



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**  
**FINANCE AND EFFICIENCY**  
**COUNCIL MEETING**  
**THURSDAY, February 15, 2018**  
**8:00 A.M.**

Big Brothers Big Sisters Miami  
550 NW 42<sup>nd</sup> Avenue  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
  - A. December 14, 2017
3. Information - Financial Report - December 2017
4. Information - Bank Reconciliation – November 2017 and December 2017
5. Information - Fiscal Monitoring Activity Reports
6. Recommendation as to Approval an Adjustment of the PY2017-18 Budget
7. Recommendation as to Approval to Accept Funds for the City of Homestead Summer Youth Employment Program
8. Recommendation as to Approval to Accept Funds for the City of Miami Gardens Summer Youth Employment Program

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**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE:** February 15, 2018 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

December 14, 2017 at 8:00am  
 Doubletree by Hilton Miami Airport Hotel &  
 Convention Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, FL 33126

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS NOT IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
<ol style="list-style-type: none"> <li>1. Gibson, Charles A, <i>Chairman</i></li> <li>2. Perez, Andy, <i>Vice-Chairman</i></li> <li>3. Bridges, Jeff</li> <li>4. Datorre, Robert</li> <li>5. Maxwell, Michelle</li> <li>6. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>7. Adrover, Bernardo</li> <li>8. Davis-Raiford, Lucia</li> </ol> <p><b>SFW STAFF</b>            Alonso, Gustavo            Garcia, Christine</p>	<p>Brunson, Anthony – <i>Anthony Brunson, PA</i></p> <p>Brunson, 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 8:25am and welcomed all those present. Quorum of members present had not been achieved.

### **3. Information – Financial Report – October 2017**

Chairman Gibson introduced the item and SFWIB Assistant Director of Finance Gus Alonso further presented.

#### **Budget Adjustment:**

- There were no budget adjustments this month in comparing report to last month.

**Revenue:** There were no budget adjustments this month in comparing report to last month.

#### **Expenses:**

- Headquarter Costs increased - \$989,330
- Refugee Services Increased - \$8,935,670
- Youth Services decreased - \$280,700
- Set Asides decreased - \$97K
- Unallocated Funds decreased - \$10,000,000
- Training and Support Services increased - \$41,945
- Other Programs and Contracts increased - \$410,755

#### **Explanation of Significant Variances**

1. Refugee Contracts – 65.1% versus 66% due to their contractual period and the rate of placements.
2. Training and Support Services 9.5% versus 34% due to more emphasis has been put on Paid Work Experience and ITA activities are still being approved in EFM

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

Chairman Gibson inquired about the training and support services and Mr. Alonso explained. Chairman Gibson inquired about the Refugee Services Expenditures and Mr. Alonso provided details.

Vice-Chairman Perez requested additional details on Refugee Service Program Contracts and Mr. Alonso further explained.

Mr. Alonso further discussed his future retirement. The members of the Council shared their comments and commended his great work during his tenure as SFWIB's Assistant Director of Finance.

Chairman Gibson requested details on revenues listed in the "other" category and Mr. Alonso provided details on Miami-Dade Youth Initiative contract that was pending. Executive Director Rick Beasley provided further details.

There was continued discussion.

Chairman Gibson additionally inquired about the various pending projects and Mr. Alonso provided updates. He additionally provided further details on the statement of work.

No further questions or discussions.

**5. Information – Bank Reconciliation - October 2017**

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

No further questions or discussions.

**2. Approval of Finance and Efficiency Council Meeting Minutes of August 17, 2017 and October 19, 2017**

Mr. Kenneth Scott moved the approval of FEC Meeting Minutes of August 17, 2017 and October 19, 2017; Motion seconded by Vice-Chairman Perez; **Motion Passed Unanimously**

**5. Information – Fiscal Monitoring Activity Reports**

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

Ms. Maxwell inquired about the term "disallowances" and Mr. Alonso explained. She further inquired about the qualifying processes for the various programs and Mr. Alonso explained the invoicing processes.

No further questions or discussions.

**4. Information – Bank Reconciliation – October 2017**

Mr. Gibson introduced and Mr. Alonso further discussed.

**5. Information – Fiscal Monitoring Activities Reports**

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.

There was continued discussion.

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

Vice-Chairman Perez asked whether if the State of Florida contacted this agency of a Notice of Fund Availability (NFA) for a rapid response program. Mr. Beasley responded that he has not received a notification.

No further questions or discussion.

**6. Recommendation as to Approval to Accept the Fiscal Year 2016-2017 Audit Reports**

Chairman Gibson introduced the item. Mr. Alonso further presented then introduced Mr. Anthony Brunson of Anthony Brunson, PA who appeared before the Council and presented.

