



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, AUGUST 17, 2017
8:00 A.M.

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

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. June 15, 2017
3. Information - Financial Report – June 2017
4. Information - Bank Reconciliation – June 2017 and July 2017
5. Information - Audit Update
6. Information – Fiscal Monitoring Activity Reports
7. Information – PY 2016-2017 Projects Update
8. Recommendation as to Approval to Allocate Funds to the City of Miami for the Employ Miami Dade Project
9. Recommendation as to Approval to Allocate WIOA Adult Funds to United Way of Miami-Dade County
10. Recommendation as to Approval to Allocate funds to Florida Keys Community College for Career Pathways Reentry Hospitality Training
11. Recommendation as to Approval to Adjust the FY 2016-2017 Budget
12. Recommendation as to Approval to Purchase and Allocate thirty-five (35) 2+2 years Florida Prepaid College Plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc.

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



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: August 17, 2017 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

June 15, 2017 at 8:00am
 Doubletree by Hilton Miami Airport Hotel &
 Convention Center
 711 NW 72nd Avenue
 Miami, FL 33126

| COMMITTEE MEMBERS IN ATTENDANCE | COMMITTEE MEMBERS NOT IN ATTENDANCE | OTHER ATTENDEES |
|---|--|---|
| <ol style="list-style-type: none"> 1. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Bridges, Jeff 4. Datorre, Roberto 5. Davis-Raiford, Lucia 6. Maxwell, Michelle | <ol style="list-style-type: none"> 7. Adrover, Bernardo 8. Scott, Kenneth <p>SFW STAFF Alonso, Gustavo Garcia, Christine Gonzalez, Frances</p> | <p>Brunson, Anthony – <i>Anthony Brunson, PA</i></p> <p>Davis, Tonya – <i>S. Davis & Associates, PA</i></p> <p>Donates, Gerry – <i>Rodriguez Treba &Co. CPA, PA</i></p> <p>G. Monica – <i>Florida Vocational Institute</i></p> <p>Lewis, Annette – <i>S. Davis & Associates, PA.</i></p> <p>Robinson, Audrey – <i>Anthony Brunson, PA</i></p> |

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order at 8:21am and welcomed all those present. Quorum of members present had not been achieved.

2. Information – Financial Report – April 2017

Chairman Gibson introduced the item and SFWIB Finance Assistant Director Gus Alonso further presented the following:

Budget Adjustment:

- No Revenue Adjustments

Expenses:

- Youth Services Decreased by \$30,904
- Training and Support Services Decreased by \$369, 096
- Other Programs and Contracts Increased by \$400,000

Explanation of Significant Variances

1. Training and Support Services – 47.4% versus 83%
2. Other Program & Contracts – low at 9.3% versus 83%

Chairman Gibson requested further details on the Training and Significant Variances. Mr. Alonso provided details. Chairman Gibson further requested details on the 9.3 variance for other programs & contracts and Mr. Alonso provided further details. Mr. Alonso additionally explained that 9% of the budgeted funds have been spent thus far. However, unused funds would carry over to the following year.

Chairman Gibson requested the status of PACE Center for Girls contract. Mr. Alonso explained that it did not materialized so the contract was cancelled.

[SFWIB Chairman Bridges arrived]

[Mr. Roberto Datorre arrived; **Quorum Achieved**]

Vice-Chairman Perez inquired about an allocation in the amount of \$266,000. He wanted to know the reason for this allocation. Mr. Alonso explained the decision. Executive Director Rick Beasley appeared before the Council and explained.

Chairman Gibson shared his concerns regarding pending projects that had been discussed at prior meetings. Mr. Beasley provided detailed updates on each project.

SFWIB Chairman Bridges requested a status on a detailed report that had been recommended by the Council of all pending projects. Mr. Beasley explained and assured a report would be provided at a later date.

SFWIB Chairman Bridges requested trainings be provided.

Mr. Datorre recommended trainings be a requirement in order to receive a contract.

There was continued discussion.

