



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, June 15, 2017
8:00 A.M.

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

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. April 20, 2017
3. Information - Financial Report – April 2017
4. Information - Bank Reconciliation – April 2017
5. Information - Fiscal Monitoring Activity Reports
6. Recommendation as to Approval to Accept State of Florida Department of Economic Opportunity Workforce Innovation and Opportunity Act Funds
7. Recommendation as to Approval to Adjust the FY 2016-2017 Budget
8. Recommendation as to Approval of the 2017-2018 Budget
9. Recommendation as to Approval of the Selection of an External Independent Audit Firm

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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: June 15, 2017 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

April 20, 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. Davis-Raiford, Lucia 5. Maxwell, Michelle 6. Scott, Kenneth 	<ol style="list-style-type: none"> 7. Adrover, Bernardo 8. Datorre, Roberto <p>SFW STAFF Alonso, Gustavo Garcia, Christine Gonzalez, Frances Kavehersi, Cheri</p>	<p>Girnun, Arnie – <i>New Horizon's, Inc.</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Chairman Gibson welcomed all those present then requested FEC Vice-Chairman Andy Perez to chair the meeting since he would be leaving early. Vice-Chairman Perez called the meeting to order at 8:28am and requested all introduce themselves. Quorum of members present had been achieved.

2. Approval of the Finance and Efficiency Council Meeting Minutes of February 16, 2017

Mr. Kenneth Scott moved the approval of Finance and Efficiency Council meeting minutes. Motion seconded by FEC Chairman Gibson; **Motion Passed Unanimously**

7. Recommendation as to Approval to Accept Temporary Assistance for Needy Families Program Funds

Vice-Chairman Andy Perez introduced the item and SFWIB Assistant Director Gus Alonso further presented.

SFWIB Chairman Bridges noted this had been discussed at a prior Executive Committee meeting.

Chairman Gibson moved the approval to accept Temporary Assistance for Needy Families (TANF) program funds. Motion seconded by Mr. Kenneth Scott; **Motion Passed by Unanimous Consent**

8. Recommendation as to Approval to Accept Wagner-Peyser Performance Incentive Funds

Vice-Chairman Perez introduced the item and Mr. Alonso further presented.

Mr. Kenneth Scott moved the approval to accept Wagner-Peyser Performance Incentive Funds. Motion seconded by FEC Chairman Gibson; **Motion Passed Unanimously**

9. Recommendation as to Approval to Adjust the FY 2016-2017 Budget

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

Mr. Kenneth Scott moved the approval to adjust the FY 2016-2017 budget. Motion seconded by Chairman Charles Gibson; **Motion Passed Unanimously**

10. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Act Performance Incentive Funds

Vice-Chairman Perez introduced the item and Mr. Alonso further presented.

Vice-Chairman Perez inquired about expenditures and Mr. Alonso responded an estimated \$75,000 a year.

Chairman Bridges commented that it's more than double.

Vice-Chairman Perez inquired about placement validation amounts and Mr. Alonso further explained. Quality Assurance Coordinator, Frances Gonzalez provided additional details. She explained they were validating at 100%.

There was continued discussion.

Vice-Chairman Perez recommended negotiating a better rate to offset expenses.

SFWIB Chairman Bridges moved the approval to accept workforce innovation and opportunity act performance incentive funds. Motion seconded by Chairman Charles Gibson; **Motion Passed Unanimously**

11. Recommendation as to Approval to Allocate Funds from the FY 2016-2017 Budget Reserve for the Work Number

Vice-Chairman Perez introduced the item and Mr. Alonso further presented.

SFWIB Chairman Bridges inquired about PACE Center for Girls, Inc.'s (PACE) contract. Mr. Alonso explained that staff met with representatives of PACE. It had been requested that some of the funds be de-obligated.

Vice-Chairman Perez inquired about the status of Employ Miami-Dade and Take Stock in Children's (TSIC) contracts. Staff provided an update.

SFWIB Chairman Bridges inquired about Future Bankers.

Vice-Chairman Gibson inquired about the National Flight Academy and Mr. Alonso explained that the contract had been delayed.

There was continued discussion regarding the requirements of funding qualified programs.

Vice-Chairman Perez explained the challenges of expending workforce dollars.

