



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, FEBRUARY 18, 2015
8:00 A.M.**

South Florida Workforce Investment Board
Doubletree Hotel – Convention Center
711 NW 72nd Avenue, 2nd Floor
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. December 17, 2015
3. Information – December 2015 Financial Report
4. Information -- December 2015 Bank Reconciliation
5. Information – DEO Information Security Audit
6. Recommendation as to Approval to Accept \$2 million in Miami Dade County Funds for the Summer Youth Employment Program
7. Recommendation as to Approval to Negotiate an Agreement with Crowe Horwath LLP for the Performance of IT Penetration Audit Services

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

"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 18, 2016 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

December 17, 2015 at 8:00am
 Miami Dade College North Campus
 11380 NW 27th Ave,
 Miami, FL 33167

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Perez, Andy, <i>Vice-Chairman</i> 2. Bridges, Jeff 3. Datorre, Roberto 4. Davis- Raiford, Lucia 5. Montoya, Rolando 6. Scott, Kenneth 7. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 8. Gibson, Charles A, <i>Chairman</i> 9. Adrover, Bernardo 10. Socorro, Ivonne <p>SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine</p>	<p>Allison, Carshena – <i>BCA Watson Rice, LLP</i></p> <p>Brito, Hilma – <i>Arbor E & T Rescare, Inc.</i></p> <p>Mitchelle, Carlana – <i>Miami-Dade County Public Schools (M-DCPS)</i></p> <p>Thompkins, Ronald – <i>BCA Watson Rice, LLP</i></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 on behalf of FEC Chairman Charles Gibson and Vice-Chairman Andy Perez He called the meeting to order at 8:30a.m., asked those present introduce themselves. He subsequently noted that a quorum had not been achieved.

3. Information – April 2015 Financial Report

SFWIB Vice-Chairman Jeff Bridges introduced the item. SFWIB Assistant Director Gus Alonso further discussed and reviewed with the Council the Financial Report (unaudited) for the Period of October 2015:

Budget Adjustment:

Revenues:

- No revenue adjustments.

Expenses:

- Headquarter cost increased by \$1,418,918
- Refugee Contracted Services increased by \$10,831,892
- Set Asides decreased by \$200,000
- Youth Services increased by \$8,525
- Unallocated Funds decreased by \$12,522,250
- Facilities Cost increased by \$271,440
- Training and Support Services decreased by \$80,000
- Other Programs and Contracts increased by \$400,000

Explanation of Significant Variances

1. Training and Support Services – low at 7.7% versus 33.3%.

Dr. Montoya requested additional details on a few line items and Mr. Alonso further explained.

Both Mr. Datorre and Dr. Montoya inquired about the reduction in revenue. Executive Director Rick Beasley appeared before the Council and explained.

[FEC Vice Chairman Andy Perez arrived; **Quorum Achieved**]

2.a. Approval of the Audit Committee Meeting Minutes for October 15, 2015

Mr. Kenneth Scott moved the approval of meeting minutes for October 15, 2015. Motion seconded by Dr. Montoya. **Motion Passed Unanimously**

4. Information – Bank Reconciliation for November 2015

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

No further questions or discussions.

5. Recommendation as to Approval of the Fiscal Year 2014-15 Audit and renew the FY 2016-17 Audit Contract with TCBA Watson Rice, LLP

SFWIB Vice-Chairman Bridges introduced the item then introduced Mr. Robert Thompkins and Ms. Carshena Allison of TCBA Watson Rice, LLP who both appeared before the Council and presented.

Dr. Montoya noted a scrivener's error into record regarding the Fiscal Year (FY) renewal date. He stated the FY should reflect 2015-2016 instead of 2016-17. SFWIB Vice-

Chairman Bridges responded that the error will be corrected and reflected in the minutes accordingly.

Mr. Datorre inquired about the reduction in review from 2014 to 2015. Executive Director Rick Beasley appeared before the Council and explained that this resulted in the economy improving.

Dr. Montoya inquired about recommendations and Ms. Allison explained it was recommended that an IT Penetration testing (cyber security) be performed. Dr. Montoya further inquired about the procurement process for a qualified firm. Mr. Alonso explained the current challenges with finding a qualified contractor that would accept the negotiated amount and comply with Miami-Dade County's liability clause.

Ms. Allison explained that an IT control testing had been conducted. FEC Vice-Chairman Perez requested an explanation as to the purpose of the test. Ms. Allison further explained. Mr. Perez inquired about current servers and staff provided details.

SFWIB Vice Chairman Bridges inquired about the current liabilities that increased from prior year (2014). Ms. Allison explained. He additionally inquired about the term "current liability" versus "long term liability". Ms. Allison explained that if the transaction is payable within one (1) year, then it's considered current liability and transactions payable longer than a year is considered a long term liability.

Mr. Datorre inquired about the auditing conducted of contracts and Ms. Allison explained that they worked with the Office of Continuance Improvement (OCI) unit.

FEC Vice Chairman Perez inquired about the follow-up process when a finding is identified. Ms. Allison explained.

There was continued discussion.

Mr. Kenneth Scott moved the approval of Fiscal Year 2014-15 Agency-wide Audit Reports and renewal of contract with TCBA Watson Rice, LLP's. Motion second by Dr. Montoya; **Motion Passed Unanimously**

6. Recommendation as to Approval to accept \$166,665 in TANF Funds

FEC Vice-Chairman Perez introduced and read the item into record. He noted staff's recommendation for the Finance and Efficiency Council's approval to recommend to the Board to accept \$1,666,665 in TANF program funds.

Dr. Rolando Montoya moved the approval to accept \$166,665 in TANF funds. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

7. Recommendation as to approval to Adjust 2015-16 Budget for the Actual Carry-forward

Vice-Chairman Perez introduced and requested an overall status of pending contracts, specifically FIU /City Year. Mr. Alonso responded that the contract did not materialize as a result of FIU's decision not come to terms with the various stipulations.

Mr. Datorre inquired about the next steps for reallocating funds of a failed negotiated contract. Mr. Alonso responded that funds set aside for this particular program would be reallocated to other programs. Mr. Datorre subsequently requested a vote be taken to reallocate the funds. However, Dr. Montoya explained that an approval is not required as it

set aside funds of failed negotiated contracts would be automatically reallocated to fund other programs.

The Council later recommended a detail report be provided to the council. Executive Director Rick Beasley appeared before the Council and responded to member's concerns. He additionally advised that a detailed contract status report will be provided at a later date.

Mr. Jeff Bridges moved the approval to adjust the 2015-16 budget for the actual carry-forward. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

8. Recommendation as to Approval to Update the Accounting Policies and Procedures

Mr. Alonso presented the item.

Mr. Roberto Datorre moved the approval to update the accounting policies and procedures. Motion seconded by FEC Vice Chairman Andy Perez; **Motion Passed Unanimously**

There being no further business to come before the Council, the meeting adjourned at 9:25am.



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 2/18/2016

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FINANCIAL REPORT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

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 2015 is being presented for review by the Council members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**SOUTH FLORIDA
WORKFORCE INVESTMENT
BOARD**

**FINANCIAL
REPORT**

FOR THE PERIOD OF:

**JULY 1, 2015 THRU DECEMBER 31,
2015
(UNAUDITED)**

Accompanying Notes to the Financial Report (unaudited) For the Period of July 1, 2015 through December 31, 2015

Budget Adjustments

Revenues: There were no Revenue Adjustments.