Ms. Lucia Davis-Raiford requested clarification on when trainings would take place during the contracting periods.

Ms. Maxwell requested a special session be conducted.

Item Tabled

3. Information – Bank Reconciliation – April 2017

Chairman Gibson introduced the item and Mr. Alonso further presented.

Mr. Datorre inquired about types of transitions. Mr. Alonso responded both Automated Clearing House (ACH) and paper check transactions are processed by CSSF.

No further questions or discussion.

4. Approval of the Finance and Efficiency Council Meeting Minutes of April 20, 2017

Mr. Andy Perez moved the approval of the Finance and Efficiency Council Meeting Minutes. Motion seconded by Mr. Roberto Datorre; **Further Discussion:**

SFWIB Chairman Bridges noted a scrivener's error regarding his title (refer to item#9 on page 2)

Vice Chairman Perez referenced page 3 of the minutes regarding the concerns of pending projects and recommended a special session, as requested by Ms. Maxwell, be conducted.

Motion Passed as Amended by Unanimous Consent

5. Information – Fiscal Monitoring Activity Report

Chairman Gibson introduced the item and Mr. Alonso further presented.

Chairman Gibson asked whether the deficiencies listed correlated with the disallowed costs. Mr. Alonso responded, "Yes".

Ms. Maxwell inquired about corrective actions and termination of contracts during for noncompliance. Mr. Alonso explained. She asked whether there were any recommendations to terminate any of the listed contracts. Mr. Alonso responded, "No".

Mr. Datorre requested staff provide the Council with copy of listed contracts to review.

Mr. Beasley further explained.

There was continued discussion.

6. Recommendation as to Approval to Accept State of Florida Department of Economic Opportunity Workforce Innovation and Opportunity Act Funds

Chairman Gibson introduced the item and Mr. Alonso further presented.

SFWIB Chairman Bridges moved the approval to accept state of Florida Department of Economic Opportunity Workforce Innovation and Opportunity Act Funds. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

1. Recommendation as to Approval to Adjust the FY 2016-2017

Chairman Charles Gibson introduced the item. Mr. Alonso discussed and Mr. Beasley further presented.

Mr. Datorre inquired about carried forward percentages. Mr. Alonso explained

Mr. Roberto Datorre moved that approval to adjust the FY 2016-2017 budget. Motion seconded by Ms. Michelle Maxwell; **Motion Passed Unanimously**

**2. Recommendation as to Approval of the 2017-2018 Budget
Chairman**

Mr. Beasley presented.

Mr. Andy Perez moved the approval of the 2017-2018 Budget. Motion seconded by Mr. Roberto Datorre; **Further Discussion(s):**

Chairman Gibson requested the budget be presented more in depth at a later date.

Motion Passed Unanimously

3. Recommendation as to Approval of the Selection of an External Independent Audit Firm

Chairman Charles Gibson introduced the item. Mr. Alonso and SFWIB Quality Assurance Supervisor Frances Gonzalez briefly discussed.

Presentations Conducted by the Following:

- a. Anthony Brunson, PA
- b. S. Davis and Associates

Questions by Council Members were Asked.

[Recess for deliberation of tally of scores]

Final Scores:

- a. Anthony Brunson, PA --- 96.80
- b. S. Davis and Associates – 89.40

The consensus of the Council members recommended Anthony Brunson, PA to the full Board.

SFWIB Chairman Bridges moved the approval of Anthony Brunson, PA. Motion seconded by SFWIB Vice-Chairman Perez; Motion Passed by Unanimous Consent.

There being no further business to come before the Council, the meeting adjourned at 9:50am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

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 period of July 1, 2016 through June 30, 2017 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, its assets are protected, and its resources are used appropriately and accounted for sufficiently.