There was continued discussion.

Mr. Gibson inquired about a future presentation related to scholarships and Mr. Beasley provided details on the Take Stock in Program (TSIC).

Chairman Bridges inquired about the liabilities of Paid Time Off (PTO). Both Mr. Brunson and Mr. Beasley explained that the percentage has been down.

Vice-Chairman Perez inquired about the Take Stock in Children program and its affiliation with Miami Dade College. Mr. Beasley further explained. Mr. Perez asked how Temporary Assistance is for Needy Families fund are being tracked. Mr. Beasley further explained.

Vice-Chairman Perez inquired about potential impact of negative outcome of scholarship purchases. Mr. Beasley provided detailed data on current scholarships. He further provided details on mentorships. He moreover discussed the unused scholarships that were transferred over the 5000 Role Models of Excellence Program contract. He additional explained that college graduation rates have increased as a result of mentorships. He later assured that representatives from those entities would present at the next scheduled meeting.

Mr. Brunson continued with his presentation. He later commended the great work with Mr. Alonso and commented that he felt confident Assistant Controller Christine Garcia would continue the great work.

Mr. Kenneth Scott moved the approval to accept the Fiscal Year 2016-17 audit reports. Motion seconded by Chairman Jeff Bridges; **Further Discussion(s):**

Mr. Beasley additionally recommended an approval of the renewal of contract for 2018-19.

Mr. Kenneth Scott moved the approval of both recommendations. Motion seconded by Chairman Jeff Bridges; **Motion Passed Unanimously**

**Added on Item:**

**7. Recommendation as to Approval of Allocation for a Retention Payment Program**

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

Ms. Maxwell noted her support for this item.

Chairman Gibson asked whether if there would be two payments given and Mr. Alonso explained. Mr. Beasley provided further details.

Ms. Michelle Maxwell moved to approve allocation for a retention payment program. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

There being no further business to come before the Council, the meeting adjourned.



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 2/15/2018

**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 December 2017 is being presented for review by the Board members.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 2/15/2018

**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 November 2017, December 2017 and January 2018 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: 11/30/17  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	740,126.31	
Less Checks/Vouchers Drawn	(4,143,910.27)	291
Plus Deposits		
Checks Voided	0.00	
Deposits	5,228,370.86	30
Plus Other Items:	0.00	
Unreconciled Items:		
<b>Ending Book Balance</b>	<b>1,824,586.90</b>	
Bank Balance	2,650,189.82	
Less Checks/Vouchers Outstanding	(825,602.92)	100
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<b>1,824,586.90</b>	
<b>Unreconciled difference</b>	<b>0.00</b>	

Prepared by: Odell J. Ford Jr. 12/6/17  
Odell J. Ford Jr.

Approved by: [Signature] 12/12/17

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

**Reconciliation Date: 12/31/17  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	1,824,586.90	
Less Checks/Vouchers Drawn	(2,639,643.63)	230
Plus Deposits		
Checks Voided	14,838.87	13
Deposits	2,891,366.04	40
Plus Other Items:	0.00	
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>2,091,148.18</u></u>	
Bank Balance	2,774,105.94	
Less Checks/Vouchers Outstanding	(682,957.76)	70
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<u><u>2,091,148.18</u></u>	
<b>Unreconciled difference</b>	<u><u>0.00</u></u>	

Prepared by:

Odell J Ford Jr. 1/4/18  
Odell J. Ford Jr.

Approved by:

Christo Jones 1/4/18

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

**Reconciliation Date: 1/31/18  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	2,091,148.18	
Less Checks/Vouchers Drawn	(2,823,141.91)	269
Plus Deposits		
Checks Voided	115,496.86	3
Deposits	2,466,928.70	42
Plus Other Items:	0.00	
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>1,850,431.83</u></u>	
Bank Balance	2,103,014.28	
Less Checks/Vouchers Outstanding	(252,582.45)	43
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<u><u>1,850,431.83</u></u>	
<b>Unreconciled difference</b>	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 2/6/18  
Odell J. Ford Jr.

Approved by: Christine Ayer 2/6/18



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 12/14/2017

**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 its December 19, 2013 meeting, the Audit Committee members requested that staff include a monitoring activity report at subsequent meetings. Accordingly, SFWIB staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Year 2017-2018, for the period of November 23, 2017 through January 25, 2018.