Expenses: the following adjustments occurred:

- Adult Services increased \$1,305,323 due to the new Arbor allocation for the period of 1/1/16-6/30/16.
- Youth Services increased \$2,246 due to contract dollars that the Service Providers allocated back from Training and Support Services.
- Unallocated Funds decreased (\$1,305,323) due to the newly approved Arbor allocation for the period of 1/1/16-6/30/16
- Training and Support Services decreased (\$2,246) due to the Youth transfer above.

Explanation of Significant Variances

1. Training and Support Services expenditures are low (14.6% versus 50%). To date, 42% of the allocations have been committed, meaning issued and obligated.
2. Other Programs and Contracts are 63.1% versus 50%, mainly due to Miami Dade County Summer Program receivable pending. In reality, the actual budget verses actual are currently low; for the most part these special projects usually materialize at the end of the fiscal year.

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
AGENCY SUMMARY**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA	\$ 19,657,323	\$ -	\$ -	\$ 19,657,323	\$ 1,242,494	\$ 18,414,829	6.3%
TANF	\$ 9,002,387	\$ -	\$ -	\$ 9,002,387	\$ 2,403,244	\$ 6,599,143	26.7%
DEO : Passed-through & Other Employment Service Fu	\$ 4,461,631	\$ -	\$ 37,667	\$ 4,499,298	\$ 1,436,494	\$ 3,062,804	31.9%
DCF-Refugee	\$ 12,522,250	\$ -	\$ -	\$ 12,522,250	\$ 2,954,786	\$ 9,567,464	23.6%
Second Year Allocation from FY 14-15	\$ 17,708,200	\$ -	\$ -	\$ 17,708,200	\$ 11,533,354	\$ 6,174,846	65.1%
Other	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 435,712	\$ (335,712)	435.7%
Total Revenue	\$ 63,351,791	\$ -	\$ 137,667	\$ 63,489,458	\$ 20,006,084	\$ 43,483,374	31.5%
Expenditures:							
Headquarter Costs:	\$ 7,688,184	\$ -	\$ 1,448,918	\$ 9,137,102	\$ 3,168,587	\$ 5,968,515	34.7%
Sub-Contracted Services:	\$ 37,765,202	\$ (606,253)	\$ (1,920,357)	\$ 35,238,592	\$ 12,405,665	\$ 22,832,927	35.2%
<i>Adult Services</i>	\$ 17,328,554	\$ -	\$ (611,598)	\$ 16,716,956	\$ 5,863,562	\$ 10,853,394	35.1%
<i>Refugee Services</i>	\$ 2,646,935	\$ (120,000)	\$ 10,831,893	\$ 13,358,828	\$ 4,445,201	\$ 8,913,628	33.3%
<i>Youth Services</i>	\$ 5,261,713	\$ (486,253)	\$ -	\$ 4,775,460	\$ 2,096,902	\$ 2,678,558	43.9%
<i>Set Asides</i>	\$ 1,912,003	\$ -	\$ (230,000)	\$ 1,682,003	\$ -	\$ 1,682,003	
<i>Unallocated Funds</i>	\$ 10,615,997	\$ -	\$ (11,910,652)	\$ (1,294,656)	\$ -	\$ (1,294,656)	
Facilities Cost	\$ 5,102,376	\$ -	\$ 309,107	\$ 5,411,483	\$ 2,115,369	\$ 3,296,114	39.1%
Training and Support Services:	\$ 12,796,030	\$ 582,920	\$ (330,000)	\$ 13,048,949	\$ 1,904,498	\$ 11,144,452	14.6%
Other Programs & Contracts:	\$ -	\$ 23,333	\$ 630,000	\$ 653,333	\$ 411,965	\$ 241,368	63.1%
<i>Take Stock in Children</i>	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	0.0%
<i>City of Key West-Fire Academy Training Program</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Future Bankers Camp</i>	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	0.0%
<i>National Flight Academy</i>	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	0.0%
<i>City of Miami Gardens Summer Youth Employment Program</i>	\$ -	\$ 23,333	\$ 100,000	\$ 123,333	\$ 97,406	\$ 25,927	79.0%
<i>SAFEE Aviatin Summer Camp</i>	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	0.0%
<i>Employ Miami Dade</i>	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	0.0%
<i>Miami Dade Summer Employment</i>	\$ -	\$ -	\$ -	\$ -	\$ 314,560	\$ (314,560)	
Total Expenditures	\$ 63,351,791	\$ -	\$ 137,668	\$ 63,489,459	\$ 20,006,084	\$ 43,483,375	31.5%
Balance of Funds Available-Unobligated Funds	\$ (0)	\$ -	\$ (1)	\$ (1)	\$ -	\$ (1)	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIA YOUTH**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA	\$ 5,465,444			\$ 5,465,444	\$ 967,347	\$ 4,498,097	17.7%
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15	\$ 1,851,791			\$ 1,851,791	\$ 1,851,791	\$ -	100.0%
Other							
Total Revenue	\$ 7,317,235	\$ -	\$ -	\$ 7,317,235	\$ 2,819,138	\$ 4,498,097	38.5%
Expenditures:							
Headquarter Costs:	\$ 881,727			\$ 881,727	\$ 581,915	\$ 299,812	66.0%
Sub-Contracted Services:	\$ 5,886,715	\$ (486,253)	\$ (50,000)	\$ 5,350,462	\$ 2,096,902	\$ 3,253,560	39.2%
<i>Adult Services</i>	\$ -	\$ -	\$ -	\$ -		\$ -	
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ 5,261,713	\$ (486,253)	\$ -	\$ 4,775,460	\$ 2,096,902	\$ 2,678,558	43.9%
<i>Set Asides</i>	\$ 625,002		\$ (50,000)	\$ 575,002		\$ 575,002	0.0%
<i>Unallocated Funds</i>				\$ -			
Facilities Cost	\$ 548,793			\$ 548,793	\$ 67,175	\$ 481,618	12.2%
Training and Support Services:	\$ -	\$ 486,253	\$ -	\$ 486,253	\$ 73,146	\$ 413,107	15.0%
Other Programs & Contracts:	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	0.0%
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>				\$ -		\$ -	
<i>Future Bankers Camp</i>			\$ 50,000	\$ 50,000		\$ 50,000	0.0%
<i>National Flight Academy</i>				\$ -		\$ -	
<i>City of Miami Gardens Summer Youth Employment Program</i>							
<i>SAFEE Aviatin Summer Camp</i>				\$ -		\$ -	
<i>Employ Miami Dade</i>							
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 7,317,235	\$ -	\$ -	\$ 7,317,235	\$ 2,819,138	\$ 4,498,097	38.5%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIA DISLOCATED WORKER**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.000%		
Revenues:							
WIA	\$ 6,373,437			\$ 6,373,437		\$ 6,373,437	0.0%
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15	\$ 5,713,959			\$ 5,713,959	\$ 2,467,860	\$ 3,246,099	43.2%
Other							
Total Revenue	\$ 12,087,396	\$ -	\$ -	\$ 12,087,396	\$ 2,467,860	\$ 9,619,536	20.4%
Expenditures:							
Headquarter Costs:	\$ 1,456,531		\$ 7,714	\$ 1,464,245	\$ 371,988	\$ 1,092,257	25.4%
Sub-Contracted Services:	\$ 4,739,351	\$ -	\$ (46,283)	\$ 4,693,068	\$ 1,566,327	\$ 3,126,741	33.4%
<i>Adult Services</i>	\$ 4,408,433	\$ -	\$ (147,363)	\$ 4,261,070	\$ 1,566,327	\$ 2,694,743	36.8%
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ 330,918		\$ (46,283)	\$ 284,635		\$ 284,635	0.0%
<i>Unallocated Funds</i>			\$ 147,363	\$ 147,363		\$ 147,363	0.0%
Facilities Cost	\$ 906,555			\$ 906,555	\$ 122,760	\$ 783,795	13.5%
Training and Support Services:	\$ 4,984,959	\$ -	\$ -	\$ 4,984,959	\$ 406,785	\$ 4,578,174	8.2%
Other Programs & Contracts:	\$ -	\$ -	\$ 38,569	\$ 38,569	\$ -	\$ 38,569	0.0%
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>							
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>			\$ 38,569	\$ 38,569		\$ 38,569	0.0%
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 12,087,396	\$ -	\$ -	\$ 12,087,396	\$ 2,467,860	\$ 9,619,536	20.4%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIA ADULT**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA	\$ 6,231,487			\$ 6,231,487		\$ 6,231,487	0.0%
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15	\$ 6,268,623			\$ 6,268,623	\$ 3,183,181	\$ 3,085,442	50.8%
Other							
Total Revenue	\$ 12,500,110	\$ -	\$ -	\$ 12,500,110	\$ 3,183,181	\$ 9,316,929	25.5%
Expenditures:							
Headquarter Costs:	\$ 1,506,263		\$ 7,977	\$ 1,514,240	\$ 307,863	\$ 1,206,377	20.3%
Sub-Contracted Services:	\$ 4,856,295	\$ -	\$ (47,862)	\$ 4,808,433	\$ 1,547,117	\$ 3,261,316	32.2%
<i>Adult Services</i>	\$ 4,514,076	\$ -	\$ (158,781)	\$ 4,355,295	\$ 1,547,117	\$ 2,808,178	35.5%
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ 342,219		\$ (47,862)	\$ 294,357		\$ 294,357	0.0%
<i>Unallocated Funds</i>			\$ 158,781	\$ 158,781		\$ 158,781	
Facilities Cost	\$ 937,508			\$ 937,508	\$ 145,701	\$ 791,807	15.5%
Training and Support Services:	\$ 5,200,044	\$ -	\$ -	\$ 5,200,044	\$ 1,182,501	\$ 4,017,543	22.7%
Other Programs & Contracts:	\$ -	\$ -	\$ 39,885	\$ 39,885	\$ -	\$ 39,885	0.0%
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>							
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>			\$ 39,885	\$ 39,885		\$ 39,885	0.0%
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 12,500,110	\$ -	\$ -	\$ 12,500,110	\$ 3,183,181	\$ 9,316,929	25.5%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
TANF