Based on the Internal Control Procedures recommended by the Department of Economic Opportunity of the State of Florida, the Finance Committee, at its April 2, 2009 meeting, requested a monthly cash reconciliation report be provided at every committee meeting. Accordingly, the attached cash reconciliations for the months of June 2017 and July 2017 are 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: 6/30/17

Cash Account: 1102 Cash -General Operating Account

| | <u>Amount (\$)</u> | <u>Number of Transactions</u> |
|----------------------------------|---------------------|-------------------------------|
| Beginning Book Balance | 2,121,369.10 | |
| Less Checks/Vouchers Drawn | (6,618,795.93) | 347 |
| Plus Deposits | | |
| Checks Voided | 515.13 | 2 |
| Deposits | 4,251,130.59 | 37 |
| Plus Other Items | 0.00 | |
| Unreconciled Items: | | |
| Ending Book Balance | (245,781.11) | |
| Bank Balance | 2,760,881.05 | |
| Less Checks/Vouchers Outstanding | (3,006,662.16) | 102 |
| Other Items: | | N/A |
| Plus Deposits In Transit | | |
| Transfer to operating | | N/A |
| Unreconciled Items: | | N/A |
| Reconciled Bank Balance | (245,781.11) | |
| Unreconciled difference | 0.00 | |

Prepared by:

Odell J. Ford Jr.

Odell J. Ford Jr. 7/10/17

Approved by:

[Signature] 7/10/17

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

**Reconciliation Date: 7/31/17
Cash Account: 1102 Cash -General Operating Account**

| | <u>Amount (\$)</u> | <u>Number of Transactions</u> |
|----------------------------------|----------------------------|-----------------------------------|
| Beginning Book Balance | (245,781.11) | |
| Less Checks/Vouchers Drawn | (4,695,285.74) | 438 |
| Plus Deposits | | |
| Checks Voided | 31,120.02 | 4 |
| Deposits | 8,770,322.66 | 42 |
| Plus Other Items | 0.00 | |
| Unreconciled Items: | | |
| Ending Book Balance | <u><u>3,860,375.83</u></u> | |
| Bank Balance | 5,529,567.33 | |
| Less Checks/Vouchers Outstanding | (1,669,191.50) | 167 |
| Other Items: | | N/A |
| Plus Deposits In Transit | | |
| Transfer to operating | | N/A |
| Unreconciled Items: | | N/A |
| Reconciled Bank Balance | <u><u>3,860,375.83</u></u> | |
| Unreconciled difference | <u><u>0.00</u></u> | |

Prepared by:

Odell J. Ford Jr.

Odell J. Ford Jr. 8/4/17

Approved by:

Christie Garner

Christie Garner For Luis Alonso 8/7/17



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: FISCAL AUDIT UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On June 15, 2017, the South Florida Workforce Investment Board (SFWIB) approved the negotiation of a 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 2016-17.

Subsequently, SFWIB staff met with members of the Audit Management Team and the attached Audit Status Update is being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 6

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 SFWIB staff include a monitoring activity report at subsequent meetings. Accordingly, staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Year 2016-2017, for the period of May 26, 2017 through June 30, 2017.

The report is a summary of the Service Providers monitored, and the findings resulting from the Internal Fiscal Monitoring activities.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

South Florida Workforce Investment Board (SFWIB) August 17, 2017 Meeting
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from May 26 to June 30, 2017
Program Year 16-17

