



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, April 20, 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. February 16, 2017
3. Information - Financial Report – February 2017
4. Information - Bank Reconciliation – February 2017
5. Information - Fiscal Monitoring Activity Reports
6. Information – Fiscal Audit Technical Review Forum
7. Recommendation as to Approval to Accept Temporary Assistance for Needy Families Program Funds
8. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Act Performance Incentive Funds
9. Recommendation as to Approval to Accept Wagner-Peyser Performance Incentive Funds
10. Recommendation as to Approval to Allocate Funds from the FY 2016-2017 Budget Reserve for The Work Number
11. Recommendation as to Approval to Adjust the FY 2016-2017 Budget

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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: April 20, 2017 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

February 16, 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. Adrover, Bernardo 4. Bridges, Jeff 5. Davis-Raiford, Lucia 	<ol style="list-style-type: none"> 6. Datorre, Roberto 7. Scott, Kenneth <p>SFW STAFF Alonso, Gustavo Garcia, Christine Gonzalez, Frances Perrin, Yian</p>	<p>Llano, Daniel – <i>SER Jobs for Progress, Inc.</i></p> <p>Pichardo, Jorge – Youth Co-Op, Inc.</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 and welcomed all those present.

2. Information – Financial Report – December 2016

SFWIB Finance Assistant Director Gus Alonso presented the financial report.

FEC Chairman Gibson inquired about the refugee program listed at 19.6% and Mr. Alonso further explained. Mr. Gibson later inquired about Department of Juvenile Justice (DJJ) funding and Executive Director Rick Beasley further explained.

3. Information – Bank Reconciliation – December 2016

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

[SFWIB Chairman Jeff Bridges arrived; quorum achieved]

No further questions or discussion.

4. Approval of the Finance and Efficiency Council Meeting Minutes of December 15, 2016

Mr. Bernardo moved approval of December 15, 2016 meeting minutes. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

6. Recommendation as to Approval to Consider Options for SER Jobs for Progress North Miami Beach Career Center Workforce Services Contract

Chairman Gibson introduced the item. Mr. Alonso presented and read the item into record.

[**Formal Introductions:** FEC Chairman Gibson requested all those present introduce themselves]

Vice-Chairman Perez inquired about the amount of case managers that were involved and Quality Assurance Supervisor Frances Gonzalez a few based upon a particular pattern CSSF staff was able to track.

Mr. Perez inquired about incentive pay and Executive Director Rick Beasley further explained that confirm whether they were given incentives as each provider has its own incentive pay structure.

SFWIB Chairman Bridges requested staff verify the amount of case managers that were involved. Ms. Gonzalez responded a total of three (3) to four (4). Vice-Chairman Perez asked whether all were under the same revenue stream. Ms. Gonzalez responded, "Yes."

Vice-Chairman Perez asked whether staff verified cases from prior years. Mr. Beasley responded, "No" only the current year. He provided further details.

Vice-Chairman inquired about the term, "Expand" and Ms. Gonzalez responded it is a name of a staffing agency. Mr. Perez inquired about the name of the owners of Expand. Ms. Gonzalez responded that she didn't know (information was not readily available). Vice-Chairman asked whether there was any type of relationship and Ms. Gonzalez responded that there's none.

[Ms. Lucia Davis-Raiford arrived]

There was continued discussion.

Vice-Chairman Perez inquired about the supervisors of the individuals and Ms. Gonzalez responded Miriam Zeno and Beatriz Gaviria.

Mr. Perez verified the total disallowed cost. Ms. Gonzalez verified and provided further details.

Mr. Gibson verified staff's recommendation. Ms. Davis inquired about prior circumstances.

Mr. Alonso read the recommendations into record.

There was continued discussion.

Rick Beasley explained the various instances as requested by the Council.

Ms. Davis inquired about similar instances/ cases that have been dealt with by staff in the past. Mr. Beasley explained a case that was similar.

Chairman Gibson requested representatives of SER Jobs to speak on the item.

The presentative of SER Jobs appeared before the Council and presented.

The Council
There was continued discussion.