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA				\$ -		\$ -	
TANF	\$ 9,002,387			\$ 9,002,387	\$ 2,403,244	\$ 6,599,143	26.7%
DEO : Passed-through & Other Employment Service Funds				\$ -		\$ -	
DCF-Refugee				\$ -		\$ -	
Second Year Allocation from FY 14-15				\$ -		\$ -	
Other				\$ -		\$ -	
Total Revenue	\$ 9,002,387	\$ -	\$ -	\$ 9,002,387	\$ 2,403,244	\$ 6,599,143	26.7%
Expenditures:							
Headquarter Costs:	\$ 1,084,788		\$ 8,744	\$ 1,093,532	\$ 415,290	\$ 678,242	38.0%
Sub-Contracted Services:	\$ 5,542,420	\$ -	\$ (52,464)	\$ 5,489,956	\$ 1,534,509	\$ 3,955,447	28.0%
<i>Adult Services</i>	\$ 5,167,301	\$ -	\$ (190,330)	\$ 4,976,971	\$ 1,534,509	\$ 3,442,462	30.8%
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ 375,119		\$ (52,464)	\$ 322,655		\$ 322,655	0.0%
<i>Unallocated Funds</i>			\$ 190,330	\$ 190,330			
Facilities Cost	\$ 675,179			\$ 675,179	\$ 245,631	\$ 429,548	36.4%
Training and Support Services:	\$ 1,700,000	\$ (23,333)	\$ (330,000)	\$ 1,346,667	\$ 186,799	\$ 1,159,868	13.9%
Other Programs & Contracts:	\$ -	\$ 23,333	\$ 373,720	\$ 397,053	\$ 21,015	\$ 376,038	5.3%
<i>Take Stock in Children</i>		\$ 82,766	\$ 125,000	\$ 125,000		\$ 125,000	0.0%
<i>City of Key West-Fire Academy Training Program</i>						\$ -	
<i>Future Bankers Camp</i>						\$ -	
<i>National Flight Academy</i>			\$ 200,000	\$ 200,000		\$ 200,000	0.0%
<i>City of Miami Gardens Summer Youth Employment Program</i>		\$ 23,333		\$ 23,333	\$ 21,015	\$ 2,318	90.1%
<i>SAFEE Aviatin Summer Camp</i>			\$ 5,000	\$ 5,000		\$ 5,000	0.0%
<i>Employ Miami Dade</i>			\$ 43,720	\$ 43,720		\$ 43,720	0.0%
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 9,002,387	\$ -	\$ -	\$ 9,002,387	\$ 2,403,244	\$ 6,599,143	26.7%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
REFUGEE

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE	
Std Rate= 50.000%								
Revenues:								
WIA				\$ -				
TANF				\$ -				
DEO : Passed-through & Other Employment Service Funds				\$ -				
DCF-Refugee	\$ 12,522,250			\$ 12,522,250	\$ 2,954,786	\$ 9,567,464	23.6%	
Second Year Allocation from FY 14-15	\$ 2,608,425			\$ 2,608,425	\$ 2,605,140	\$ 3,285	99.9%	
Other								
Total Revenue	\$ 15,130,675	\$ -	\$ -	\$ 15,130,675	\$ 5,559,926	\$ 9,570,749	36.7%	
Expenditures:								
Headquarter Costs:	\$ 1,823,246			\$ 1,418,918	\$ 3,242,164	\$ 967,734	\$ 2,274,430	29.8%
Sub-Contracted Services:	\$ 13,262,932	\$ (120,000)	\$ (1,690,357)	\$ 11,452,575	\$ 4,445,201	\$ 7,007,374	38.8%	
<i>Adult Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Refugee Services</i>	\$ 2,646,935	\$ (120,000)	\$ 10,831,893	\$ 13,358,828	\$ 4,445,201	\$ 8,913,628	33.3%	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>				\$ -		\$ -		
<i>Unallocated Funds</i>	\$ 10,615,997		\$ (12,522,250)	\$ (1,906,254)				
Facilities Cost			\$ 271,440	\$ 271,440	\$ 104,073	\$ 167,367	38.3%	
Training and Support Services:	\$ 44,498	\$ 120,000	\$ -	\$ 164,498	\$ 42,919	\$ 121,579	26.1%	
Other Programs & Contracts:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<i>Take Stock in Children</i>								
<i>City of Key West-Fire Academy Training Program</i>								
<i>Future Bankers Camp</i>								
<i>National Flight Academy</i>								
<i>City of Miami Gardens Summer Youth Employment Program</i>								
<i>SAFEE Aviatin Summer Camp</i>								
<i>Employ Miami Dade</i>								
<i>Miami Dade Summer Employment</i>								
Total Expenditures	\$ 15,130,675	\$ -	\$ 1	\$ 15,130,676	\$ 5,559,926	\$ 9,570,751	36.7%	
	\$ (0)	\$ -	\$ (1)	\$ (1)	\$ -	\$ (1)		