| Programs | Contracts Amount | Disallowed Costs | Findings/Deficiencies | Repeat Findings |
|---|------------------|------------------|--|-----------------|
| Arbor E & T, LLC. | | | | |
| Refugee Employment and Training Program (RETP) | \$ 966,105 | \$ 900.00 | One sampled part-time placement was incorrectly counted as a valid placement towards the monthly benchmark. payment. Recordkeeping deficiencies were noted. | Yes |
| Lutheran Services Florida | | | | |
| Refugee Employment and Training Program (RETP) | \$ 529,747 | None | The review did not reveal any discrepancies when compared to the information detailed by LSF from CSSF's Balance Scorecard (BSC Placement Report Details and documented in sampled case files, RET services billed to and paid by CSSF, and the actual services provided. | No |
| | | | Sampled expenditures were misclassified and erroneously recorded in the General Ledger (GL), | Yes |
| | | | Business cards were purchased for CSSF funded employees; however, LSF failed to submit the material to SFWIB for review and approval, prior to production and distribution; the business cards did not include the SFWIB name, official logo, | No |
| | | | The agency incurred late fees, but were not properly recorded to the unallowable cost general ledger account as such. | Yes |
| | | | Sampled payments to vendors were not remitted in a timely manner. | Yes |
| | | | A sampled employee's allocation percentage per the approved CSSF budget did not agree with payroll records. | No |
| | | | The Administrative Assessment Checklist for Contract Compliance, Self-Assessment Tool dated 3/28/17 was submitted incomplete, the Chairperson of the Board of Director's did not sign the document as required. | Yes |
| Cuban-American National Council, Inc. (CNC) | | | | |
| In-School Youth | \$ 326,147.00 | None | A recordkeeping discrepancy was noted in a client's case file, the entry date on the intake/eligibility form did not agree with the information on the Department of Homeland Security CBP I-94 form. | No |
| Out of School Youth | \$ 637,621.00 | None | The Cost Allocation Plan (CAP) was not developed in conformity with federal regulations as it did not include required elements; in addition, CNC did not comply with the specified methodology detailed in the approved CAP. | No |
| Refugee Employment and Training Program (RETP) | \$ 947,155.00 | \$ 27.91 | Sampled operational expenditures were incorrectly allocated, misclassified and recorded in the general ledger. | Yes |
| | | | CNC erroneously allocated unallowable costs to CSSF indirectly via the indirect cost rate | No |
| | | | Sampled invoices submitted to OCI for review were incomplete, not itemized, check requests forms were not dated, and amounts did not agree to the invoice or leased contracted amounts. | No |
| | | | Sampled payments to vendors were not remitted in a timely manner. | Yes |
| | | | The Aged Accounts Payable Schedule showed CNC \$5,537.01 outstanding beyond sixty (60) days. | No |
| | | | CNC did not provide documented evidence to indicate general ledger accounts were reconciled monthly and reviewed for reasonableness. | No |
| | | | Payment for a sampled credit card statement was not remitted in a timely manner; consequently, a late payment fee was assessed, which is an unallowable cost, but was not properly recorded as such in the general ledger. | No |
| | | | The February 28, 2017 bank reconciliation for Bank of America account ending in #0754 was not dated by the reviewer/authorized personnel, and the adjusted balance did not agree to CNC's trial balance. | No |
| | | | Personnel files for sampled employees did not include required documentation, and contained incomplete documentation at the time of review. | No |
| | | | CNC failed to timely upload to CSSF's Intranet the American with Disabilities Act (ADA) Monthly Compliance Reports and the Staffing Roster/New Hire/Termination Form. | Yes |
| | | | CNC was not in compliance with reporting requirements of the refugee executed contract, as the Refugee Narrative Reports were not uploaded timely to CSSF's Intranet. | Yes |
| OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED | | | | |
| Final Management Decision Letters were issued for: Lutheran Services Florida, Inc., Arbor E & T, LLC., and Greater Miami Services Corp. | | | | |



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: PROGRAM YEAR 2016-2017 PROJECTS UPDATE

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At its April 20, 2017 meeting, the Finance and Efficiency Council requested SFWIB staff provide a report on the status of the various projects the SFWIB funded during the 2016-17 program year. The attached report is a detailed summary of the projects as well as an explanation of any funding related variances. Contract commencement dates will be included in all future reports.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

