseminated by DEO to CSSF?	✓				
Does CSSF manage real property and leases for all space utilized in the one-stop delivery system? If not, what mechanisms are in place to ensure compliance with state, federal and local laws and regulations?	✓				
Does CSSF pay a Consultant \$710 or more per day? If so, has CSSF documented the reasonableness and necessity of the cost? Has the limit been added to the pertinent policies and or procedures? In addition, does CSSF have a mechanism in place to request prior approval from the grant officer for any fees paid in excess of the maximum \$710 per eight hour work day?		✓	CSSF is not paying any consultants \$710.00 or more per day.		
Does CSSF have a mechanism(s) in place to communicate and ensure staff is informed of the parameters (i.e., terms, conditions, assurances, restrictions, etc.) for the performance and/or other pertinent details of an NFA?	✓				
Does CSSF have a fail-safe/mechanism(s) in place to protect itself if the formula portion of the funds are not disbursed timely in accordance with all applicable laws and regulations and/or as it relates to recoupment and overpayment of funds?	✓				
Section 4 – Performance, Reporting, Monitoring and Auditing					
Does CSSF complete and submit Salary Cap Information to DEO by April 1?	✓				
Does CSSF provide timely electronic financial and programmatic data via the data systems established by DEO?	✓				
Is CSSF aware of the specific time frame for submission of the requested information?	✓				
Does CSSF conduct an Annual Audit with an Auditing Firm as part of the required procedures outlined in Exhibit A of the agreement?	✓				
Does the Annual Audit require the testing of CSSF's reconciliation of its financial records to the Subrecipient Enterprise Resource Application (SERA) maintained by DEO?	✓				
Does CSSF's Annual Audit Statement of Work (SOW) require the review of key guidelines contained in the SERA Manual produced by DEO concerning cash management, especially the criteria for Allowable Cash on Hand? Does CSSF conduct the appropriate tests of compliance?	✓				
Does CSSF's Annual Audit SOW require the review of all funds overseen, managed, or administered by the Board, as well as, those within the audited financial statements?	✓				
Does the CSSF Annual Audit SOW's scope of the audit include the provisions in section 4e, sections i. through vi. of the Grantee-Subgrantee agreement?	✓				
Does CSSF limit the auditor's services to no more than five years? If so, does CSSF competitively re-procure these services?	✓				
Does CSSF ensure that if the previous auditing firm is awarded a new contract for audit services, through the competitive procurement, the lead partner of the audit firm has not been engaged as the lead partner with the Board for any of the previous five years?	✓				
Does CSSF complete and submit the Annual Budget by funding source to DEO by October 1st?		✓	We have not sent this for this program year, however staff is in the process.		
Does CSSF complete and submit the DEO's Internal Control Questionnaire by September 30?	✓				
Does CSSF receive notification in advance of its performance and compliance results prior the annual meeting?	✓				
Section 5 – The Board's One-Stop Delivery System					
Does CSSF operate at least one physical comprehensive career center with access to partner programs, services and activities in accordance with 20 CFR 678.300(c) and 678.305?	✓		Still pending HUD, Native American Partners and VOC-REHAB		Staff is in negotiations with the last three required partners.
Has CSSF appropriately designated a One-Stop Operator in accordance 20 CFR 678.605 & 678.25, F.S. Section 445.009?		✓	Pending release of upcoming RFP		RFP will be released on or about 1 January for next program year.
Does CSSF required WIOA Partner Programs to contribute to the infrastructure cost of career centers?	✓				
Has CSSF established a proper Infrastructure/Shared Services Budget reflecting a cost allocation methodology?	✓				
Does CSSF have a written process to ensure the Board is in compliance with state funding processes?		✓			Staff has reached out to the State to get further clarification on the "State Funding Process" to ensure compliance.
Does CSSF have written processes to resolve issues that may arise during the Memorandum of Understanding (MOU) duration period when a consensus cannot be reached?	✓				
Does CSSF have written processes to address periodic modifications to ensure the equitable benefit among one-stop partners?	✓				