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
WIA RAPID RESPONSE (DISLOCATED WORKER)**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA	\$ 1,586,955			\$ 1,586,955	\$ 275,148	\$ 1,311,807	17.3%
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15				\$ -		\$ -	
Other							
Total Revenue	\$ 1,586,955	\$ -	\$ -	\$ 1,586,955	\$ 275,148	\$ 1,311,807	17.3%
Expenditures:							
Headquarter Costs:	\$ 191,228		\$ 1,013	\$ 192,241	\$ 34,486	\$ 157,755	17.9%
Sub-Contracted Services:	\$ 591,923	\$ -	\$ (6,077)	\$ 585,846	\$ 215,256	\$ 370,590	36.7%
<i>Adult Services</i>	\$ 548,477	\$ -	\$ (13,498)	\$ 534,979	\$ 215,256	\$ 319,723	40.2%
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ 43,446		\$ (6,077)	\$ 37,369		\$ 37,369	0.0%
<i>Unallocated Funds</i>			\$ 13,498	\$ 13,498			
Facilities Cost	\$ 119,022			\$ 119,022	\$ 13,057	\$ 105,965	11.0%
Training and Support Services:	\$ 684,782	\$ -	\$ -	\$ 684,782	\$ 12,349	\$ 672,433	1.8%
Other Programs & Contracts:	\$ -	\$ -	\$ 5,064	\$ 5,064	\$ -	\$ 5,064	0.0%
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>							
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>			\$ 5,064	\$ 5,064		\$ 5,064	0.0%
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 1,586,955	\$ -	\$ -	\$ 1,586,955	\$ 275,148	\$ 1,311,807	17.3%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
INCENTIVES**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA				\$ -		\$ -	
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15	\$ 41,333			\$ 41,333	\$ 221,713	\$ (180,380)	536.4%
Other							
Total Revenue	\$ 41,333	\$ -	\$ -	\$ 41,333	\$ 221,713	\$ (180,380)	536.4%
Expenditures:							
Headquarter Costs:	\$ 41,333			\$ 41,333		\$ 41,333	0.0%
Sub-Contracted Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Adult Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<i>Unallocated Funds</i>				\$ -			
Facilities Cost				\$ -	\$ 221,713	\$ (221,713)	
Training and Support Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Contracts:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>							
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>							
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 41,333	\$ -	\$ -	\$ 41,333	\$ 221,713	\$ (180,380)	536.4%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
MILITARY YOUTH-JUMP START**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA				\$ -		\$ -	
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15	\$ 20,400			\$ 20,400		\$ 20,400	0.0%
Other							
Total Revenue	\$ 20,400	\$ -	\$ -	\$ 20,400	\$ -	\$ 20,400	0.0%
Expenditures:							
Headquarter Costs:	\$ 20,400			\$ 20,400		\$ 20,400	0.0%
Sub-Contracted Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Adult Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<i>Unallocated Funds</i>				\$ -		\$ -	
Facilities Cost				\$ -		\$ -	
Training and Support Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Contracts:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>							
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>							
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ 20,400	\$ -	\$ -	\$ 20,400	\$ -	\$ 20,400	0.0%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
CITY OF MIAMI GARDENS**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
					Std Rate= 50.000%		
Revenues:							
WIA				\$ -		\$ -	
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15				\$ -			
Other			\$ 100,000	\$ 100,000	\$ 76,391	\$ 23,609	76.4%
Total Revenue	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 76,391	\$ 23,609	76.4%
Expenditures:							
Headquarter Costs:				\$ -		\$ -	
Sub-Contracted Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Adult Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<i>Unallocated Funds</i>				\$ -		\$ -	
Facilities Cost				\$ -		\$ -	
Training and Support Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Contracts:	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 76,391	\$ 23,609	76.4%
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>			\$ 100,000	\$ 100,000	\$ 76,391	\$ 23,609	76.4%
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>							
<i>Miami Dade Summer Employment</i>							
Total Expenditures	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 76,391	\$ 23,609	76.4%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
Miami Dade County**

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA				\$ -		\$ -	
TANF				\$ -			
DEO : Passed-through & Other Employment Service Funds				\$ -			
DCF-Refugee				\$ -			
Second Year Allocation from FY 14-15				\$ -			
Other				\$ -	\$ 359,321	\$ (359,321)	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 359,321	\$ (359,321)	
Expenditures:							
Headquarter Costs:				\$ -	\$ 44,762	\$ (44,762)	
Sub-Contracted Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Adult Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>				\$ -		\$ -	
<i>Unallocated Funds</i>				\$ -		\$ -	
Facilities Cost				\$ -		\$ -	
Training and Support Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Programs & Contracts:	\$ -	\$ -	\$ -	\$ -	\$ 314,560	\$ (314,560)	
<i>Take Stock in Children</i>							
<i>City of Key West-Fire Academy Training Program</i>							
<i>Future Bankers Camp</i>							
<i>National Flight Academy</i>							
<i>City of Miami Gardens Summer Youth Employment Program</i>				\$ -		\$ -	
<i>SAFEE Aviatin Summer Camp</i>							
<i>Employ Miami Dade</i>							
<i>Miami Dade Summer Employment</i>					\$ 314,560		
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 359,321	\$ (359,321)	
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

*see accompanying notes

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REVENUE AND EXPENDITURES COMPARED TO BUDGET
DEO****

	BOARD APPROVED BUDGET	SAMS Adjustments	Contract Adjustments	AMENDED BUDGET	ACTUAL (07/01/15 THRU 12/31/15)	BUDGET VS. ACTUAL - AMOUNT	BUDGET VS. ACTUAL - RATE
Std Rate= 50.000%							
Revenues:							
WIA	\$ -	\$ -	\$ -	\$ -	\$ -		
TANF	\$ -	\$ -	\$ -	\$ -	\$ -		
DEO : Passed-through & Other Employment Service Fu	\$ 4,461,631	\$ -	\$ 37,667	\$ 4,499,298	\$ 1,436,494	\$ 3,062,804	31.9%
DCF-Refugee	\$ -	\$ -	\$ -	\$ -	\$ -		
Second Year Allocation from FY 14-15	\$ 1,203,669	\$ -	\$ -	\$ 1,203,669	\$ 1,203,669	\$ -	100.0%
Other							
Total Revenue	\$ 5,665,300	\$ -	\$ 37,667	\$ 5,702,967	\$ 2,640,163	\$ 3,062,804	46.3%
Expenditures:							
Headquarter Costs:	\$ 682,668	\$ -	\$ 4,552	\$ 687,220	\$ 444,550	\$ 242,670	64.7%
Sub-Contracted Services:	\$ 2,885,566	\$ -	\$ (27,314)	\$ 2,858,252	\$ 1,000,352	\$ 1,857,900	35.0%
<i>Adult Services</i>	\$ 2,690,267	\$ -	\$ (101,626)	\$ 2,588,641	\$ 1,000,352	\$ 1,588,289	38.6%
<i>Refugee Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Youth Services</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Set Asides</i>	\$ 195,299	\$ -	\$ (27,314)	\$ 167,985	\$ -	\$ 167,985	0.0%
<i>Unallocated Funds</i>	\$ -	\$ -	\$ 101,626	\$ 101,626	\$ -	\$ 101,626	0.0%
Facilities Cost	\$ 1,915,319	\$ -	\$ 37,667	\$ 1,952,986	\$ 1,195,260	\$ 757,726	61.2%
Training and Support Services:	\$ 181,747	\$ -	\$ -	\$ 181,747	\$ -	\$ 181,747	0.0%
Other Programs & Contracts:	\$ -	\$ -	\$ 22,762	\$ 22,762	\$ -	\$ 22,762	0.0%
<i>Take Stock in Children</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>City of Key West-Fire Academy Training Program</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Future Bankers Camp</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>National Flight Academy</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>City of Miami Gardens Summer Youth Employment Program</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>SAFEE Aviatin Summer Camp</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Employ Miami Dade</i>	\$ -	\$ -	\$ 22,762	\$ 22,762	\$ -	\$ 22,762	0.0%
<i>Miami Dade Summer Employment</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 5,665,300	\$ -	\$ 37,667	\$ 5,702,967	\$ 2,640,163	\$ 3,062,804	46.3%
Balance of Funds Available-Unobligated Funds	\$ -	\$ -	\$ 0	\$ 0	\$ -	\$ 0	