Mr. Adrover shared his comments

Chairman Bridges moved a motion for option#1. Ms. Lucia Davis-Raiford seconded; **Motion Passed Unanimously**

Mr. Beasley provided his comments regarding an RFP

Mr. Perez inquired when the case began. Mr. Beasley responded in September.

Ms. Davis-Raiford recommended amending the Council's recommendation by combining Option# 1 & 2.

The consensus recommended keeping original motion.

Vice-Chairman Perez recommended that disallowed cost be immediately collected.

5. Information – Fiscal and Programmatic Monitoring Activity Reports

Tabled

There being no further business to come before the Council, the meeting adjourned at 9:11am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

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 February 2017 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

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 February 2017 and March 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: 2/28/17
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	4,465,972.04	
Less Checks/Vouchers Drawn	(4,916,735.93)	283
Plus Deposits		
Checks Voided	21,342.53	4
Deposits	4,013,126.30	38
Plus Other Items	14.07	3
Unreconciled Items:		
Ending Book Balance	<u><u>3,583,719.01</u></u>	
Bank Balance	4,248,464.10	
Less Checks/Vouchers Outstanding	(664,745.09)	74
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	<u><u>3,583,719.01</u></u>	
Unreconciled difference	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 3/9/17
Odell J. Ford Jr.

Approved by: [Signature] 3/9/17

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

**Reconciliation Date: 3/31/17
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	3,583,719.01	
Less Checks/Vouchers Drawn	(5,327,193.37)	260
Plus Deposits		
Checks Voided	37,975.00	2
Deposits	4,876,120.44	42
Plus Other Items	(42.74)	1
Unreconciled Items:		
Ending Book Balance	3,170,578.34	
Bank Balance	3,801,498.61	
Less Checks/Vouchers Outstanding	(630,920.27)	64
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	3,170,578.34	
Unreconciled difference	0.00	

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

Approved by: [Signature] 4-11-17



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

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 December 1, 2016 through March 31, 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 April 20, 2017
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from December 1, 2016 to March 31, 2017
Program Year 16-17

Programs	Contracts Amount	Disallowed Costs	Findings/Deficiencies	Repeat Findings
Take Stock in Children, Inc. (TSIC)				
Scholarships	\$ 1,683,098	None	Did not enroll in the U.S. Department of Homeland Security's E-Verify system.	No
			Sampled personnel files did not include required documentation such as Employee's Withholding Allowance Certificate Form W-4, evidence of credentials, Level 2 background screenings and signed job descriptions.	No
			Did not complete the Individual Non-Disclosure and Confidentiality Certification form.	No
			The Employee Policy Manual did not include language addressing reporting knowledge, or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person or disabled adult, or information related to sanctions for failure to comply with privacy policies.	No
			OCI was unable to verify if transactions appearing on sampled bank statements were recorded in the accounting system.	No
			Budget modifications were not submitted timely to CSSF. Staffing levels on the invoices submitted to CSSF were incorrect.	No
			TSIC did not adhere to its Financial Controls policy as the Record of Credit Card Transactions forms and reconciliations were not completed for sampled months.	No
			TSIC did not have an unallowable costs general ledger account set up in its accounting system at the time of the review.	No
			Finance charges incurred were not recorded as unallowable costs.	No
			There was no documented evidence electronic records were backed up regularly.	No
			The Self-Assessment Tool was not completed and submitted to OCI within thirty (30) days of contract execution.	No
Early Learning Coalition of Miami-Dade and Monroe Counties				
Child Care Services	\$ 1,000,000	None	discrepancies.	No
Florida Memorial University (FMU)				
Black Male College Explorers (BMCE)	\$ 120,000	\$ 74,410.33	Only one (1) student out of the twenty (20) funded met eligibility requirements. FMU did not assess students based on four (4) criteria required to determine eligibility for the Temporary Assistance for Needy Families (TANF) program. As a result, sampled operating expenditures associated with nineteen (19) ineligible students, for scholarships, housing and field trips were disallowed.	No
			Non-compliance and recordkeeping issues were noted during the review of BMCEP students' case files.	Yes
			Sampled expenditures were consistently overstated and incorrectly allocated to CSSF.	No
			CSSF approved a budget line item for miscellaneous educational supplies for the purchase of textbooks, portfolios, pens, etc. however, FMU purchased gift cards instead and did not maintain records, receipts, or a list of students/persons who received the gift cards.	No
			The Cost Allocation Plan (CAP) was not developed and submitted to CSSF's Finance Unit.	No
			Charges for salaries and wages were based on budget estimates, not actuals as required, which do not qualify as support to federal awards.	No
			As of 5/31/16, the bank reconciliation for the Bank of America (BOA) Accounts Payable Bank Account ending in #0890, showed eighteen (18) checks totaling \$20,541.87 outstanding over 90 days.	No
			The Financial Closeout Package (FCOP) was not submitted to CSSF within thirty (30) calendar days after the expiration of the contract, non in compliance with requirements of the executed contract.	No
			Did not submit the required Monthly Supervisory Quality Assurance (QA) Case Reviews and Program Activity Reports by the 10 th of each month.	Yes
			Did not provide a copy of the policies and procedures addressing HIPAA.	Yes
			Sampled personnel files did not include required documentation. Personnel policies and procedures did not include information related to the Whistleblower's Act.	No
			Retention requirements for records were not included in the policies.	No
			FMU did not provide supporting documentation demonstrating it backs up its electronic data.	Yes
City Year, Inc. Miami Program (MP)				
Academic and Social Services	\$ 200,000	\$ 22,070.00	City Year MP failed to provide verifiable/credible documentation evidencing sampled students enrolled in the program met eligibility criteria. students.	No