Ms. Maxwell explained that the challenges are sometimes the vendors.

SFWIB Chairman Bridges emphasized the importance of supporting more organizations throughout the community. He recommended providing resources to fund training on operational and funding processes to new contractors/vendors.

SFWIB Chairman Bridges asked whether a workshop is provided.

Vice-Chairman asked whether if PACE is working with the service providers and Mr. Alonso responded "No" as the entity is working directly with headquarter staff.

There was continued discussion.

Arnie Girnun of New Horizons, Inc. from the audience shared his comments related to current challenges.

Vice-Chairman Perez recommended forwarding this item to the full Board for further discussion with audience members.

SFWIB Chairman Bridges recommended a special finance committee meeting be held to further discuss this item. He also requested staff propose recommendations and solutions on current issues.

Mr. Girnun continued to share his comments on the working poor population.

Mr. Scott shared his comments on how unemployment rate is actually calculated and the challenges of underemployed population.

Item Tabled

[Mr. Charles Gibson left]

With regards to the Public Review Forum for Technical Narrative/External Audit Services RFQ, Ms. Gonzalez recommended this scoring be deferred as a result of the raters that were not present. Item deferred.

Chairman Perez recommended the following items be discussed at the Special Finance Council Meeting:

- Audit
- Budget with staff's proposed solutions

There being no further business to come before the Council, the meeting adjourned at 9:04am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

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 month of April 2017 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

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 month of April 2017 and May 2017 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: 4/30/17
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	3,170,578.34	
Less Checks/Vouchers Drawn	(4,721,790.94)	314
Plus Deposits		
Checks Voided	2,500.00	1
Deposits	4,595,944.04	45
Plus Other Items	3.37	1
Unreconciled Items:		
Ending Book Balance	<u><u>3,047,234.81</u></u>	
Bank Balance	4,028,651.99	
Less Checks/Vouchers Outstanding	(981,417.18)	58
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>3,047,234.81</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 5/5/17
Odell J. Ford Jr.

Approved by: S. Morso 5/5/17

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

**Reconciliation Date: 5/31/17
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	3,047,234.81	
Less Checks/Vouchers Drawn	(4,215,506.34)	347
Plus Deposits		
Checks Voided	2,218.73	2
Deposits	3,287,421.90	37
Plus Other Items	0.00	
Unreconciled Items:		
Ending Book Balance	2,121,369.10	
Bank Balance	2,483,569.29	
Less Checks/Vouchers Outstanding	(362,200.19)	102
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	2,121,369.10	
Unreconciled difference	0.00	

Prepared by: Odeff J. Ford Jr. 6/7/17
Odeff J. Ford Jr.

Approved by: [Signature] 6/7/17



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: ACTIVITY REPORT -- INTERNAL MONITORING RESULTS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

At the request of the SFWIB Audit Committee, SFWIB staff prepared the attached Internal Fiscal Monitoring activity Report for Program Year 2016-2017, for the period of April 1, 2017 through May 25, 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

CareerSource South Florida (CSSF) Board of Directors Meeting June 15, 2017
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from April 1, 2017 to May 25, 2017
Program Year 16-17