2016-2017 Projects Analysis Summary

| Project | Board Approval Date | Budget | Actual | Variance | Explanation |
|---|----------------------------|---------------|---------------|-----------------|--|
| <i>Take Stock in Children</i> | 10/20/16 | \$ 175,000 | \$ 930,447 | \$ (755,447) | Purchase of additional scholarships |
| <i>Florida Keys Community College Career Pathways</i> | 10/20/16 | \$ 250,000 | \$ - | \$ 250,000 | Did not materialize |
| <i>Future Bankers Camp</i> | 8/18/16 | \$ 100,000 | \$ 100,000 | \$ - | Operational fully expended |
| <i>National Flight Academy</i> | | \$ - | \$ 10,094 | \$ (10,094) | Prior year expenditure under accrued |
| <i>United Way Mission United</i> | 8/18/16 | \$ 175,000 | \$ 161,354 | \$ 13,646 | Operational |
| <i>Employ Miami Dade-City of Miami</i> | 10/2016 | \$ 165,760 | \$ 136,085 | \$ 29,675 | Operational |
| <i>PACE Center for Girls, Inc.</i> | 8/18/16 | \$ 266,000 | \$ - | \$ 266,000 | Did not materialize due to fiscal concerns with the entity |
| <i>US Conference of Mayor's Dollar Wise Campaign</i> | 8/18/16 | \$ 6,000 | \$ - | \$ 6,000 | Did not materialize |
| <i>Adult Mankind Summer Youth Employment Program</i> | 6/15/17 | \$ 350,000 | \$ - | \$ 350,000 | Project extends into next fiscal year |
| <i>Youth Co-Op Summer Youth Employment Program</i> | 6/15/17 | \$ 120,000 | \$ 47,680 | \$ 72,320 | Project extends into next fiscal year |
| <i>Miami Dade County Youth Initiative</i> | 6/15/17 | \$ 571,233 | \$ 93,484 | \$ 477,749 | Project extends into next fiscal year |



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: EMPLOY MIAMI DADE INITIATIVE

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$225,000 to the City of Miami for the Employ Miami-Dade Project, as set forth below.

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

STRATEGIC PROJECT: **Expand career exploration pathway programs**

BACKGROUND:

On December 14, 2104, the Honorable Mayor Carlos Gimenez launched the Employ Miami Dade (EMD) Project to provide training and employment opportunities for Miami-Dade residents. The intent of this initiative is to strengthen to economic development of the community be educating and providing employment to unemployed residents. Employ Miami-Dade focuses on the targeted industry sectors of the One Community One Goal strategic plan.

Mayor Gimenez partnered with the business community, CareerSource South Florida (CSSF), Neighbors and Neighbors Association, Circle of Brotherhood and others to leverage resources in addressing unemployment in areas throughout Miami Dade County that are in need of assistance, by offering skills and work readiness training.

The role of CSSF is to coordinate EMD service delivery with its partners and enroll all eligible Miami Dade County residents through the CSSF center operated be the City of Miami. CSSF center staff will conduct assessments, provide case management, and refer participants to work readiness, skills training and job placement.

Performance outcomes for the 2016-17 Employ Miami Dade Project training cohorts are as follows:

| | |
|-------------------------|---------|
| Number of Participants: | 750 |
| Total Registered: | 351 |
| Total Completed: | 320 |
| Completion Rate: | 91% |
| Total Placed: | 199 |
| Placement Rate: | 62% |
| Average Wage Rate: | \$10.15 |

SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate to \$225,000 in programmatic and administrative funds to the City of Miami.

FUNDING: Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker, Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP)

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: UNITED WAY MISSION UNITED MIAMI PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$200,000 in Workforce Innovation and Opportunity Act funds to United Way of Miami Dade to provide continued support for the Mission United Miami program, as set forth below.

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

STRATEGIC PROJECT: **Maximizing collaborative partnerships**

BACKGROUND:

At its August 18, 2016 meeting, the board approved a partnership between the United Way of Miami Dade (UWMD) and CareerSource South Florida to establish a Mission United program in Miami Dade County. The program formed a single community alliance comprised of nonprofit service providers, business partners, veterans agencies, and other related stakeholders to provide readjustment services to military veterans.

The UWMD contributed \$125,000 in matching funds, and \$101,872 in in-kind support for program year 2016-17 to launch the program, which provided assistance to 152 Veterans with barriers to employment. CareerSource South Florida provided \$175,000 in Workforce Innovation and Opportunity Act Adult funding for the program.