CareerSource South Florida (CSSF) Board of Directors Meeting April 20, 2017
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from December 1, 2016 to March 31, 2017
Program Year 16-17

Programs	Contracts Amount	Disallowed Costs	Findings/Deficiencies	Repeat Findings
			City Year's Cysecure Intranet system did not include required documentation such as: background screenings, performance evaluations, and educational credentials.	No
			Did not comply with federal regulations as Personnel Activity Reports (PARs) to support the distribution of salaries were not provided to OCI for review.	No
			The contract required that 860 students be served. CSSF paid City Year for 806 students, but City Year only served and collected documentation for 504.	No
Adults Mankind Organization, Inc. (AMO)				
Refugee Employment and Training Program (RETP)	\$ 1,945,578	\$ 1,200.00	OCI was unable to contact one (1) sampled client and/or the employer of record to authenticate the validity of placement and referral, AMO incorrectly counted a self-placement as a valid placement.	Yes
In School Youth	\$ 345,739	\$ 9.35	Recordkeeping deficiencies were noted for clients employed by staffing agencies.	No
Out of School Youth	\$ 497,533	\$ 400.00	AMO requested and received reimbursement from CSSF for approved budget line item "Participants' Snacks" for the purchase of gift cards and its distribution to participants in the OSY program; however, the expenditure had not been incurred and paid prior to the request for reimbursement from CSSF. The amount of \$400.00 was disallowed. OCI was unable to evaluate AMO's existing internal controls associated with the safeguard and accountability of the gift cards.	Yes
			AMO was not following the guidelines of its approved Cost Allocation Plan (CAP).	Yes
			There was no documented evidence the transactions were approved prior to processing.	No
			Cash flow was not being effectively monitored. A sampled expenditure included late fees for late remittance to a vendor.	Yes
			reviewer.	No
			Employment Eligibility Verification Forms I-9, were not completed correctly or were incomplete. Sampled employees' personnel files were incomplete or did not include required documentation.	No
			Electronic records were not consistently backed up daily.	No
Lutheran Services Florida, Inc. (LSF)				
Refugee	\$ 2,381,676	\$ 3,600.00	Three (3) sampled clients indicated to the monitor that the job placement was not the direct result of a referral from LFS, yet the self-placements were counted towards monthly benchmark paymebt as placements.	Yes
Transition, Inc.				
Ex-Offender	\$ 600,000	\$ 24.15	Did not follow its established cost allocation guidelines and did not proportionally apply the indirect cost rate to all its federal awards.	Yes
			Adequate supporting documentation for a sampled On-the-job Training (OJT) wage reimbursement was not maintained.	No
			Sampled expenditures associated with various budget line items were incorrectly allocated; consequently, were erroneously recorded in the accounting system.	No
			Recordkeeping issues were noted in sampled Accounts Payable; the percentages allocated to different funding sources were erroneously calculated and documented on the forms, and as a result, they were incorrectly recorded in the accounting system.	Yes
			CSSF's approved budgeted salaries were overstated when compared to the agency-wide budget. The agency-wide budget showed numerous errors and inconsistencies.	No
			Sampled personnel files did not include required documentation at the time of the review.	Yes
			Weaknesses in the internal controls related to payroll processing were noted; discrepancies between the sign-in/sign-out logs, time sheets, Personal Activity Reports (PARs) and payroll registers did not agree.	No
			There was no documented evidence electronic records were backed up for sampled months.	No



