



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, OCTOBER 19, 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. August 17, 2017
3. Information - Financial Report – August 2017
4. Information - Bank Reconciliation – August 2017 and September 2017
5. Information - Audit Update
6. Information – Fiscal Monitoring Activity Report
7. Recommendation as to Approval to Accept Additional State of Florida Department of Economic Opportunity Supplemental Nutrition Assistance Program Funds
8. Recommendation as to Approval to Accept Additional State of Florida Department of Economic Opportunity Trade Adjustment Assistance Funds

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



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: October 19, 2017 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

August 17, 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 	<ol style="list-style-type: none"> 4. Adrover, Bernardo 5. Datorre, Roberto 6. Davis-Raiford, Lucia 7. Maxwell, Michelle <p>SFW STAFF Alonso, Gustavo Garcia, Christine Gonzalez, Frances</p>	<p>Porro, William – <i>City of Miami</i></p> <p>Robinson, Audrey – Anthony Brunson, PA</p> <p>Sellers, Robert – <i>City of Miami</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 8:25am and welcomed all those present. Quorum of members present had not been achieved.

5. Information – Audit Report

FEC Chairman Gibson welcomed Ms. Audrey Robinson of Anthony Brunson, PA who appeared before the Council and presented.

No further questions or discussions.

3. Information – Financial Report – June 2017

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

Budget Adjustment:

- One adjustment related to Miami-Dade County Public Schools Summer Youth Internship Program had been noted.

Expenses:

- Other Programs and Contracts - Increased
- \$150k – (Reduction)
- Training and Support Services - Increased

Explanation of Significant Variances

1. Revenues 72.2% versus 100%
2. Adult Services 69.8% versus 100%
3. Refugee Services – 73.4% versus 100%
4. Youth Programs 78.6% versus 100%
5. Facility Costs 67.4% versus 100%
6. Training and Support Services 60.3% versus 100%
7. Other Programs and Contracts 67.9% versus 100%

No further questions or discussions.

4. Information – Bank Reconciliation – June 2017 and July 2017

FEC Chairman Gibson introduced the item and Mr. Alonso further discussed.

5. Approval of the Finance and Efficiency Council Meeting Minutes of June 15, 2017

Deferred due to lack of quorum.

[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 decision. Mr. Alonso explained the decision to allocate the funds had been after a recent meeting with Programs Unit staff.

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

Vice-chairman Perez asked whether if the State of Florida contacted this agency in regards to a Notice of Fund Availability (NFA) for a rapid response program.

Mr. Beasley responded that he had not received a notification as of yet.

No further questions or discussion.

6. Information – Fiscal Monitoring Activity Report

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

Chairman Gibson inquired about the contractors listed in the monitoring activity report and SFWIB Chairman Bridges explained they are monitored once a year. Mr. Alonso provided additional details.

There was continued discussion.

7. Information – PY 2016-2017 Projects Update

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

Chairman Gibson inquired about the National Flight Academy contract.

SFWIB Vice-Chairman Perez inquired about the huge variance related to Take Stock in Children. Mr. Alonso explained the process of purchasing scholarships.

Mr. Perez inquired about centers that are not maximizing available funds. Both Mr. Alonso and SFWIB Chairman Bridges explained.

Chairman Bridges inquired about the Miami-Dade County's Youth Initiative funds. Mr. Alonso explained it is part of the summer youth employment programs. Chairman Bridges asked whether if allocated funds would eventually be expended. Mr. Alonso responded, "Yes". Vice-Chairman Perez questioned why the contract had not materialized and Mr. Alonso further explained.

SFWIB Executive Director Rick Beasley appeared before the Council and further explained.

There was continued discussion.

FEC Chairman Gibson requested a Summer Youth Employment program report be provided to the Council.

8. Recommendation as to Approval to City of Miami for the Employ Miami Dade Project

FEC Chairman Gibson introduced the item and Mr. Alonso further explained. Mr. Alonso introduced representatives from the City of Miami. Robert Sellers center director appeared before the Council and provided details on efforts made to assist job seekers.

Chairman Gibson inquired the center's processes of recruiting employers and Mr. Sellers explained through various employer incentives. City Representative William Porro also explained that programs are limited to businesses/projects within the City's jurisdiction.

9. Recommendation as to Approval to Allocate WIOA Adult Funds to United Way of Miami Dade County

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

No further questions or discussions.

10. Recommendation as to Approval to Allocate funds to Florida Keys Community College for Career Pathways Reentry Hospitality Training

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

Vice-Chairman Perez questioned the below standards report and the hardest to serve population. Mr. Alonso explained. He further inquired about employment opportunities in the Florida Keys. Mr. Alonso explained current requirements of this Local Workforce Development Board to allocate a percentage of funds to the Keys for employment and training services.

SFWIB Chairman Bridges shared his concern regarding investing in more outreach staff to be point of contact for small businesses within the community. Mr. Gibson also recommended making additional efforts reaching out to small businesses through one-on-one relationships.