Does CSSF incorporate infrastructure funding provisions in each MOU with one-stop partner agencies and include remedies for non performance?	✓				
Does CSSF have a mechanism that identifies all career center partners, chief local elected officials and the Board who are participating in the infrastructure funding arrangement?		✓	CSSF has a mechanism but the reference CFR (20 CFR 678.755) requires the agreement to be made public. Stay is in the process of uploading all contracts to a shared folder accessible from the CSSF website.		
Section 6 – Services Delivered by DEO Staff within the Board’s One-Stop Delivery System					
Does CSSF provide the DEO Human Resource (HR) with a DEO staffing structure in an organizational chart by July 1 or within 30 days upon changes to the organizational structure related to DEO staff members?		✓	Prior the DEO organizational chart was progrided by DEO HR Reporting group.		DEO will comply with this requirement by December 15, 2021.
Does CSSF provide DEO with information and recommendations regarding the performance of assigned DEO staff pursuant to a procedure developed and implemented by the Parties?	✓				
Has CSSF designated a local DEO Personnel Liaison (Operations Management Consultant) for the purpose of coordinating personnel related activities for DEO staff? If so, is the personnel liaison a DEO staff member?	✓				
Does CSSF have a mechanism in place to provide the name and contact information of the designated personnel liaison to the DEO HR Office upon designation of this staff member; and thereafter annually or upon changes to the designated staff member?	✓				
Has CSSF developed methods for referring individuals between the one-stop operator(s) and partners for appropriate programs and services?	✓				
Does the CSSF maintain a staffing structure chart describing each career center site location, the designated one-stop operator or managing partner at the site location, all DEO staff placed at the site location, and the position classification and program assignment for each DEO staff member working at the site location?	✓				
Does the CSSF have a mechanism in place to refer any question or conflict regarding management of DEO staff to DEO for resolution?	✓				
Section 7 – Open Government and Confidentiality					
Does CSSF have a designated a Public Records Custodian for the purpose of ensuring that all public records matters are handled appropriately?	✓				
Does CSSF staff, that has been granted access to workforce information systems, have a completed Individual Non-Disclosure and Confidentiality Certification Form (Exhibit B to this agreement) on file? If so, is there a mechanism in place to ensure each completed copy is retained by the Board and made available to the DEO upon request?	✓				
Has CSSF ensured that all individuals who obtain access to RA information are made aware of the penalties established by section 443.1715, Florida Statutes, 20 CFR 603, and the conditions set forth in section 7(f)(i-viii) of the agreement?	✓				
Does CSSF have a mechanism in place to notify DEO of any breaches in security as defined by section 501.171, Florida Statutes, occurring in any operation under its control?	✓				
Section 8 – Background Screenings					
Does CSSF require staff to have at least a LEVEL 1 Background Screening upon hire and at least every 5 years of consecutive employment, and upon re-employment in all circumstances (including assignment to a new or different contract for Board contractors)?	✓				
Does CSSF have a mechanism in place that requires CSSF contractors to incur the cost of screening their staff?		✓	Currently CSSF reimburses the provider for background screening cost. Future contract modification will specify that the contractor is responsible for the cost of screening their staff.		
Does CSSF have a policy for implementing background screenings? If so, does CSSF contracts with an FDLE approved provider?	✓				
Does CSSF maintain a current background screening compliance list of all employees in a secure location that is separate from employee files?	✓				
Although Level II background screening is not required under this agreement, does CSSF require all employees in positions of Special Trust to undergo a Level II Background Screening; and at least every 5 years of consecutive employment, as well as upon re-employment in all circumstances (including assignment to a new or different contract for Board contractors)?	✓				
Has CSSF identified and disclosed to the DEO (or have a process in place to do so) Board staff positions that are identified as Special Trust?	✓				
Although Level II Background screening is not required under this agreement, does CSSF have a mechanism in place to obtain, from the DEO, the background check results of state merit staff that undergo Level 2 background screening?	✓				
Section 9 – Local Plan and Assurances					
Has CSSF submitted and received approval of its local plans that outline CSSF’s delivery and administration of all workforce services delivered within the LWDA?	✓				
Does CSSF use the U.S. Department of Homeland Security’s E-Verify system found at https://www.e-verify.gov/ to verify the employment eligibility of all new employees, and that of current employees prior to any promotion or during that employee’s Level 1 or Level 2 background rescreening?	✓				
Does CSSF have a mechanism in place that requires CSSF contractors to incur the cost of screening their staff?	✓				
Does the CSSF continuously develop and update its local plan in accordance with applicable provisions of law and as directed by DEO or the State Board?	✓				
Section 10 – Procurement					
Does CSSF comply with Florida Statute 287.135 when entering into a contract in the amount of \$1,000,000 or more?	✓				
Since CSSF is affiliated with Miami-Dade County, does CSSF ensure compliance with Florida Statute 287.133(2)(a)?	✓				
Does CSSF comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services?	✓				
Does CSSF include a clause in its procurement solicitations that the respondent is not on the discriminatory vendor list?	✓				
Does CSSF include a clause in its Contract that the contractor is not on the discriminatory vendor list?	✓				
Does CSSF obtain prior written approval from DEO when purchasing any information technology resources or when conducting any activity that will, in any way, access DEO’s electronic information technology equipment, software or enhancements to Employ Florida?	✓				