As part of the initiative, Mission United Miami also conducted outreach to over 1,500 local veterans and assisted 17 with direct job placement. Recognizing the need to remove barriers in order to gain employment, the program is currently assisting 51 veterans with legal matters, 33 are in need of housing, and an additional 44 with significant financial difficulties.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement, as it is recommend by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award United Way of Miami-Dade County an allocation not to exceed \$200,000 in Workforce Innovation and Opportunity Act (WIOA) Adult funds to support Mission United Miami with program cost.

FUNDING: Workforce Innovation and Opportunity Act Adult

PERFORMANCE: Performance for PY 2016-17

Number of Veterans Served - 150

Number of Veterans placed into Jobs - 45

Cost per Placement - \$4,444.00

Average Wage - \$16.98

Net Economic Benefit - \$1,389,328

Return on Investment - \$7.95

Economic Impact - \$1,589,328 million dollars in salaries generated

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 10

AGENDA ITEM SUBJECT: CAREER PATHWAYS REENTRY TRAINING PROGRAM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$250,000 in Workforce Innovation and Opportunity Act Adult training funds to Florida Keys Community College for the Career Pathways Reentry Training program, as set forth below.

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

STRATEGIC PROJECT: **Expand Career exploration pathway programs**

BACKGROUND:

The Hospitality and Tourism industry continues to face entry-level labor and skills readiness shortages. In an effort to address this deficiency, providing individuals reentering the community with access to workforce and employability skills training, is critical. This will not only help improve the economy and close the skills gap, but will greatly affect the lives of individuals facing challenges in the region.

The Career Pathways Reentry Training (CPRT) program provides qualified individuals currently serving in the Jail In-house (Drug Offender Rehabilitation) Program, Monroe County Drug Offender Probation program, and the Monroe County Drug Court Program with an alternative to criminal activities, by offering support and education through retraining.

Program participants explore the hospitality and tourism fields and examine the various postsecondary options and careers available to this population. The CPRT is a collaborative partnership between the South Florida Workforce Investment Board (SFWIB), Florida Keys Community College (FKCC), and the Monroe County Sheriff's Office (MCSO). The program will assist participants entering or returning to the workforce. The SFWIB will provide training and training related funding; FKCC will provide relevant training services; and the MCSO will refer applicants for eligibility determination.

The CPRT consists of 40 hours of instruction for each of the two training tracks – Maintenance and Restaurant. The program will provide up to 378 participants with targeted training that is portable, stackable and culminates in industry-recognized certifications. Upon successful completion, participants will receive practical experience in hospitality positions, a Certified Guest Service Professional Certificate from the American Hotel and Lodging Association, and an interview to be placed in an internship with the local hospitality industry.

The only proven method of combating recidivism is to end the cycle of criminal behavior. The goal of the CPRT is to work closely with local businesses and community leaders to break the stigma that frequently acts as a barrier to those with a criminal record seeking employment. The SFWIB began its partnership with FKCC in program year 2015-2016 with ten in-house participants, two of which have no reported outcomes. However, four of the remaining eight are working with career advisors to be placed while awaiting release; and the last four are currently employed full-time with salaries ranging from \$8.00 to \$10.00 dollars an hour.

In the following procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that the SFWIB waive the competitive procurement, as it is recommended by the Executive Director that this is in the best interest of the SFWIB. A two-thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award Florida Keys Community College, an allocation not to exceed \$250,000 in Workforce Innovation and Opportunity Act Adult training funds to train ex-offenders in the hospitality industry.