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: FISCAL AUDIT TECHNICAL REVIEW

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

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.

In total, three proposals were submitted 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 will be held on April 20, 2017.

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: ACCEPTANCE OF WORKFORCE SERVICE FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance Efficiency Council to recommend to the Board the approval to accept Workforce Services program funds, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

On March 16, 2014, the SFWIB received a Notice of Funds Availability (NFA) from the Department of Economic Opportunity (DEO) of the State of Florida for a total award of \$315,000.00 in Temporary Assistance for Needy Families (TANF) program funds.

On April 12, 2017, the SFWIB received two additional NFA's awards for \$20,083 and \$19,150 in supplemental Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker and Adult program funds, respectively.

Use of these funds must follow all applicable TANF and WIOA laws, rules and regulations and must be consistent with the Program Year 2016-2017 Annual Funding Agreement between the United States Department of Health and Human Services, the United States Department of Labor and DEO.

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

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: ACCEPTANCE OF WORKFORCE INNOVATION AND OPPORTUNITY ACT INCENTIVE FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$186,166 in Workforce Innovation and Opportunity Act Performance Incentive Funds.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

On March 16, 2017, the SFWIB received a Noticed of Fund Availability from the Department of Economic Opportunity (DEO) of the State of Florida for a total award of \$186,166.00 in Workforce Innovation and Opportunity Act (WIOA) Performance Incentive Funds.

Use of these funds must follow all applicable WIOA laws, rules and regulations, and must be consistent with the Program Year 2016 Annual Funding Agreement between the United States Department of Labor and the DEO.

FUNDING: Workforce Innovation and Opportunity Act (WIOA)

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

AGENDA ITEM NUMBER: 9

AGENDA ITEM SUBJECT: ACCEPTANCE OF WAGNER-PEYSER INCENTIVE FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$123,198 in Wagner-Peyser Performance Incentive Funds, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

On March 16, 2017, SFWIB received a Noticed of Funds Availability from the Department of Economic Opportunity of the State of Florida for a total award of \$123,198 in Wagner-Peyser Performance Incentive Funds.

Use of these funds must follow all applicable WP laws, rules and regulations, and be consistent with the Program Year 2016-2017 Annual Funding Agreement between the United States Department of Labor and the DEO.

FUNDING: Wagner-Peyser (WP)

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

AGENDA ITEM NUMBER: 10

AGENDA ITEM SUBJECT: ALLOCATION OF FUNDS FOR THE WORK NUMBER

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate \$100,000 from the FY 2016-2017 Budget Reserve for The Work Number, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

The Work Number is a user-paid verification of employment and income database created by TALX Corporation and acquired by Equifax Inc. in February 2007. It allows requestors to receive immediate verification of an individual's employment and salary information. The Work Number is used by over 50,000 organizations and is an example of how companies outsource specific functions of a Human Resources department.

The Work Number collects week-by-week salary information as recent as the last pay period or several years in the past. Examples of the types of data collected are length of employment, job titles, location, and other human resources-related information such as health care provider, dental insurance, and filed unemployment claims.

The SFWIB uses The Work Number to verify the employment data reported by the Service Providers.

FUNDING: All Funding Streams

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/20/2017

AGENDA ITEM NUMBER: 11

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