Does CSSF have a mechanism in place to ensure compliance with 2 CFR 200.421, and DEO's Guidance on Use of Funds for the Purchase of Outreach/Informational Items (FG-OGM-84)? If so, does CSSF retain documentation to support the cost of the funds expended as well as demonstrate that the costs are reasonable and necessary to connect individuals to employment and training services?	✓				
Section 11 – Compensation and Travel					
Does CSSF ensure that funds allocated by DEO are not used to fund the salary, bonuses or incentives of any employee in excess of Federal Executive Level II?	✓				
Does CSSF comply with section 445.007(10), Florida Statutes, and 112.061, Florida Statutes (per diem)?	✓				
Section 12 – Board Governance, Responsibilities and Transparency					
Does CSSF posts all board meeting dates/notifications on the website at least 7 days in advance?	✓				
Does CSSF posts current employee positions' and salaries and benefits including performance bonuses on the website?	✓				
Does CSSF posts contracts over \$35,000 on the website for the five most recent years?		✓	SFWIB does not currently post contracts that are in excess of \$10,000.00. Staff is working on populating this information on the CSSF website.		Due to the volume of documents to be digitized and uploaded, the objective is to start with the current program year until project is completed.
Does CSSF post the list of all current board members, their companies and board members terms of service on the website?		✓	Although the Board members are listed, their terms of service is not specified. The website will be updated to include the terms of service.		
Does CSSF have the Inter-local Agreement between Miami-Dade and Monroe Counties on the website?	✓				
Does CSSF post the single-audit for the two most recent years on the website?		✓	Staff will post the previous years audits on the CSSF website		
Does CSSF post the board and committee meeting minutes on the website within 15 days of approval with the two most recent years of board meetings?		✓	Staff is updating missing minutes from previous board meetings. Some information was lost due to the malware attack.		
Does CSSF post its tax returns for the two most recent years on the website?		✓	This requirement is not applicable to SFWIB because SFWIB is a governmental entity.		
Does CSSF have an active registration in the Universal Identifier and System for Award Management (SAM)? Does CSSF have a Data Universal Numbering System (DUNS) number?	✓				
Does CSSF have a policy to comply with the reporting requirements regarding abuse and neglect in accordance with 39.201 and 415.1034 of the Florida Statutes?	✓				
Does CSSF comply with 2 CFR 170 reporting sub-award and executive compensation information?	✓				
Does CSSF clearly publicize the percentage of the total costs of a program/project funded with federal dollars and NFD?		✓	Staff will develop a mechanism to ensure compliance with this requirement.		
Does CSSF clearly publicize sponsors of it's programs to include DEO if federal funds are used?		✓	DEO is not mentioned only other sponsoring partners. Staff will include DEO in all future notifications.		
Does CSSF have a policy in place to comply, within one business day of discovery, with the disclosure requirements regarding any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award in accordance with 2 CFR 200.113?		✓	The Policy Coordinator will be tasked with drafting this policy.		
Section 13 – Ethics					
Does CSSF have a Code of Ethics modeled after the provisions of Chapter 112, Florida Statutes for employees?	✓				
Has CSSF designated a Chief Ethics Officer?	✓		This role is temporarily being performed by the Assistant Director until the HR manager position is filled.		
Does the SFWIB/CSSF adhere to the Conflict of Interest Policy?		✓	SFWIB operates under the Miami Dade County's Conflict of Interest Policy. Staff will be establishing a policy that will address the entire LWDA.		
Are CSSF staff and program participants aware of the CSSF Grievance Procedures and Equal Opportunity Representation?	✓				
Are CSSF staff made aware of its Whistleblower Policy?	✓				
Does CSSF expend program funds on lobbying either directly or indirectly?		✓	CSSF does not participate in lobbying.		
Section 14 – Local Board Composition, Board Member Selection and Training					
Does the SFWIB/CSSF participate, at least annually, in mandatory orientation and training?		✓	The board did not meet last program year for training due to COVID-19		
Does the CSSF comply with all federal and state laws, policies, procedures, and rules on local workforce board composition?	✓				
Has CSSF developed and implemented clear processes and procedures for recruiting CSSF board members and ensures member qualifications are in alignment with the requirements of the WIOA and are compliant with all federal and state laws, policies, procedures, and rules?	✓				
Does CSSF prohibit any Board staff from serving as members of a committee or subcommittee of the Board?	✓				
Section 15 – Related Party					
Does the SFWIB/CSSF adhere to the Related Party Contracts Policy?	✓				
Section 16 – Additional Provisions					
Does the SFWIB/CSSF review and approve the annual schedule of operations prior to the new year, before July 1st?		✓	Will go before the board in December		
Does SFWIB/CSSF submit an annual report to the DEO, including the most recent IRS Form 990, detailing total compensation for the Board's executive leadership team(s)?			Not Applicable		
Section 17 – Services to Individuals with Disabilities					
Does CSSF designate staff in each career center to promote employment opportunities for individuals with disabilities?	✓				
Section 18 – Services to Individuals with Limited English Proficiency					
Does CSSF have a policy and procedure to provide Free Language Services to customers who need such services?	✓				
Section 19 – Response to Customer Service Complaints					