*see accompanying notes



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 2/18/2016

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

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 2015 is being presented for review by the Council members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

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

**Reconciliation Date: 12/31/15
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	(212,398.65)	
Less Checks/Vouchers Drawn	(5,024,555.28)	294
Plus Deposits		
Checks Voided	24.00	1
Deposits	6,883,211.64	51
Plus Other Items	(535.65)	1
Unreconciled Items:		
Ending Book Balance	1,645,746.06	
Bank Balance	2,412,689.22	
Less Checks/Vouchers Outstanding	(766,943.16)	76
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	1,645,746.06	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 1/7/16
Odell J. Ford Jr.

Approved by: S. Hinson 1/11/16



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/18/2016

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: INFORMATION SECURITY AUDIT

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **EFFECTIVE DEMAND DRIVEN MANAGEMENT / CONTROL TOOLS**

STRATEGIC PROJECT: **Alignment of Performance Measures with SFWIB Plan**

BACKGROUND:

The Department of Equal Opportunity (DEO), Office of Inspector General conducted an audit to evaluate the effectiveness of selected Information Technology security controls for database applications and activities used by CareerSource South Florida (Board). The audit included examinations of records and documentation from January 1, 2014 through May 31, 2015, with selected items after this period.

This audit is part of a series of activities designed to evaluate information security controls in place at CareerSource Boards. The audit tools used are based primarily on protocols that encompass DEO's information system security program.

All Florida DEO employees, contracted staff, vendors, CareerSource Boards, and others who do official business with the agency are required to comply with the provisions of DEO Information Security Policy 5.05.02. The Grantee-Subgrantee Agreement between the CareerSource Boards and DEO sets the terms and conditions for each board.

Of the fourteen areas reviewed, eight were reconized as needing improvements. There were two areas completed prior to the issuance of the final report. In summary, there were findings involving the following topics:

- The formation or enhancement of policies and procedures controlling information security.
- Contingency planning.
- Access controls.
- Security awareness training.
- Background screening.

The Board was responsive and professional throughout this audit. The Office of Inspector General provided these findings and recommendations to assist in defending against existing and emerging threats to information security.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



OFFICE OF INSPECTOR GENERAL

107 East Madison Street • Tallahassee, FL 32399
(850) 245-7135 • www.floridajobs.org

Information Security Audit CareerSource South Florida Final Report Project Number 2014/15-0155

January 13, 2016

Matters Reviewed:

The Office of Inspector General conducted this audit to evaluate the effectiveness of selected Information Technology security controls used by CareerSource South Florida (Board). The audit covers the period of January 1, 2014, through May 31, 2015, with selected items after this period.

Executive Summary:

This audit is part of a series of activities designed to evaluate information security controls in place at CareerSource Boards. The audit tools used are based primarily on protocols that encompass the Department's information system security program.

In summary, findings involve the following topics: (1) the formation or enhancement of policies and procedures controlling information security, (2) contingency planning, (3) access controls, (4) security awareness training, and (5) background screening.

The Board was responsive and professional throughout this audit. We provide these findings and recommendations to assist in defending against existing and emerging threats to information security.

A handwritten signature in blue ink that reads 'James E. Landsberg'.

James E. Landsberg
Inspector General

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

TABLE OF CONTENTS

INTRODUCTION	3
BACKGROUND	3
FINDINGS AND RECOMMENDATIONS	4
Finding 1 – Policies and procedures to ensure greater security of information resources are needed.....	4
Finding 2 – Contingency planning should be improved.	5
Finding 3 – Controls safeguarding access to application systems should be improved.	7
Finding 4 – Most Board employees and contracted staff did not complete required security awareness training.	8
Finding 5 – Background screenings of staff were not always performed.....	10
Finding 6 – Confidentiality standards were not appropriately communicated or documented.....	13
Finding 7 – Career Center physical access controls need improvement.	14
Finding 8 – Controls related to mobile computing and data storage devices should be strengthened.....	15
ATTACHMENT A – Scope and Methodology	16
ATTACHMENT B – Distribution, Audit Team, and Statement of Accordance.....	18

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

INTRODUCTION

The Office of Inspector General (OIG) conducted this audit to evaluate the effectiveness of selected Information Technology (IT) security controls for database applications and activities within the CareerSource South Florida Board. The audit included examinations of records and documentation from January 1, 2014 through May 31, 2015, with selected items after this period. See Attachment A for more information on the audit scope and methodology.

BACKGROUND

All Florida Department of Economic Opportunity (DEO) employees, contracted staff, vendors, CareerSource Boards, and others who do official business with DEO are required to comply with the provisions of DEO Information Security Policy 5.05.02. The Grantee–Subgrantee Agreement between the CareerSource boards and DEO sets the terms and conditions for each board. Each board must ensure that appropriate physical, technical, and administrative security controls are implemented and that each employee is empowered with the knowledge, capabilities, and commitment to protect DEO data and IT resources to the best degree possible.

CareerSource Boards and their contractors are to provide a safe, secure IT environment to serve customers' needs and prevent personal identity theft. Each entity entrusted with DEO information should ensure stability and continuity of the business and promote confidence in its ability to continuously provide services, recover quickly from a disaster event, and minimize disruption.

Information security policies (protocols), standards, and procedures represent the foundation of an organization's information security program. Information security policies serve as overarching guidelines for the use, management, and implementation of information security throughout each organization. These guidelines provide:

- A foundation for a system of internal controls;
- Guidance in current computer and network activities;
- Criteria for decisions on appropriate IT security; and
- The need for IT Management to maintain uniform controls throughout the organization and its contractors' IT infrastructure.

Information Security (IS) Audit Program authority is founded in the following:

- Grantee-Subgrantee Agreement between CareerSource Boards and DEO;

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

- Regional CareerSource Board Data Sharing Agreements with DEO;
- DEO Information Security Policy 5.05.02;
- 20 CFR Part 603 - Federal-State Unemployment Compensation (UC) Program; Confidentiality and Disclosure of State UC Information; and
- Florida IT Resource Security Policies and Standards (Florida Administrative Code 71A-1).

Each Board should develop and implement local policies and procedures that meet or exceed the requirements of DEO protocols. The Board is also responsible for ensuring all subrecipient contractors develop policies that align with these protocols.

FINDINGS AND RECOMMENDATIONS

Eight audit findings and recommendations follow. These findings are organized into six elements:

- Condition – The factual evidence found in the course of the examination.
- Criteria – The standards, measures, or expectations used in making an evaluation and/or verification.
- Cause – The reason for the difference between the expected and actual conditions.
- Effect – The risk or exposure the Department may encounter because the condition is not consistent with the criteria (the impact of the finding).
- Recommendation – Suggested course of action.
- Management’s Response – Auditee opinion and statements regarding concurrence or non-concurrence with the finding and corrective action planned by management.