The report is a summary of the Service Providers monitored, and findings resulting from the internal fiscal monitoring activities.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

**CareerSource South Florida (CSSF) Board of Directors Meeting February 15, 2018**  
**Office of Continuous Improvement (OCI) Fiscal Unit**  
**Fiscal Monitoring Activity Report from November 23, 2017 to January 25, 2018**  
**Program Year 17-18**

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies	Repeat Findings
<b>Adults Mankind Organization, Inc. (AMOR)</b>				
Refugee Employment and Training Program (RET)	\$ 1,945,578	\$ 12.06	A weakness in the segregation of accounting duties was identified; the Executive Director is authorized to sign checks on behalf of the organization, but also has unrestricted access and authority to process and authorize transactions in the accounting system, review bank reconciliations, and financial reporting.	No
In-School Youth	\$ 387,529	\$ 190.04	AMOR's Accounting Policies and Procedures indicated employee loans would not be accepted without <b>prior</b> Board of Directors approval; however, AMOR received three (3) loans from the Executive Director and her husband, <b>prior to</b> obtaining documented approval from the Board of Directors.	No
Out of School Youth	\$ 557,670	\$ 473.37	AMOR did not maintain copies of images or legal copies cancelled checks. Subsequently, OCI was provided with copies of cancelled checks in order to review the signatures of authorized check signers and endorsements of payees for checks issued for sampled expenditures.	No
Summer Youth Employment - City of Miami Gardens	\$ 350,000	\$ -	AMOR requested and received reimbursement from CSSF for expenditures which had not been incurred and paid prior to the request for reimbursement as required; this has resulted in disallowances.	Yes
			AMOR erroneously billed CSSF a portion of its monthly expense mobile telephone service as well as unallowable costs; unallowable costs were not recorded as such in compliance with federal regulations.	No
			Sampled payments for operating expenditures were not remitted to vendors in a timely.	Yes
			AMOR incorrectly recorded expenses to the Accounts Payable general ledger account as a debit; therefore, the Aged Accounts Payable Schedule showed a negative balance, not in compliance with the executed contracts and Generally Accepted Accounting Principles (GAAP).	No
			AMOR did not have an established unallowable costs account in the general ledger to properly identify, track and record unallowable costs in its accounting system.	No
			Sampled payments to vendors were not supported by properly executed contracts and adequate documentation.	No
			Recordkeeping issues were identified with AMOR's sampled financial internal forms, as they were consistently incomplete or contained incorrect vendors' information, therefore, defeating the purpose of the forms.	No
			AMOR's Cost Allocation Plan (CAP) did not include the methodology used to allocate the cost for common areas of its facilities; in addition, the allocation methodology utilized for postage expenditures was not in accordance with the methodology described in the CAP.	No
			AMOR incurred an overdraft fee of <b>\$35.00</b> in November 2016, which is an unallowable cost, but the fee was not recorded in the unallowable costs general ledger account.	No
			As of November 30, 2016, the bank reconciliation for the Wells Fargo Bank account ending in #1371 showed a negative adjusted balance of <b>\$3,414.57</b> .	No
			Bank reconciliations, although signed, were not dated by the preparer or the reviewer; therefore, it could not be determined if reconciliations were prepared and reviewed timely or if internal control procedures were adhered to.	Yes
			AMOR's interbank transfers were not recorded in the accounting system timely.	No
			AMOR did not display the required Health Insurance Portability and Accountability Act (HIPAA) notices at its facility.	No
			A sampled employee's personnel file did not include the Individual Non-Disclosure and Confidentiality Certification Form.	No
			At the time of review, sampled employees' personnel files did not include required documentation or included erroneous and incomplete information related to The Department of Homeland Security United States Citizenship and Immigration Services (USCIS) – Employment Eligibility Verification Form I-9 (Form I-9), the Department of the Treasury Internal Revenue Service Employee's Withholding Allowance Certificate Form W-4 (Form W-4), The Affidavit of Good Moral Character, employee evaluations, and signed job descriptions.	No
			Current sampled employees did not complete Tier-1 Certification, and for new hires were not completed within 90 days of hire.	No
			Timesheets for sampled employees were not dated by the supervisor as evidence of review.	No
			Sampled employees' time code shown on the timesheets and Personal Activity Reports (PARs) did not agree to the time codes documented in the payroll register.	No
			Required reports were submitted late or not submitted to CSSF.	No
			AMOR's Personnel Policies and Procedures did not indicate the correct contact information for knowledge or reasonable suspicion of reporting abuse, neglect and exploitation, not in compliance Florida Statutes, and the executed RET contract.	No

CareerSource South Florida (CSSF) Board of Directors Meeting February 15, 2018  
Office of Continuous Improvement (OCI) Fiscal Unit  
Fiscal Monitoring Activity Report from November 23, 2017 to January 25, 2018  
Program Year 17-18