FUNDING: Workforce Innovation and Opportunity Act Adult

PERFORMANCE:

Number of Participants to be trained: Minimum 150 up to 378

Number of Cohorts: 10

Cost per Participant:

- \$694.00 per student for Guest Services and Maintenance Employee
- \$627.00 per student for Guest Services and Restaurant Server

Projected Return on Investment: \$25.37 (Based on an average training cost of \$661.00)

2015-2016 PERFORMANCE:

Number of Participants trained: 10

Number of Cohorts: 1

Cost per Participant: \$627.00 per student for Guest Services and Restaurant Server

Current Return on Investment: \$11.27 (4 of 10 Placements)

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 11

AGENDA ITEM SUBJECT: FISCAL YEAR 2016-2017 BUDGET ADJUSTMENT

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to adjust the Department of Economic Opportunity funding amounts for the fiscal year 2016-2017 budget, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On June 23, 2016, the SFWIB approved the fiscal year (FY) 2016-2017 budget, which included Department of Economic Opportunity (DEO) funding. Thereafter, funding adjustment increases were made throughout FY 2016-17 based on availability and the transfer of funds among DEO allocations controlled by the state for DEO staff salaries; and pass-through funds, which is the responsibility of the SFWIB.

The attached table details the relevant budget adjustments, which shows a total funding increase in the amount of \$1,257,649.

FUNDING: Wagner Peyser, Supplemental Nutritional Assistance Program, Disabled Veterans, Unemployment Compensation

PERFORMANCE: N/A

ATTACHMENT

DEO Funding 16-17 Budget Adjustment

| Funding Stream | Initial Allocation | Revised Allocation | Difference |
|---|---------------------------|---------------------------|---------------------|
| Wagner Peyser | 931,443.00 | 1,835,119.00 | 903,676.00 |
| Supplemental Nutritional Assistance Program | 1,045,000.00 | 1,313,495.00 | 268,495.00 |
| Disabled Veteran Program | 77,777.00 | 111,997.00 | 34,220.00 |
| Unemployment Compensation | 166,467.00 | 217,725.00 | 51,258.00 |
| | | | <u>1,257,649.00</u> |



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 8/17/2017

AGENDA ITEM NUMBER: 12

AGENDA ITEM SUBJECT: FLORIDA COLLEGE PLAN SCHOLARSHIPS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board to retroactively approve the purchase of thirty-five (35) 2+2 years Florida Prepaid College Plans from the Stanley G. Tate Florida Prepaid College Foundation, Inc. in the amount of \$755,447.00 in Temporary Assistance for Needy Families funds and to allocate the plans, as set forth below.

STRATEGIC GOAL: **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

STRATEGIC PROJECT: **Joint contribution for youth career pathway models**

BACKGROUND:

The Stanley G. Tate Florida Prepaid College Foundation, Inc., which was authorized by the Florida legislature in 1989, is a partnership between state government and the private sector. The Foundation administers the Stanley Tate Project STARS Scholarship Program, which was designed to provide Prepaid postsecondary tuition scholarships to low-income students at risk of dropping out of school who may not otherwise be able to afford a college education. Once selected, the student must abide by their school's code of conduct, meet with a mentor on a regular basis, remain drug and crime free and maintain passing grades. The Stanley G. Tate Florida Prepaid College Foundation, Inc. is a non-profit 501(c)(3) direct support organization for the Florida Prepaid College Board.

The allocation of the Florida Prepaid College plans is outlined as follow:

- Take Stock In Children - 25
- Mexican-American Council - 5
- Big Brothers Big Sisters - 5

Take Stock in Children will continue to manage the scholarship program and serve as the administrator, purchasing and fiscal agent for the above organization. The organization is responsible for program implementation, youth eligibility, program selection, case management, and tracking. All organizations provide educational, social, and mentoring services to youth who are likely to enroll in a post-secondary institution.

In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of the SFWIB. A Two-Thirds (2/3) vote of a quorum present is required to waive the competitive procurement process and award an allocation not to exceed \$755,447.00 in Temporary Assistance for Needy Families funds for Stanley G. Tate Florida Prepaid College Foundation, Inc. to purchase thirty-five (35) 2+2 years Florida Prepaid College Plans.

FUNDING: Temporary Assistance for Needy Families

PERFORMANCE: N/A

NO ATTACHMENT