Finding 1 – Policies and procedures to ensure greater security of information resources are needed.

Condition: We noted insufficient documentation of policies and procedures related to information technology security controls. Some related controls are included in various documents, but many compliance areas were not documented in a manner to direct and inform staff and to ensure consistent practices. Insufficient documentation applies to areas that include the following:

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

- Security training and awareness
- Access control
- Identification and authentication
- Security background screening
- Mobile computing
- Remote access
- Password management
- Records confidentiality compliance
- Media management

Criteria: Several DEO protocols provide requirements and best practices related to the various compliance areas of information security controls. Principally, DEO controls provide assurances to prevent the access of information resources by unauthorized persons.

Cause: Management’s development of security policies and procedures into a current and comprehensive document did not appear to be a priority.

Effect: Effective policies and procedures are essential to ensure information security. Staff can be more informed about information security requirements through the development of formal policies and procedures along with timely training.

Recommendation:

Board management should develop and disseminate to staff information technology policies and procedures as noted above.

Management Response:

CSSF will update its Information Technology Security controls Policies and Procedures as noted above.

Finding 2 – Contingency planning should be improved.

Condition: As a part of the DEO audit of Information Security Controls at the Board, our office requested Disaster Recovery Plans and Continuity of Operations Plans for the Board and its contractors. We received and reviewed a single document entitled Emergency Preparedness Manual. The manual contains emergency response procedures for a high-level response to preserve the health, safety, and welfare of customers, employees, and tenants within facilities leased or owned by CareerSource South Florida.

When comparing the information from the manual to the expected information security activities and controls considered during the audit, we noted that a number of IT contingency planning controls are not addressed:

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

1. Use of a business impact analysis in aligning mission-critical system and services with disaster recovery plans.
2. Specific activities to be performed to recover information resources from disruptions (e.g., provisions to resume operations, configuration of information equipment and resources).
3. Testing of plans on a periodic basis, including sufficient documentation of results and evidence that indicates flaws identified in the testing were addressed.

Criteria: The Board's information systems must be available in the event of emergencies or disasters. Effective contingency planning, testing, and execution are essential to mitigate the risk of system and service disruption. The Board and its contractor should have processes in place to mitigate the risk of system and service disruption during a disaster, including a data back-up schedule.

Cause: Plans provided for our review were for emergency preparedness. Management relied upon this limited documentation and was unaware of the need for more detailed plans.

Effect: Without documented and tested plans, staff may not be effectively aware of their role and responsibilities in the event of a threat or emergency.

Recommendation:

Prepare written risk-based plans that identify details for coordinating with management to determine risks, needs, and planning to minimize disruption of critical data system functions and ensure the continuation of core business processes in the event of an emergency or disaster.

Management Response:

CSSF will do the following:

Conduct a business impact and analysis to align critical system services with its Disaster Recovery Plan.

Revise procedures to include an alternate location to recover information resources from disruptions: i.e., operations, configurations of information, equipment and resources.

Revise procedures to incorporate a Testing of Plans on a periodic basis, document evidence of results and address if necessary.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

Finding 3 – Controls safeguarding access to application systems should be improved.

Condition: Board policies and procedures did not include provisions for establishing account eligibility, creation, maintenance, or termination of user accounts. We were informed that career centers did not have their own policies and procedures, and they operated under the Board’s IT policies.

Of the active employees included in our testing, two were listed by the Board as having access to OSST when they did not (according to application records). For the Reemployment Benefits System, Board records did not identify one employee as an active user, three other users were listed by the Board as having access when they did not, and access for six employees had been auto-inactivated by the system. These conditions demonstrate that user access records maintained by the Board were not accurate or maintained timely. The high portion of auto-inactivated users indicates user access was granted to staff who do not routinely use the application/data.

Several former employees continued to have access to DEO management information systems as noted below. These systems contain program participant personal identify information, which include social security numbers.

1. EmployeeFloridaMarketplace – Of the 15 sampled users that separated employment, ten employees (66 percent) continued to have access after their employment ended. User access must be deactivated upon separation. Two separated employees continued to have access at the time of our fieldwork.
2. OSST – Of the seven sampled users that separated employment, two employees (29 percent) continued to have access after their employment ended.
3. Florida System – Of the two sampled users that separated employment, one continued to have access after their employment ended while another’s access was not deactivated in a timely manner.

Criteria: Access to information resources shall be limited to individuals who require those resources to perform their duties. Access shall be granted to specific privileges on each system. The approved level of access must be documented and approved on required Security Agreement forms. Regional Security Officers are to ensure user privileges are modified, revoked, or deactivated appropriately and timely. References include DEO

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

Protocol 5.05.02.11, Access Control and the RWB Subgrantee Agreement, Exhibit "B" Data Sharing Agreement.

Cause: Board policies and procedures for appropriate administration of access for current and former employees were not in place. Board staff report they grant access based on established practices, but supervisory staff may not inform Board IT staff when access is no longer needed for a staff member under their authority.

Effect: Weak access controls can lead to the unauthorized or unintentional disclosure, modification, or destruction of information resources.

Recommendation:

Board management should develop formal policies and processes for information account creation, maintenance, and termination. The policies should ensure that the granting and removal of access privileges are monitored for compliance with security requirements. Additionally, we recommend Board management:

1. Ensure accounts for system users listed on the separated staff listing submitted by the Board are timely deactivated.
2. Ensure account access to information resources is limited to only those individuals who need the resources to perform their official job duties.
3. Submit a corrective action plan describing actions the Board will implement to ensure timely access deactivation.

Management Response:

CSSF will revise its Information Technology Policies and Procedures to include formalized processes for account creation, maintenance and termination. A corrective action plan will be developed and submitted on or before January 22, 2016 describing the steps CSSF will take to implement the following:

- Timely deactivation of separated system account users
- Limited account access to individuals based on job duties

Finding 4 – Most Board employees and contracted staff did not complete required security awareness training.

Condition: Neither the Board nor its contractors had developed a security awareness training program for staff or required application users to acknowledge in

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

writing they received, understood, and agreed to comply with security policies and procedures.

1. Based on a sample of 20 Board and contracted staff, 85 percent (17 of 20) did not complete security awareness training.
2. Policies and procedures do not address annual security awareness training.
3. Of the three Board sub-contracts sampled, none required annual security awareness training.

Board management indicated they were formulating a training program for contracted staff.

Criteria: Applicable standards include DEO Protocol 5.05.02.04, entitled “Security Training and Awareness,” the Board’s Grantee-Subgrantee Agreement, Exhibit B - Data Sharing Agreement, and the Federal Information Security Management Act.

These standards require the Board to manage an effective security training program to ensure all staff receive initial security training, annual security refresher training, and ongoing security awareness. All information users are required to complete this training.

Staff should receive initial security awareness training within 30 days of their employment start date. This training should include acceptable use restrictions, procedures for handling confidential and exempt information, and computer security.

Cause: Written policies and procedures for an annual security awareness program had not been developed for the Board or the contractors included in our sample. Additionally, positions with the responsibility for program oversight and tracking had not been designated.

The Board administration staff followed the Miami Dade security training procedure, although it did not include security awareness training on an annual basis. The sampled contractors (Community Coalition, KRA Corporation, Inc. and Youth Co-Op, Inc.) had not developed security awareness training programs.