Does CSSF have a process for handling customer service complaints received from the DEO on behalf of the Governor?	✓				
Section 21 - Required Local Positions					
Have the required local positions been appointed?		✓	Equal Opportunity Officer, SFWIB will designate an individual by December 31, 2021		



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: 2020-2021 FISCAL AUDIT APPROVAL

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the Approval of the Program Year 2020-21 Agency-wide Audit Reports, as set forth below.

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On April 15, 2020, the South Florida Workforce Investment Board (SFWIB) approved the execution of a one year contract with Anthony Brunson P.A. for the performance of an external independent audit of the agency's financial records and reports for Program Year (PY) 2020-2021.

The SFWIB PY 2020-2021 audit was recently completed by Anthony Brunson P.A. The audit was performed pursuant to generally accepted auditing standards, government auditing standards, and the Rules of Florida's Auditor General. It included a review of internal controls as well as compliance with applicable laws and regulations. Mr. Brunson will present the audit results to the members of the Council.

In accordance with the Final Guidance (AWI FG 05-019) issued by the Florida Department of Economic Opportunity (DEO) on Audit and Audit Resolution, dated August 12, 2005, auditors must appear before the Board, or an appropriate committee of the Board, to explain the opinions expressed by the auditor and to discuss the significance of any audit findings, including findings contained in the Management Letter. Copies of the audit, management letter, and any corrective action plan must be submitted to the DEO Inspector General, the State Auditor General's Office, Department of Financial Services, the Federal Audit Clearinghouse, as well as, to the Chief Elected Official for Workforce Development Area 23.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: AUTHORIZATION FOR SFWIB STAFF TO RELEASE A REQUEST FOR QUOTE FOR PROGRAM YEARS 2022-2024 EXTERNAL AUDITING SERVICES

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to issue a Request for Qualifications (RFQ) for external auditing services for Program Years 2022-2024, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The contract with Brunson and Associates, P.A. for auditing services was competitively procured in 2017 and expired on June 30, 2020. The SFWIB approved an additional one year contract with Brunson and Associates on April 15, 2021 for auditing services for fiscal year 2020-2021.

SFWIB staff is seeking external auditing services in an amount not to exceed \$225,000 for the audits of three fiscal years, 2022 through 2024. The 2021-2022 audit process will begin immediately following the close of the current program year.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/16/2021

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: ACCEPTANCE OF ADDITIONAL WORKFORCE SYSTEM FUNDING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept an additional \$21,148 in Workforce System Funding, as set forth below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) received several Notice of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) of the State of Florida. The following is a list of NFA for various workforce programs for Workforce Development Area 23 to operate the employment and training services:

Date Received	NFA #	Funding / Program	Initial Award	Award Increase	Total Award Amount
December 1, 2021	039550	Disabled Veterans	\$ 72,866.00	\$ 15,185.00	\$ 88,051.00
December 1, 2021	039703	Local Veterans	\$ 45,686.00	\$ 5,963.00	\$ 51,649.00
TOTAL			\$ 118,552.00	\$ 21,148.00	\$ 139,700.00

FUNDING: Workforce System Funding

PERFORMANCE: N/A

NO ATTACHMENT