Programs	Contracts Amount	Disallowed Costs	Findings/Deficiencies	Repeat Findings
Youth Co-Op, Inc. (YCOP)				
Refugee Employment and Training Program (RETP)	\$ 3,416,759	None	All sampled RETP placements were validated by the clients or employers of record; however, recordkeeping issues were noted.	
Greater Miami Services Corp (GMSC)				
Out of School Youth	\$ 529,747	None	Payment to vendors for sampled expenditures were remitted late.	No
			There was no documented evidence annual performance evaluations were done for six (6) sampled staff members.	No
			Procurement policies did not include language as required by the executed contract.	No
			GMSC's electronic recordkeeping policies did not include required elements related to reporting actions of a breach or potential breach of personal information and did not store electronic record backups at an off-site location.	No
			GMSC failed to submit the Self-Assessment tool to OCI within thirty days (30 from contract execution.	No
			GMSC did not submit new enrollments data related to Industry Focus/Career Pathways to the Youth Manager.	No
			GMSC did not submit the monthly supervisory Quality Assurance case reviews required by the executed contract.	Yes
Arbor E & T, LLC (Arbor)				
Workforce Services	\$3,216,443	None	Arbor did not comply with federal regulations, as sampled expenditures were incorrectly allocated and recorded in the general ledger to CSSF's programs.	Yes
			Sampled credit cards and PCards expenditures were over allocated, classified to the incorrect program, and recorded to the incorrect or unapproved general ledger accounts.	Yes
			An authorized user of Arbor's AMEX credit card ending in #1001 was not in compliance with Arbor's Travel policy, as the employee circumvented the established procedures and did not submit the credit card statements to the Finance Department for payment, but paid the outstanding balance herself directly to the credit card company.	No
			Sampled personnel files did not include required documentation at the time of the review, such as Level 2 background screenings, credentials, Tier 1 certifications, current performance evaluations, signed job applications and descriptions.	Yes
			Immigration Services (USCIS) Employment Eligibility Verification Form I-9 (Form I-9), the Employee's Withholding Allowance Certificate Form W-4 (Form W-4), and current performance evaluations, were not completed correctly and/or were incomplete.	Yes
Adults Mankind Organization, Inc. (AMOR)				
Refugee Employment and Training Program (RETP)	\$ 1,945,578	\$ 8,400.00	Sampled clients contacted indicated AMOR did not referred them to jobs; AMOR incorrectly counted self-placements as a valid placements.	Yes
			Recordkeeping deficiencies were noted in the documentation reviewed such as start date, hourly rate, total hours worked and temporary versus permanent employment.	Yes
Miami Beach Latin Chamber of Commerce, Inc. (MBLCC)				
Refugee Employment and Training Program (RETP)	\$ 338,753	None	No findings noted.	N/A
City of Miami				
Workforce Services	\$ 998,587	\$ 24.15	Payment to vendors for sampled expenditures were remitted late.	Yes
			A bi-weekly salary in the approved budget did not agree to the salary on the payroll records.	No
			Did not submit timely, the Self-Assessment tool to the OCI Unit, and the Financial Closeout Package (FCOP) to the Finance Unit within thirty (30) days of contract execution, as required by the executed contract.	Yes
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Audit Resolution Letters were issued for: Arbor E & T, LLC and Cuban-American National Council, Inc.				
Final Management Decision Letter was issued for: Cuban-American National Council, Inc.				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF STATE OF FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY WORKFORCE INNOVATION AND OPPORTUNITY ACT FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$509,721 in Workforce Innovation and Opportunity Act funds from the State of Florida Department of Economic Opportunity, as set forth below.

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

STRATEGIC PROJECT: **Emphasize work-based learning and training**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) received a Notice of Funding Availability from the State of Florida Department of Economic Opportunity (DEO) in the amount of \$509,721 in combined Workforce Innovation and Opportunity Act (WIOA) funds.

The funds can be used for any allowable WIOA activity. Use of the funds must follow all applicable WIOA laws, rules, and regulations and must be consistent with the WIOA program year 2015 Annual Funding agreement between the United States Department of Labor and DEO.

FUNDING: Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF STATE OF FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY WORKFORCE INNOVATION AND OPPORTUNITY ACT FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$509,721 in Workforce Innovation and Opportunity Act funds from the State of Florida Department of Economic Opportunity, as set forth below.

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

STRATEGIC PROJECT: **Emphasize work-based learning and training**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) received a Notice of Funding Availability from the State of Florida Department of Economic Opportunity (DEO) in the amount of \$509,721 in combined Workforce Innovation and Opportunity Act (WIOA) funds.

The funds can be used for any allowable WIOA activity. Use of the funds must follow all applicable WIOA laws, rules, and regulations and must be consistent with the WIOA program year 2015 Annual Funding agreement between the United States Department of Labor and DEO.

FUNDING: Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: FY 2016-17 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 actual carry-forward amounts for the FY 2016-2017 budget, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On June 23, 2017, the SFWIB approved the fiscal year 2016-2017 budget. The approved budget included an estimated \$18,477,738 in carry-forward funds. Following the end of the financial closeouts with the State of Florida, it was determined that the actual carry-forward dollar amount is \$ 17,032,691.

SFWIB staff requests approval to adjust the actual carry-forward amounts in the FY 2016-2017 budget.