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies	Repeat Findings
<b>Arbor E &amp; T, LLC (Arbor), a subsidiary of ResCare, Inc. - Refugee Files Review</b>				
Refugee Employment and Training Program	\$1,098,190	None	The review and tests of the referrals and employment information for seventy (70) sampled RET clients' case files, <b>did not reveal any discrepancies.</b> CSSF and OCI would like to commend Arbor on doing a good job with the completeness, accuracy and legitimacy of documentation maintained in the RET clients' case files sampled, the validity and accuracy of the referrals and placements, as well as the information recorded on the RET Placement Forms, for program year 2016-2017 reviewed.	No
<b>Community Coalition, Inc. (CC) - Refugee Files Review</b>				
Refugee Employment and Training Program	\$950,987	\$ 1,200.00	The review and tests of the referrals and employment information for thirty (30) sampled RET clients' case files for program year 2016-2017 reviewed, revealed one (1) case, Community Coalition claimed and received payment for a temporary and/or seasonal placement, which did not count toward monthly placement benchmark. The performance measure in the amount of \$1,200.00 was disallowed.	No
<b>Cuban-American National Council, Inc. (CNC) - Refugee Files Review</b>				
Refugee Employment and Training Program	\$947,155	None	The review and tests of the referrals and employment information for twenty (20) sampled RET clients' case files, <b>did not reveal any discrepancies.</b> CSSF and OCI would like to commend CNC on doing a good job with the completeness, accuracy and legitimacy of documentation maintained in the RET clients' case files sampled, the validity and accuracy of the referrals and placements, as well as the information recorded on the RET Placement Forms, for program year 2016-2017 reviewed.	No
<b>The School Board of Miami-Dade County (MDCPS)</b>				
Summer Youth Internship Program (SYIP)	\$581,000	None	Sampled student timesheets were incomplete, they were missing the signature of the MDCPS Instructional Supervisors.	No
<b>Youth Co-Op, Inc./ City of Homestead Summer Youth Employment Program</b>				
Summer Youth Employment Program (SYEP)	\$120,000	None	Internal control weaknesses were identified within YCOP's payroll process and documentation; sampled youth participants' Sign-in and sign-out logs/Timesheets were dated by the worksite supervisors <b>prior to</b> the pay period end date; therefore, defeating the purpose of the supervisory review and approval procedures.	No
			A sampled full-time employee's (FTE) Personnel Activity Reports (PARs) did not document <b>all</b> activities or hours equivalent to an FTE, not in compliance with federal regulation and the executed contract.	No
<b>OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED</b>				
Final Management Decision Letters issued: Arbor E & T, LLC., and Cuban-American National Council, Inc.				
<b>PLAN OF CORRECTIVE ACTIONS (POCA) REVIEWED</b>				
Adults Mankind Organization, Inc., City Year, Inc., Community Coalition, Inc., Cuban American National Council, Inc. and Lutheran Services of Florida, Inc.				



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 2/15/2018

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** APPROVAL TO ADJUST 2017-18 BUDGET FOR THE ACTUAL AWARDS AND CARRY-FORWARD FUNDS.

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to adjust the 2017/18 budget for the actual awards received and carry-forward amounts adjustments.

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

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

**BACKGROUND:**

On June 15, 2017, the SFWIB approved the fiscal year 2017/18 budget. The approved budget included an estimated \$17,431,552 in carry-forward funds and \$47,942,625 in new funding. Following the end of the fiscal year, once the audit was complete and final figures confirmed, it was determined that actual carry-forward dollars \$ 17,598,453. Also, once the notice of funds available were received, the actual funding was \$48,032,130.

Attached there is a table summarizing the adjustments to the carry-forward and new funding.

**FUNDING:** WIA Adult, Youth and Dislocated Worker Programs, Wagner Peyser, Refugee Employment Program, and other DEO Funding.