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

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

Comments were briefly shared.

No further questions or discussions.

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.

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

No further questions or discussions.

There being no further business to come before the Council, the meeting adjourned at 9:17am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/19/2017

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 August 2017 is being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/19/2017

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 August 2017 and September 2017 are being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

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

**Reconciliation Date: 8/31/17
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	3,860,375.85	
Less Checks/Vouchers Drawn	(6,823,933.50)	304
Plus Deposits		
Checks Voided	7,755.44	2
Deposits	4,728,531.75	30

Plus Other Items: (0.02)
 \$0.01 June and July Indirect Cost Rate rounding
 which was added in July 2017 Revised Bank Rec -
 needs to subtracted in August 2017 Bank Rec.

Unreconciled Items:

Ending Book Balance	1,772,729.52	
Bank Balance	3,022,591.81	
Less Checks/Vouchers Outstanding	(1,249,862.29)	89
Other Items:		N/A
Plus Deposits In Transit Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	1,772,729.52	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 9/27/17
 Odell J. Ford Jr.

Approved by: [Signature] 9/27/17

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

**Reconciliation Date: 9/30/17
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,772,729.52	
Less Checks/Vouchers Drawn	(1,540,408.47)	47
Plus Deposits		
Checks Voided		
Deposits	2,493,815.15	13
Plus Other Items:	56.58	
Unreconciled Items:		
Ending Book Balance	2,726,192.78	
Bank Balance	3,302,923.34	
Less Checks/Vouchers Outstanding	(576,730.56)	89
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	2,726,192.78	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 10/4/17
 Odell J. Ford Jr.

Approved by: [Signature] 10/4/17



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/19/2017

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 2016-2017.

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

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/19/2017

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 staff include a monitoring activity report on at subsequent meetings. Accordingly, SFWIB staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Year 2017-2018, for the period of July 1, 2017 through September 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

CareerSource South Florida (CSSF) Board of Directors Meeting October 19, 2017
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from July 1, to September 30, 2017
Program Year 17-18

	Contracts Amount	Disallowed Costs	Findings/Deficiencies	Repeat Findings
Youth Co-Op, Inc. (YCOP)				
Career Centers (CC)	\$ 7,529,183	None	The Cost Allocation Plan (CAP) and Indirect Cost Rate (ICR) proposal were not submitted to CSSF's Finance Unit within six (6) months of the Contractor's fiscal year end. YCOP's methodology used to allocate administrative expenses was inconsistent with the methodology described in its CAP.	No
In-School Youth (ISY)	\$ 759,395	None	The salary of an employee in the Refugee funded program was overstated as compared to the approved CSSF budget.	No
Out of School (OSY)	\$ 2,026,561	None	Business cards purchased did not include the SFWIB name, official logo, language indicating the program was funded by the State of Florida, Department of Children and Families (DCF), and prior to printing, did not submit them to SFWIB for review and written approval.	Yes
Refugee Employment and Training Program (RET)	\$ 3,416,759	None	Late fees were assessed for late payments remitted. The fees were not paid when due or recorded in the general ledger as unallowable costs.	No
			An employee's time code recorded in the time card report and manually recorded in the monthly Personnel Activity Report (PAR) did not agree to the time code shown on the payroll register.	Yes
			Personnel files for sampled employees included erroneous information or did not include required information on the United States Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9's, Employee's Withholding Allowance Certificate Form W-4's and signed job descriptions. A sampled employee's personnel file did not include evidence of Tier II Certification at the time of the review.	Yes
			YCOP did not adhere to requirements of their established Credit Card Policy, as the control log reviewed was not completed correctly; consequently, defeating its purpose. A reconciliation form was provided for all credit cards; however, it was not signed or dated; therefore, it could not be determined if reconciliations were done timely.	
			YCOP did not comply with reporting requirements, as the Disability Coordinator's Monthly Reports were uploaded late, or were not uploaded to CSSF's Intranet, as required.	Yes
			The Financial Closeout packages were not submitted to CSSF no later than thirty (30) days after the expiration of the PY'15-16 executed contracts.	No
			YCOP did not provide the monitors a sampled invoice for equipment rental as requested for review.	No
Community Coalition, Inc. (CC)				
Out of School Youth	\$ 667,614	None	Community Coalition was not adhering to the segregation of duties concept in the Accounting Department; the Fiscal Officer prepares the bank reconciliations but also has unrestricted access and authority to process, authorize financial transactions in the accounting system, and prepare financial statements.	Yes
Refugee Employment and Training Program	\$ 1,503,481	None	Sampled bank reconciliations were signed and dated by the reviewer; however, they were not signed and dated by the preparer, as required by Community Coalition's Accounting Procedures – Bank Reconciliation section.	Yes
			The Ocean Bank Payroll Account bank statements for January and February 2017 showed bank charges due to non-sufficient funds and overdraft interest charges.	Yes
			Sampled expenditures were incorrectly allocated and recorded in the general ledger (GL) to CSSF OSY and RET Programs, not in compliance with Federal Regulations.	Yes
			Sampled expenditures were not recorded in the accounting system.	No
			Sampled payments to vendors were not remitted in a timely manner.	Yes
			Sampled American Express credit card statements showed a payment was remitted late; consequently, interest charges were incurred, which are unallowable costs.	No
			Credit card reconciliations were not reviewed and completed on a monthly basis, not in compliance with Community Coalition's Accounting Procedures – Credit Cards.	No
			The Aged Accounts Payable spreadsheet, which is utilized to review outstanding payables, was found to be deficient. The spreadsheet did not include a "due date" for several invoices; consequently, OCI was unable to determine the age of the outstanding invoices, thus, defeating the main purpose of the spreadsheet.	No
			A sampled employee's personnel file did not include required documentation (evidence of Tier One Certification) at the time of the review.	Yes
			There was no documented evidence Community Coalition informed employees of mandatory reporting requirements related to knowledge of a reportable incident, as required by the RET executed contract.	No
			CC did not comply with stipulations of the executed RET contract, as the existing Whistleblower Policy was not sufficiently detailed to include information related to an employee's right to file a complaint; there was no documented evidence employees were informed of their rights to file a complaint.	No
			The Electronic Recordkeeping Policies did not include reporting requirements related to the breach or potential breach of personal information in accordance with Florida Statutes and the executed contracts.	No
			The Self-Assessment Tool was not submitted to CSSF, Office of Continuous Improvement within thirty (30) days of contract execution, due by 11/20/16.	Yes
			CC failed to upload the RET Monthly Training Report to CSSF's Intranet by the 10th of each month, and the Monthly Validation report by the 11th of each month as required by the executed RET contract	No
			CC Failed to timely submit the American Disabilities Act (ADA) Compliance Report to CSSF's Disability Services Coordinator, due on the 1st of each month, as required by the RET executed contract.	No