Effect: Limited security awareness among staff can put Board networks and the data they access at risk for loss or misuse. An effective awareness program focuses attention on security and related vulnerabilities, and can change behavior or reinforce good security practices. Ongoing review and development of security awareness builds a culture that encourages good security practices.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

Recommendation:

The Board should manage an effective security awareness training program. Appropriate documentation should be retained to provide evidence of staff training, and staff should be informed of the consequences for non-compliance with Board security policies and procedures. Additionally, the Board should submit the following items:

1. Revised Board procedures that require initial security training, annual security refresher training, and ongoing security awareness.
2. Evidence that the responsibility of managing an annual security awareness-training program is established (revised position description, directive, training etc.).
3. Amend contract agreements with sampled contractors and require staff to receive initial security training, annual security refresher training, and ongoing security awareness.
4. Evidence that each sampled employee received annual security awareness training.

Management Response:

Since the Audit, CSSF Board employees have completed the Security Awareness Refresher Training through Miami-Dade County. CSSF is currently working with a vendor to establish the training for all contracted providers.

CSSF will revise its IT policies and procedures to ensure a Security Awareness Training program is established and training is completed for all Board and contracted staff with access to DEO data.

Finding 5 – Background screenings of staff were not always performed.

Condition: Staff background screenings were not performed as required.

Based on a sample of 20 Board and contractor staff, 30 percent (6 of 20) did not provide the requested evidence of a criminal background screening.

The Board's screening practices do not include re-screening of staff every five years of consecutive employment. Additionally, the Board's employment policy does not require five year re-screening.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

The Board did not maintain a tracking list of contractor employee names, background-screening dates, or name of individuals who approved the individual for employment or continued employment.

Criteria: At a minimum, all Board employees and staff of CareerSource centers (including contractors, subcontractors, or agents) with access to DEO data are required to undergo a Level 1 background screening through the FDLE as a condition of employment and continued employment. Statutes provide that re-screening occur every five years of consecutive employment and upon re-employment.

The RWB Grantee-Subgrantee Agreement (agreement) with the Department requires Level 1 Screening Standards per sections 435.03 and 435.04(2), Florida Statutes. These statutes establish the screening standards and criminal offenses that would prohibit candidates from employment. According to the agreement, the Board is required to maintain a current list of employees and contractors/agents screened by name, last four digits of their social security number, the screening completion date, the date the results were reviewed and who approved the individual for employment or continuing employment, or as a contract/agent service provider.

Cause: CareerSource Board Human Resource staff reported that they were not aware of the criminal background re-screening requirement. The Board's Miami Dade employment policy did not address five year re-screening.

The written contract between the Board and its contractors does not require five year re-screening.

Effect: Failing to complete adequate background screening increases risks to the security of information. Without a sustained and accurate criminal background check program, there is increased risk of identity theft, data compromise, access to sensitive data by individuals who might be inclined to misuse data, etc.

Recommendation:

Board management should revise its policies and procedures for conducting criminal background screening to ensure that they align with sections 435.03 and 435.04(2), Florida Statutes, and the Grantee-Subgrantee Agreement. Additionally, the Board should submit the following items:

1. Evidence that sampled CareerSource and contractor staff have undergone, at a minimum, a background screening in accordance with the criteria outlined.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

2. A Board policy that requires a re-screening of CareerSource Board employee criminal background checks every five years, per the Grantee-Subgrantee Agreement with DEO.
3. Evidence that the Board maintains a current list of contractor employees screened by name, last four digits of their social security number, the date the screening was completed, the date the results were reviewed and who approved the individual for employment or continuing employment, or as contract/agent service provider.

Management Response:

Since the Audit, CSSF has contacted the Miami-Dade County Internal Services Department in reference to the rescreening of CSSF staff for criminal background checks, and has provided them a copy of the Grantee-Subgrantee Agreement.

CSSF Board employees are employees of Miami-Dade County and are covered under collective bargaining agreements, and as such, the CSSF is seeking to ensure employee rights are protected and the Board is in compliance with the Grantee-Subgrantee Agreement.

The Board will establish a policy to meet the Grantee-Subgrantee Agreement for submission in January 2016. Background screening for the sampled Board staff was not completed.

These employees were originally employed by the Miami Dade Wages Coalition and were later transitioned as Miami-Dade County employees by a resolution passed by the Board of County Commissioners on March 2001 (see attached). If necessary, these employees will be screened.

The Contractors have been notified of the re-screening requirement. The CSSF contracts will be amended to comply with the background screening requirement.

Evidence that background screening for contractor (KRA) staff cannot be provided. The Contractor did not submit evidence of required screening results as they are no longer a CSSF provider.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

Finding 6 – Confidentiality standards were not appropriately communicated or documented.

Condition: Of the 20 sampled staff members, nine (45%) did not complete the Individual Non-Disclosure and Confidentiality Certification form.

Criteria: The Board will ensure its staff, contractor staff, subcontractors, and any subsequent subcontractors are sufficiently trained relative to non-disclosure and confidentiality regarding workforce programs. The Board will assign to the workforce systems only Board and Department staff, contractor, subcontractor, and subsequent subcontractor employees or agents who have been properly trained and understand and acknowledge confidentiality requirements.

The Board will require security officers, staff, contractors, subcontractors, and any subsequent subcontractors and their employees or agents who have access to confidential information to sign and comply with an “Individual Non-Disclosure and Confidentiality Certification Form”.

References include the RWB Grantee-Subgrantee agreement (Exhibit "B"), Data Sharing Agreement and (Exhibit “B-1”), Individual Non-Disclosure and Confidentiality Form. DEO Protocol 5.05.02.16, Personnel Security, section 2.2.5.4.

Cause: The Board did not maintain completed Non-Disclosure and Confidentiality forms for its staff. Two of the three sampled contractors (Community Coalition and KRA Corporation, Inc.) did not complete the specified form.

Effect: Confidential data is at increased risk of a breach when staff are not informed of the Department’s confidentiality standards contained in the certification forms.

Recommendation:

Ensure Individual Non-Disclosure and Confidentiality Certifications are maintained for all Board and contracted staff with access to DEO data.

Management Response:

Since the Audit, CSSF has secured Non-Disclosure and Confidentiality Certification Forms from both Board staff and contractors.

CSSF will revise its procedures to ensure Individual Non-Disclosure and Confidentiality Certifications are maintained for all Board and contracted staff with access to DEO data.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

Finding 7 – Career Center physical access controls need improvement.

- Condition:** Of the three career centers visited, one was observed with the following physical security access issues:
1. A technology equipment room, containing computer routers and telephone equipment, had no lock on the entry door. The room was directly assessable to staff or job seekers in the adjacent public resource computer room. Center staff were not present in the resource room during our visit.
 2. Workforce program files containing personal identifying information (including social security numbers) were being stored in an unlocked and unstaffed records storage room located at the rear of the staffing floor. When entering the main staffing area, a security officer is present; however, the officer is not on duty during non-business hours.

We noted that both rooms are accessible to after-hours contracted janitorial and maintenance staff whose activities are not supervised by career center staff.

Criteria: Information resources require physical security measures to safeguard the integrity of information and to ensure the safety of personnel. Computer systems and facilities shall be protected from theft, alteration, damage by fire, dust, water, power loss, and unauthorized disruption of operation (DEO Protocol Number 5.05.02.17, Physical and Environmental Security).

Cause: Those responsible for physical security did not ensure locks were used to safeguard the building.

Effect: Unsecured equipment is subject to theft, malicious destruction, and service interruptions. Confidential information is subject to unauthorized access, alteration, or destruction.