**PERFORMANCE:** N/A

*ATTACHMENT*

### Carryover Funding Analysis

DESCRIPTION	New Funding Adjustment	Carryover Adjustment
WIOA ADULT PY16	\$ -	\$ 110,307.14
WIOA ADULT PY17	\$ (372,320.00)	\$ -
AWI-DVER PY17 July-Sept	\$ -	\$ -
DEO-DVER PY17 Oct-June	\$ 11,226.00	\$ -
WIOA DISLOCATED WORKER PY16	\$ -	\$ (481,908.00)
WIOA DISLOCATED WORKER PY17	\$ 317,955.00	\$ -
SNAP July-Sept PY2017	\$ -	\$ -
SNAP Oct-June PY2017	\$ (102,065.77)	\$ -
AWI-LVER PY17 July-Sept	\$ -	\$ -
AWI-LVER PY17 Oct-June	\$ (1,161.00)	\$ -
TRADE ADJUSTMENT ASSISTANCE ADMIN JULY-JUNE	\$ 8,133.00	\$ -
DEO-UC PY17	\$ -	\$ -
DEO-UC PY17 Reemployment Assistance Program	\$ 34,110.00	\$ -
RESEA	\$ -	\$ 378,968.45
Performance Inentives	\$ -	\$ (50,948.00)
DEO-WAGNER PEYSER PY16	\$ -	\$ 876,835.30
DEO-WAGNER PEYSER PY17	\$ (118,908.00)	\$ -
Performance Incentives	\$ -	\$ -
WELFARE TRANSITION PY17	\$ -	\$ -
WELFARE TRANSITION PY18	\$ 100.00	\$ -
WIOA YOUTH PY16	\$ -	\$ (651,886.73)
WIOA YOUTH PY17	\$ 312,436.00	\$ -
Performance Incentives	\$ -	\$ -
REFUGEE	\$ -	\$ (14,467.11)
INCENTIVE	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 89,505.23</b>	<b>\$ 166,901.05</b>



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 2/15/2018

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF FUNDS FROM THE CITY OF HOMESTEAD

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** SFWIB Staff recommends to the Finance Efficiency Council to recommend to the Board the approval to accept \$50,000 from the City of Homestead for a Summer Youth Employment Program for the youth of Homestead, as set forth below.

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

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

### **BACKGROUND:**

At its June 15, 2017 meeting, the South Florida Workforce Investment Board (SFWIB) approved the City of Homestead Summer Youth Employment Program (SYEP) to provide summer youth employment opportunities to 61 youth between the ages of 14 to 18. The SYEP will provide youth residents within the City of Homestead with employment opportunities to assist in obtaining needed skills while gaining a better understanding of the workplace.

A total of 632 Homestead youth showed interest in the SYEP last year. Of the 632 interested youth, 279 youth (44 percent) were income eligible for the program. A total of 311 youth (49 percent) were not qualified for the program and 42 youth (seven percent) did not complete the registration process. Eighty percent of the participating youth received free and/ or reduced lunch. Fourteen percent of the participants received Temporary Assistance for Needy Families

The program will begin with a 20 hour Work Readiness training, where youth will be provided Job Preparation skills such as resume building, mock interviews, how to complete a job application, financial literacy, life and time management. Youth will have an opportunity to meet employers and become familiar with the on-boarding process through hands-on experience. Youth will also receive financial literacy from Miami- Dade County Credit Union and information related to budgeting and investing.

As a part of the partnership, the City of Homestead will provide \$50,000 to the SFWIB; and the SFWIB will provide matching funds. The program will provide employment and team building opportunities to the City's future workforce.

**FUNDING:** City of Homestead

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 2/15/2018

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF FUNDS FROM THE CITY OF MIAMI GARDENS

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** SFWIB staff recommends to the Finance Efficiency Council to recommend to the Board the approval to accept \$150,000 from the City of Miami Gardens for a Summer Youth Employment Program for the youth of Miami Gardens, as set forth below.

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

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

### **BACKGROUND:**

At its June 15, 2017 meeting, the South Florida Workforce Investment Board (SFWIB) approved the City of Homestead Summer Youth Employment Program (SYEP) to provide summer youth employment opportunities to 61 youth between the ages of 14 to 18. The SYEP will provide youth residents within the City of Miami Gardens with employment opportunities to assist in obtaining needed skills while gaining a better understanding of the workplace.

A total of 1,774 Miami Gardens youth showed interest in the SYEP last year. Of the 1,774 interested youth, 1,006 youth (57 percent) were income eligible for the program. A total of 657 youth (37 percent) were not qualified for the program and 111 youth (six percent) did not complete the registration process. Seventy-one percent of the participating youth received free and/ or reduced lunch. Fourteen percent of the participants received Temporary Assistance for Needy Families

The program will begin with a 20 hour Work Readiness training, where youth will be provided Job Preparation skills such as resume building, mock interviews, how to complete a job application, financial literacy, life and time management. Youth will have an opportunity to meet employers and become familiar with the on-boarding process through hands-on experience. Youth will also receive financial literacy from Miami- Dade County Credit Union and information related to budgeting and investing.

As a part of the partnership, the City of Miami Gardens will provide \$150,000 to the SFWIB; and the SFWIB will provide matching funds. The program will provide employment and team building opportunities to the City's future workforce.

**FUNDING:** City of Miami Gardens

**PERFORMANCE:** N/A

*NO ATTACHMENT*