CareerSource South Florida (CSSF) Board of Directors Meeting October 19, 2017
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from July 1, to September 30, 2017
Program Year 17-18

	Contracts Amount	Disallowed Costs	Findings/Deficiencies	Repeat Findings
			Failed to upload the Monthly Placement Validation Report to CSSF's Intranet by the 11th of each month, as required by the executed RET contract.	No
			CC was not in compliance with requirements of the executed RET contract, as the Supervisory Quality Assurance Review reports were not uploaded to CSSF's Intranet by the 10th of each month.	Yes
			CC did not timely upload the Staffing Roster/New Hire/Termination Reports to CSSF's Intranet by the 10th of each month as required by the executed contracts.	
			CC did not submit the Civil Rights Compliance Checklist, CF Form #946 within thirty (30) days of contract execution, due to CSSF by 2/11/17, not in compliance with requirements of the RET executed contract.	
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Final Management Decision Letters were issued for: Community Coalition, Inc., Miami-Dade Community College, City of Miami, and Adults Mankind Organization, Inc.				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/19/2017

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: ACCEPTANCE OF SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$242,461 in additional Supplemental Nutrition Assistance Program funds from the State of Florida Department of Economic Opportunity, as set forth below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At its June 15, 2017 meeting, the South Florida Workforce Investment Board (SFWIB) approved the fiscal year 2017-2018 budget. The approved budget included an estimated \$1,045,000 in Supplemental Nutrition Assistance Program (SNAP) funds.

On September 13, 2017, the SFWIB received a Notice of Funding Availability from the State of Florida Department of Economic Opportunity (DEO) for additional SNAP funds in the amount of \$242,461.

Use of the funds must be consistent with the program year 2017 Supplemental Nutrition Assistance Program, and the State Employment and Training Plan between United States Department of Agriculture and the DEO.

FUNDING: Supplemental Nutrition Assistance Program

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 10/19/2017

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: ACCEPTANCE OF TRADE ADJUSTMENT ASSISTANCE FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$14,735 in additional Trade Adjustment Assistance funds from the State of Florida Department of Economic Opportunity, as set forth below.

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

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

At its June 15, 2017 meeting, the South Florida Workforce Investment Board (SFWIB) approved the fiscal year 2017-2018 budget. The approved budget included an estimated \$ 7,015.00 in Trade Adjustment Assistance (TAA) funds.

On September 27, 2017, the SFWIB received a Notice of Funding Availability from the State of Florida Department of Economic Opportunity (DEO) for additional TAA funds in the amount of \$14,735.

Use of the funds must be consistent with the program year 2016 Trade Adjustment Assistance Annual Cooperative Agreement between United States Department of Labor and the DEO

FUNDING: Trade Adjustment Assistance

PERFORMANCE: N/A

NO ATTACHMENT