Recommendation:

Board management should ensure that access to files and equipment are limited to those who need access to perform official job duties. Periodic assessments of physical security should be performed.

Management Response:

Since the Audit, the center observed with physical security access issues (Little Havana career Center) relocated to a new location on November 5, 2015. The technology equipment and file rooms are secure, has locks and accessible to only the appropriate staff. Background screenings are

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

required for Janitorial contractors. CSSF will revise its procedures to include, periodic assessments of physical security.

Finding 8 – Controls related to mobile computing and data storage devices should be strengthened.

Condition: During our onsite fieldwork, we discovered that unencrypted USB flash drives were used to interface with center copier/scanning devices to transmit job seeker documents (including resumes) to potential employers. In another instance, a Career Center associate showed us six USB drives the employee used. Five were used for work-related activities (three were personally bought, two were work issued). None of the drives were encrypted.

Criteria: Acceptable Use of Information Resources (DEO Protocol Number: 5.05.02.1) provides that adding components or devices (e.g., USB drives, cameras, etc.) to Board desktops not be performed without prior approval.

Cause: Currently, the Board does not provide network restrictions for the use of USB device types.

Effect: Use of unencrypted USB drives poses a threat of disclosure of confidential information and attacks to the Board’s network. If unencrypted USB drives are lost, data on the drives is at risk of inappropriate disclosure. DEO has restricted the use of unauthorized USB storage devices such as “flash” or “thumb” drives.

Recommendation:

Board management should restrict the use of USB drives. Encrypted drives should be procured by the Board and issued only to staff whose job responsibilities require the use of a USB drive. Group policy on the Board network should be configured and enforced to allow access to only approved USB drives (purchased by the Board). Policies on acceptable use of the devices should be established and disseminated. The policies should require the immediate reporting of a lost USB to the Board’s Help Desk.

Management Response:

CSSF will revise its Information Technology policies and develop procedures to include timely reporting of lost drives, group policies allowing access of approved encrypted USB drives limiting the use to staff based on job responsibilities.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

ATTACHMENT A – Scope and Methodology

The purpose of this audit was to evaluate the effectiveness of selected IT security controls used by CareerSource South Florida. It covers the period of January 1, 2014 through May 31, 2015, with selected items after this period.

This audit was conducted in accordance the *International Standards for the Professional Practice of Internal Auditing*, published by the Institute of Internal Auditors, Inc. and *Information Systems Auditing Standards*, published by the Information Systems Audit and Control Association.

These standards require that we plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for our findings and conclusions concurrent with our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Internal controls needed improvement to better assure effective and efficient operations, relevant and reliable information and compliance with applicable laws, rules, and regulations and are addressed in the audit report. During the planning and execution of our audit, we considered the probability of fraud and significant errors, noncompliance and other exposures. As part of this process, we also interviewed staff and were observant of these aforementioned indicators. No evidence or indications of fraud or abuse were identified. Other than the issues noted in this report, no significant errors, noncompliance or other exposures came to our attention during this audit.

Our methodology included:

- Reviewing relevant documentation and criteria;
 - Department IT security policies and protocols;
 - Relevant Federal rules, regulations and guidelines;
 - Florida IT Resource Security Policies and Standards (Florida Administrative Code 71A-1);
 - Enterprise Security of Data and Information Technology (Section 282.318, Florida Statutes);
 - Grantee-Subgrantee Agreement between CareerSource Boards and DEO;
 - Prior audit reports, and
 - Other documentation relating to IT general security controls and access controls.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

- Interviewing appropriate personnel; the interviews included inquiries concerning their knowledge of fraud indicators. We were also observant for indications of fraud during the performance of the audit. No evidence or indications of fraud came to our attention during this audit.
- Walking through, observing and testing selected IT security and access controls.

Information Security Audit
CareerSource South Florida
Project Number 2014/15-0155

ATTACHMENT B – Distribution, Audit Team, and Statement of Accordance

Action Official Distribution:

Rick Beasley, Executive Director, CareerSource South Florida

Information Distribution:

Cissy Proctor, Executive Director

Dean Izzo, Chief of Staff

Sherrill Norman, CPA, Auditor General

Melinda Miguel, Chief Inspector General

Tom Clendenning, Director, Division of Workforce Services

Lois Scott, Chief, Bureau of One-Stop and Program Support

David Gilmore, Chief Information Officer, Division of Information Technology

Audit Team:

Randy Ditty, Senior Management Analyst II

James Maxwell, CIA, CISA, CGFM, Senior Management Analyst II

Carolyn McGriff, MBA, CPA, CIG, CGFM, CGMA, Director of Auditing

James Landsberg, JD, CIG, Inspector General

Statement of Accordance

The mission of the Department is to promote economic prosperity for all Floridians and businesses through successful workforce, community, and economic development strategies.

The mission of the Office of Inspector General is to promote accountability, integrity, and efficiency by providing quality audits, investigations, management reviews and technical assistance.

This audit engagement was conducted pursuant to Section 20.055, Florida Statutes, and in accordance with Standards for IS Audit and Assurance published by the Information Systems Audit and Control Association and the International Standards for the Professional Practice of Internal Auditing published by the Institute of Internal Auditors.

Please address inquiries regarding this report to the Department's Office of Inspector General at (850) 245-7135.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/18/2016

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF MIAMI DADE COUNTY FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$2,000,000 in Miami Dade County funds for Summer Youth Employment.

STRATEGIC GOAL: **CELEBRATED, BENCHMARK LEADER IN BEST PRACTICES**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On January 21, 2016, the SFWIB received a formal award notification from Miami Dade County in the amount of \$2,000,000 to operate Summer Youth Employment Programs. The goal of the Summer Youth Employment Program is to provide summer employment opportunities for at-risk teens in Miami-Dade County who reside within the 10 targeted zip codes that have the highest number of youth arrests.

The at-risk youth participants ages 14-17 will have an opportunity to develop employability skills, work with local businesses throughout Miami Dade County, and be exposed to South Florida's workforce in a supportive environment.

The award amount shall be for services rendered from July 27, 2015 through September 30, 2016. Funds are allocated at \$1 million for each fiscal year for a total of \$2 million.

FUNDING: Miami Dade County

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 2/18/2016

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: IT PENETRATION AUDIT SERVICE

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to authorize staff to negotiate an agreement with Crowe Horwath LLP for Information Technology (IT) Penetration Audit Services.

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On October 15, 2015, the Board approved an allocation of \$50,000 for the procurement of IT Penetration Testing Audit Services. Subsequently, SFWIB staff released a Request for Procurement to a total of 22 accounting, consulting, and technology service firms for the performance of IT Penetration Audit Services.

Two responses were received:

- Crowe Horwath LLP -- \$36,000.00
- BCA Watson Rice LLP -- \$88,100.00

Crowe Horwath LLP is one of the largest public accounting, consulting, and technology firms in the United States. The firm has 3,000 personnel with offices nationally from coast to coast. In addition to a large national presence, Crowe Horwath serves clients worldwide as an independent member of Crowe Horwath International, one of the largest global accounting networks in the world. The network consists of more than 200 independent accounting and advisory services firms in more than 120 countries around the world.

SFWIB staff is recommending to the Finance and Efficiency Council to recommend to the Board to authorize staff to negotiate an agreement with Crowe Horwath LLP for the performance of IT Penetration Audit Services.

FUNDING: All Funding Streams

PERFORMANCE: N/A

NO ATTACHMENT