FUNDING: Workforce Innovation and Opportunity Act (WIOA) Adult, Youth and Dislocated Worker Programs; Wagner-Peyser; Refugee Employment Program and Re-employment Assistance Program

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: FISCAL YEAR 2017 - 2018 BUDGET

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board approval of the Fiscal Year 2017-2018 Budget, as set forth below.

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

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

The attached "SFWIB Budget - 2017-18" chart is a summary of the annual budgeted revenues and expenditures for the South Florida Workforce Investment Board (SFWIB). The chart is comprised of three major sections:

1. 2017-18 State Funding: The first section's group of columns reflects the new funding awards that SFWIB is anticipating it will receive during the upcoming budget year. The total award dollars are divided into two amounts: the funds that will be utilized during budget year 2017-18 and the amounts that will be reserved for budget year 2018-19.
2. 2017-18 Program Budget: The second section is the funding amounts that comprise the 2017-18 revenue Budget. The amounts shown under the column "Prior Budget Year Reserves" are the amounts that were reserved in the current year's budget and are available for use in the new 2017-18 budget year. The amounts under Prior Budget Year Carryover are the remaining funds available from the previous year's awards. These unexpended amounts roll over to the new budget year. The amounts under the column "New Budget Year Funding" are the new funds that will be utilized in the 2017-18 budget year.
3. 2017-18 Cost Distributions: This section of the budget shows all the proposed expenditures for the 2017-18 budget year. Expenditures are sub-divided into four major cost categories:
 - a. HQ (Programs and Administrative) – this column reflects the anticipated expenditures for operating the SFWIB Headquarter office. Included under this category are all the staffing and occupancy costs associated with operating the SFWIB main office.
 - b. Training – this column reflects the anticipated costs associated with the skills training services offered by SFWIB. Note that only certain grants allow for training expenditures, but all grants require that employment services be offered to participants.

- c. Career Center Facility Costs – this column reflects the occupancy costs associated with operating the Career Centers. SFWIB leases all of the facilities from third parties, and pays directly for insurance, utilities, and other facility expenditures. SFWIB does not own any of the locations.
- d. Provider Contracts – this column reflects the amounts that will be awarded to the subcontractors that perform employment services on behalf of SFWIB. Currently, SFWIB contracts with approximately 15 community based organizations across Miami Dade and Monroe counties.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

FY2017 – 2018 BUDGET



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 6/15/2017

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: SELECTION OF AN EXTERNAL INDEPENDENT AUDIT FIRM

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to negotiate a contract for external independent auditing services with the successful offeror-firm, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

STRATEGIC PROJECT: **Strengthen workforce system accountability**

BACKGROUND:

On February 24, 2017, staff released a Request for Qualifications (RFQ) for External Independent Audit Services to the public. The RFQ solicited responses from experienced and capable Certified Public Accounting firms to provide a single audit of the SFWIB in accordance with the Federal Single Audit Act, Office of Management and Budget Circular A-133, Florida Single Audit Act, and Department of Economic Opportunity Final guidance 05-019.

An Offerors Conference held on March 9, 2017, provided respondents with an opportunity to voice questions about the RFQ. Three proposals in total were received by the March 31, 2017 deadline.

The RFQ specifies that the evaluation process consist of both technical and oral presentation reviews. In accordance with the RFQ timetable, a Technical Review Proposal Forum was held on June 12, 2017, during which the raters' scores were announced per offeror. The Technical Review Proposal Forum scoring results are attached. In addition, the top three ranked firms were invited to participate in the Oral Presentation Component of the RFQ process to deliver an oral presentation before the SFWIB Finance and Efficiency Council.

The average of the technical and oral presentation scores will determine the offerors' final score. In the absence of conflict, the Finance and Efficiency Council will select the offeror-firm with the highest final score and recommend that offeror to the Board for approval.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

External Independent Audit Services

Requesting Firm	TECHNICAL REVIEW SCORES					
	Andy Perez	Michelle Maxwell	Roberto Datorre	Charles Gibson	Christine Garcia	Average Score
Anthony Brunson, PA	100.00	100.00	100.00	95.00	100.00	99.00
EFPR Group, CPAs, PLLC	100.00	79.00	73.00	81.00	97.00	86.00
S. Davis & Associates, PA	76.00	85.00	96.00	89.00	90.00	87.20